

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

EDITOR/PUBLISHER - YEARBOOK/DIRECTORY

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for providing the Board of Directors a Yearbook/Directory that promotes the objective of the Arizona Federation of Garden Clubs, Inc. and the National Garden Clubs, Inc.

DUTIES

- Select and edit all material to be printed in the AFGC Yearbook/Directory that includes:
 - A cover with Arizona Federation of Garden Clubs, Inc., state and year on it. The design is optional.
 - Table of contents.
 - Title Page: total membership, number of clubs and affiliation including National Garden Clubs, Inc. and Pacific Region Garden Clubs, Inc. Names and addresses of NGC, Inc. President and Pacific Region Director. Their themes and projects are optional.
 - AFGC Officers including addresses, telephone number, and email addresses.
 - AFGC Theme.
 - AFGC Mission Statement.
 - AFGC Board of Directors listing their position and name.
 - AFGC Presidents 1933 to date.
 - Members serving NGC, Inc. and Pacific Region Garden Clubs, Inc. Board of Directors
 - Distinguished Clubs listed by levels.
 - Diamond-70 years
 - Platinum-60 years
 - Gold-50 years
 - Garden Clubs listed by district including:
 - Name and number of members.
 - Date organized and federated.
 - Club President and Officers' names.
 - Meeting date, time and place.
 - AFGC Calendar of Events
 - NGC Gardening Consultants, NGC Landscape Design Consultants, NGC Environmental Consultants, Arizona Flower Show Judges Council and NGC Accredited Flower Show Judges.
 - AFGC Directory with Board of Directors' names, addresses, telephone numbers and email addresses.
- Review the digital copy of the AFGC Yearbook/Directory to insure that it includes all information as prepared and formatted by the Database Chairman according to AFGC specifications.

- Promptly inform the Database Chairman of any discrepancies or omissions to insure a timely distribution of the Yearbook/Directory.
- Determine deadlines for receiving, compiling and editing a Yearbook/Directory copy to meet the printer's dates.
- Oversee the publishing and distribution of the AFGC Yearbook/Directory.
- Prepare an annual budget for Yearbook/Directory for the Finance Committee so that they can incorporate it into the AFGC budget.
- **Submit a report to the AFGC President, AFGC Archivist and AFGC Recording Secretary by two (2) weeks** before the Board of Directors meeting at which the Yearbook/Directory is distributed. The AFGC President will forward the report to the Board of Directors members. You may request to report directly at the meeting.
- 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.