

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

CONVENTION CHAIRMAN/CO-CHAIRMAN

As a member of the AFGC Board of Directors reporting to the AFGC President, this chairman is responsible for coordinating all phases of the planning and execution of the AFGC Biennial Convention.

QUALIFICATIONS

- The Convention Chairman shall have been a member of the Board of Directors for a two-year term prior to the Convention in which the Chairman serves.

DUTIES

- Work closely with the State President in following the detailed GUIDELINES FOR PLANNING A STATE ANNUAL MEETING that is part of this job description folder.
- Appoint chairmen to carry out the details of the various areas of responsibility as detailed in the GUIDELINES FOR PLANNING A STATE ANNUAL MEETING. Make sure the chairmen understand what is expected of them and facilitate communication between the chairmen.
- **COMMUNICATION IS THE KEY TO SUCCESS.** Plan frequent meetings for chairmen's progress reports.
- **Obtain all commitments in writing.** Contracts with speakers and performers are vital as are the arrangements made with the hotel.
- Submit information electronically to the *Greenleaf* Editor in a timely manner. This includes publicity poster/flyer, Convention Schedule and Reservation Form.
- Make arrangements prior to the Biennial Convention for any meeting requested by a state officer or chairman to take place during the Convention.
- Work with the AFGC Awards Chairman to facilitate her presentations and make time for recognition of Distinguished Clubs, Club Presidents and AFGC Life Members.
- Attend District Meetings, AFGC Board of Directors Meetings and other state federation functions to publicize the convention and encourage statewide attendance.
- Submit a report electronically to the AFGC President, AFGC Archivist and AFGC Recording Secretary by two (2) weeks before each Board of Directors Meeting covering activities since the previous report. The AFGC President will forward all reports to Board of Directors members. You may request to report directly at the meeting.
- Submit a post-Convention report electronically, as soon as possible after the Convention, to the AFGC President, the Immediate Former AFGC President, AFGC Archivist and Immediate Former AFGC Recording Secretary. The AFGC President will forward the Convention Final Report to the Board of Directors.
- The AFGC Convention Chairman/Co-Chairman shall attend and present the Final Report at the first AFGC Board of Directors meeting following the Biennial Convention.
- 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.