

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

DISTRICT DIRECTOR

As a member of both the Executive Committee and the Board of Directors reporting to the AFGC President, the District Director will be a liaison between AFGC and the Local Garden Clubs and AFGC Plant Societies within the district serving.

DUTIES

- Upon taking office, assure clubs in your district have your full name, address with zip code, telephone number with area code and e-mail address advising them of a convenient time to call or to e-mail.
- Arrange for visits with your clubs, at their invitation or at their convenience.
- Represent your clubs' interests and viewpoints at the State-level.
- Explain and promote NGC, PRGC and AFGC objectives and programs to your clubs.
- Promote AFGC Membership Benefits and the resource of AFGC officers and chairmen, including your own expertise.
- Appoint a treasurer and chairmen, as appropriate, to your district
 - See that the chairmen understand their responsibilities and relationship, if any, to an AFGC counterpart.
 - Provide direction and follow-up.
- Provide training and assistance for Local Garden Club/AFGC Plant Society Presidents by providing program subjects and giving personal advice as appropriate.
- Expedite the Local Garden Club President's subscription to *The National Gardener* and to provide accurate contact information for communication:
 - **Establish a clear understanding with club presidents that immediately upon the election of the Local Garden Club President-Elect the name, complete address with 5-digit zip code, telephone number with area code and e-mail address of the president-elect are sent to you as District Director and to the AFGC President.**
 - Update the District Club file and e-mail to AFGC Data Base Chairman.
 - Change in Local Garden Club/AFGC Plant Society officers contact information be sent to AFGC President, AFGC District Director and AFGC Data Base Chairman
- Encourage members to attend District Meetings/Gatherings, the AFGC Annual Meeting/Biennial Convention, NGC Schools, Symposiums, Refreshers, Study Units Courses, Horticulture Seminars and Wildflower Symposiums.
- Encourage Local Garden Clubs/Plant Societies in your district to submit articles electronically on club activities to the *Greenleaf* Editor and to utilize the AFGC Website space allotted to each of the Local Garden Clubs/AFGC Plant Societies.
- Promote the organization of new clubs and encourage existing non-NGC local garden clubs to join AFGC.

- Assist the AFGC Membership Chairman according to the guidelines in the AFGC Standing Rules, “Federating a New Member Garden Club.”
- Sign the new club’s charter.
- Send a note of welcome to the new club thanking them for the list of members and wishing them satisfaction in their association as members of AFGC, Inc., PRGC, Inc. and NGC, Inc.
- Inform the new club of their sponsoring club, if one, and what can be expected.
- Provide follow-up support.
- Upon notification of the AFGC Treasurer, follow-up with any club delinquent in payment of dues as of June 1, determine reason and assist to resolve, allowing payment to be completed.
- Determine District Meeting/Gathering annual rotation among the clubs in your district.
- Notify Host Club of their District Meeting/Gathering Rotation order one year in advance.
- **FORMAT FOR DISTRICT MEETINGS/GATHERINGS:**
 - On an annual rotational basis identify the host club and with its representatives determine the date, location, program, theme and a registration fee adequate to cover all anticipated expenses.
 - Arrange for and preside over the District Meeting/Gathering.
 - Advise Hostess Club of set-up and seating arrangements, if needed.
 - **Local Host Garden Club Chairman to:**
 - ❖ Clear the proposed date with the AFGC Event Calendar Chairman.
 - If date is open and the presence of the AFGC President and/or AFGC President-Elect to attend is desired, contact the AFGC President and/or AFGC President-Elect to ascertain if the person is available to attend.
 - If the AFGC President can attend, then immediately contact the AFGC Event Calendar Chairman via e-mail or telephone to secure the date. Do this step as the date may have been requested with the chairman before the event has been posted on the AFGC Website.
 - It is the AFGC Event Calendar Chairman responsibility to post the event on the website’s event calendar or the chairman will notify the AFGC Website Chairman to post the date of the event on the website event calendar.
 - ❖ Provide the following information to the AFGC Event Calendar Chairman: Event name, date of event, where located, time, featured speakers, registrar’s name, address with zip code plus e-mail address, registration fee and who to make check payable.
 - ❖ Review publicity flyer call letter and registration form with District Director.
 - ❖ Determine deadlines and send electronically the publicity flyer call letter and registration form to the *Greenleaf* Editor and AFGC Website to include when, where, time, featured speakers,

registrar's name and address, registration fee and who to make check payable.

- ❖ Obtain signed contracts, if needed, for meeting accommodations and speaker's presentations.
 - ❖ E-mail publicity flyer call letter and registration form, including a map, 60 days in advance to AFGC Board of Directors including Local Garden Club Presidents.
 - ❖ Send invitations to the AFGC President, First Vice-President, President-Elect and District Director to attend as your guests.
 - ❖ Approve the completed program and publicity release prior to printing.
 - ❖ Obtain set-up requirements for the meeting, including head table seating, if requested.
 - ❖ After the meeting, provide attendance and financial reports to District Director..
 - ❖ Write notes of appreciation to speakers, and others significantly involved.
 - ❖ File all reports and other material relating to the event as future reference material.
-
- Write a thank you note to Host Club for arranging the District Meeting/Gathering
 - Encourage Local Garden Clubs/Plant Societies to e-mail progress reports for each Board of Directors meeting, briefly covering significant activities.
 - At the District Meeting, in the odd numbered year, elect the next District Director, an Alternate and a member for the AFGC Nominating Committee.
 - Request **Local Garden Clubs/AFGC Plant Societies Annual Reports** of club activities be completed and returned to you at least one month prior to AFGC Board of Directors meeting in the spring
 - Prepare a District Directors Annual Report and submit electronically to the AFGC President, AFGC Recording Secretary, AFGC Archivist Chairman by two (2) weeks prior to AFGC Board of Directors meeting in the spring. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meeting.
 - Accept awards on behalf of an absent club representative at the Annual Meeting/Biennial Convention's Awards Ceremony.
 - Pick up and return any district club's Flower Show Book of Evidence or Yearbooks remaining at the close of the Annual Meeting/Biennial Convention. If mailing is required, it is at the expense of the Local Garden Club/Plant Society.
 - Turn over all files and relevant materials when you leave office to the incoming District Director.
 - 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.

January 2019 FINAL