

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

BLUE STAR & GOLD STAR MEMORIAL MARKER CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman promotes the Blue and Gold Star Memorial Markers Program sponsored by National Garden Clubs, Inc. These memorial markers approved by the Department of Veterans Affairs, National Cemetery System; Washington, D.C., were designed to pay tribute to the armed forces as a whole and may *not* bear an individual name.

DUTIES

- Refer to the NGC Website (gardenclub.org) – Projects – Blue Stars Memorial -GUIDELINES FOR BLUE STAR & GOLD STAR FAMILIES MEMORIAL MARKERS for current direction. Make a copy for your folder and be familiar with the information therein.
- Maintain a current log of the markers in Arizona, noting location and assessing condition.
- Maintain correspondence files with NGC, AFGC, Districts, Local Garden Clubs and AFGC Plant Societies
- Make recommendations to the AFGC Executive Committee for additions, repair, replacement or relocation of the markers.
- Promote the program by articles in *Greenleaf*, AFGC Website and through correspondence with an interested garden club or district.
- If a club or district sponsors a marker and it is in need of repair, replacement or relocation, contact the club or district and encourage the club or district to repair or replace, reposition and rededicate the marker.
- Who (AFGC, District, Local Garden Club) is ordering the marker fills out designated number of applications and order forms, obtains necessary approvals, along with check, mails to either NGC Blue Star or Gold Star Memorial Markers Chairman. See GUIDELINES pages 12 and 13 for forms.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and coordinating AFGC Vice-President by two (2)-three weeks** before each Board of Directors meeting covering goals and/or activities since 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 in the packet entitled IMPORTANT PROCEDURES, which is part of this job description folder.