

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### EDITOR – *GREENLEAF*

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for providing the membership with an interesting, informative publication that promotes the objectives of the Arizona Federation of Garden Clubs, Inc. The name of the state publication is the *Greenleaf*.

#### DUTIES

- Select and edit all material to be printed in the issues of the official AFGC publication.
- Schedule articles over a two-year period by members of the Board of Directors and feature articles by other contributors.
- Arrange for photographs (black and white or colored digital images) for use as appropriate.
- Determine deadlines for receiving, compiling and editing an issue and send electronic reminders to AFGC Board Members about 30 days prior to deadline.

#### COPY DEADLINES:

- August 17 for Fall Issue
- November 17 for Winter Issue
- February 17 for Spring Issue
- May 17 for Summer Issue
- The AFGC Finance Committee determines the *Greenleaf* budget including the incorporation of staff expenses.
- Follow the AFGC Standing Rules for the *Greenleaf*.
- **Submit a report electronically to the AFGC President, AFGC Archivist, 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 the Board of Director members. You may request to report directly at the meetings.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is part of the job description folder.