

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

AWARDS – YEARBOOK CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for administering National Garden Clubs, Inc. (NGC), Pacific Region Garden Clubs, Inc. (PRGC) and AFGC Yearbook Awards created to offer a challenge and to give insight into the scope of the work done by member clubs.

DUTIES

- Follow guidelines set forth in AFGC Standing Rules - AWARDS.
- Check with AFGC Awards General Chairman to determine whether any changes in awards or rules should be considered.
- Alert the AFGC Local Garden Clubs electronically the complete, up-to-date, set of rules and forms for applying for the Yearbook Awards are available on the AFGC Website.
 - Keep abreast of any changes or additions published in *The National Gardener* or released by NGC Awards Chairmen.
 - Obtain in writing from the NGC Awards Chairman any interpretation or statement necessary to make clear the meaning of the rules or the information called for on the forms.
 - Notify promptly the Local Garden Club Presidents when changes or additions occur in NGC Yearbook Awards.
- Encourage clubs to apply.
- Publicize the available national, regional and state levels yearbooks awards at Club Meetings, District Meetings and AFGC Annual Meeting/Convention.
- Submit articles electronically to *Greenleaf* Editor to arouse interest and give advice with respect to yearbook awards.
 - Set deadlines for submission as November 1 permitting adequate time for AFGC Awards Yearbook Committee consideration and timely submission to the PRGC Yearbook Chairman.
 - Publicize any changes in rules or forms in the *Greenleaf* and send a notice electronically to the District Directors and Local Garden Club Presidents.
- Respond promptly to questions on matters such as rule interpretations or preparation of a Yearbook.
- Accept three (3) copies of yearbooks for the AFGC Yearbook Awards from the Local Garden Club Presidents or District Directors.
- Serve as chairman of the Awards Yearbook Committee.
 - Appoint a committee to appraise applications. Committee should include the AFGC President, The First Vice-President and/or three experienced members.
 - Determine the AFGC Yearbook Award winners.
- Prepare application forms for the Best in State and Best in Class AFGC Yearbook Award winners and submit to the PRGC Yearbook Chairman in required manner on a timely basis.

- Coordinate with the AFGC Awards Chairman for the presentation of the awards at the AFGC Annual Convention or Meeting. **Send a list electronically of all the winners by February 1st**, so the chairman can prepare the certificates.
- **Present award certificates** to the Local Garden Club President, the person who earned it or club representative, where it shall remain in their custody.
- Arrange to exhibit all Best in State and Best in Class award-winning entries at the AFGC Annual Convention/Meeting.
 - **Request that all club representatives pick up their Yearbooks** at the close of the Annual Convention/Meeting.
 - Have a sign-out sheet available for those removing Books of Evidence.
 - Assume responsibility for unclaimed books.
- Submit a copy electronically of the Awards Yearbook Report to the AFGC Archivist and AFGC Recording Secretary who will file it with the minutes of the Annual Meeting.
- Prepare any report requested by the PRGC or NGC Awards Yearbook Chairmen and review with AFGC President before submitting.
- **Submit a report to the AFGC President, AFGC Recording Secretary and AFGC Archivist by two (2) weeks** before each Board of Directors meeting covering activities since the previous report. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly to the board.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.