

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

EVENT CALENDAR CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for coordinating the dates of events within the districts and the AFGC, Pacific Region and National Garden Clubs, Inc.

DUTIES

- Schedule District and AFGC events. Allow comfortable timing between dates the president is expected to attend. Include Pacific Region Garden Clubs, Inc. (PRGC) and NGC obligations in the planning.
- When conflicts are foreseen, notify those concerned as to appropriate changes.
- List chronologically, for the AFGC website and the *Greenleaf*, the dates of activities agreed upon within the AFGC as well as the announced dates of PRGC and NGC meetings and events.
- Include in the listing who, what, where and when and other pertinent information; plus contact person's name, address and telephone number with area code and e-mail address.
- Submit electronically an article to the *Greenleaf* explaining why, when and how to submit event calendar information.
- **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. AFGC President will forward all reports to the Board of Directors members. You may request to report directly to the board.
- 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.