

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

FLOWER SHOW SCHOOL CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for NGC Flower Show Schools held in the state. This chairman must be an NGC Accredited Flower Show Judge.

DUTIES

- Assure a NGC Flower Show School conforms to state and national requirements as directed in the AFGC Standing Rules and the current edition of *NGC Handbook for Flower Shows*.
- Promote NGC Flower Show School as an important learning experience.
- Determine a location for the Flower Show School.
- Initiate a NGC Flower Show School, subject to prior approval by the AFGC Executive Committee and Board of Directors, preferably six (6) months in advance.
- Send school registration forms to appropriate NGC Accrediting Chairman as soon as possible to meet the time frame required by NGC Flower Show School rules.
- Select a committee as needed to organize and run the NGC Flower Show School.
- Hire NGC Approved Instructors
- Assure efficient management of the school.
- Keep a complete record of each course in a permanent record file, current at all times including instructor agreements, student and audit rosters, summary sheets, student grades and judging levels.
- Maintain a list of student judges for Local Garden Clubs/Districts/State asking for the names of student judges to exhibit or judge a NGC Flower Show.
- Submit an article/flyer electronically to the *Greenleaf* Editor to promote the NGC Flower Show School
- Submit electronically to the *Greenleaf* Editor the name(s) of Flower Show School student(s) who have become a NGC Accredited Judge.
- Utilize the AFGC Website for Flower Show School information
- **Submit a report electronically to the AFGC President, Archivist, Recording Secretary and coordinating AFGC Vice-President by two (2) weeks** before each Executive Committee Meeting, Board of Directors Meeting and Annual Meeting. 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.