

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

HORTICULTURE CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for providing assistance to clubs on all matters concerning horticulture.

DUTIES

- Be informed on current horticultural and arboricultural methods including cultivation of plants, methods of gardening (organic and IPM) and pest control.
- Respond to correspondence or verbal requests from clubs for horticultural information, plant sources, plant culture and procedures on a timely basis.
- Present programs or supply names of speakers on subjects of horticultural interest as requested.
- Submit articles electronically for publication to the *Greenleaf* Editor to educate club members with current horticulture information including food gardening, indoor/outdoor gardening, safe methods of pest control and ways to be environmentally responsible.
- Utilize the AFGC Website space allotted for Horticulture
- Be aware of materials available from National Garden Clubs, Inc. and assist clubs on how to obtain them.
- Promote NGC Community Gardening program.
- **Submit electronically a report to the AFGC President, Archivist, Recording Secretary and your coordinating AFGC Vice-President by two (2) weeks** before each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting. The AFGC President will forward all reports to the Board of Directors members. This chairman 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.