

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

FLORAL DESIGN CHAIRMAN

As a member of the AFGC Board of Directors reporting to a coordinating AFGC Vice-President, this chairman offers advice on Floral Design matters including offering suggestions on appropriate Designers for special events for federation activities.

DUTIES

- Promote interest in Floral Design to the membership by way of submitting informational articles to *Greenleaf* Editor and posting on AFGC Website.
- Provide Design programs when requested to do so.
- Attempt to aid members in securing appropriate designers for federation activities.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and to the AFGC Vice-President to whom you report by two (2) weeks** before each Board of Directors Meeting and Annual Meeting covering activities since the previous report. The AFGC President will forward all reports to the Board of Directors 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 a part of this job description folder.