

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## **Board of Directors** **JOB DESCRIPTION**

### CONSERVATION/ENVIRONMENT CHAIRMAN

As a member of the AFGC Board of Directors reporting to an AFGC Vice-President, this chairman will bring attention to our membership conservation as well as environmental issues that affect our water, land and air resources.

#### **DUTIES**

- Encourage good stewardship of our water, land and air resources.
- When possible, encourage youth participation in the education and conservation of our natural resources.
- Send electronically articles for publication yearly to the *Greenleaf* Editor that focus on conservation and the environment on a state, national and/or world platform.
- Utilize the AFGC Website space allotted for Conservation and Environment information.
- Monitor state and national legislation with regard to conservation/environment issues
- Be prepared to create a display focusing on conservation and the environment should, if requested to do so.
- **Submit a report electronically to the AFGC President, Archivist, Recording Secretary and the AFGC Vice-President that you report to by two (2) weeks** before each Executive Committee Meeting, Board of Directors Meeting and Annual Meeting. The AFGC President will forward all reports to the Board of Director members. You may request to report directly at these meetings.
- Review and follow procedures applicable to all members of the Board of Directors as outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.