

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### LOCAL GARDEN CLUB/PLANT SOCIETY PRESIDENT

As a member of the AFGC Board of Directors reporting to a District Director, the Club President is responsible for coordinating all phases of planning and execution of activities of a garden club.

#### DUTIES

- Administer activities of the organization in keeping with AFGC, Pacific Region Garden Clubs, Inc. (PRGC) and National Garden Clubs, Inc. (NGC) objectives.
- Attend District Meetings, AFGC Board of Directors Meetings, AFGC Convention and AFGC Annual Meeting or *designate a representative*. Encourage members to attend.
- Preside at all meetings of the club and the executive committee. Make meetings informative, friendly and fun.
- Appoint committee chairmen.
- Be familiar with basic *The Robert's Rules of Order, Newly Revised* parliamentary law, the club Bylaws and the duties of each officer and committee chairman.
- Prepare a written agenda to ensure a brief informative business meeting.
- E-mail letters from the AFGC and the District Director to the membership.
- Call the member's attention to pertinent articles in the *Greenleaf*, *WACONIAH* and *the National Gardener*.
- Sign your name to the minutes prepared by the recording secretary as evidence of their accuracy.
- Serve as a member ex-officio of all committees except the nominating committee.
- Delegate, supervise, be impartial and guide members having a specific duty.
- Instruct the Club Treasurer to immediately send a new member's name, address to include 9 digit zip code, telephone number with area code, email address to the Database Chairman and same information plus AFGC dues to AFGC Assistant Treasurer.
- Instruct the Club Treasurer to immediately e-mail the name(s) of deceased member(s) or who moved or resigned membership to the AFGC Database Chairman who will forward that information to the AFGC Corresponding Secretary, AFGC President, AFGC Treasurer so club dues can be adjusted and to the AFGC Website Chairman plus Greenleaf Editor.
- Compile and e-mail to the AFGC Assistant Treasurer the name, address with zip code, e-mail address and telephone number with area code of all AFGC Local Garden Club/Plant Society officers and members plus dues prior to June 1. This same membership information (minus dues) shall be sent to the AFGC Database Chairman who shall e-mail contact information to the AFGC President, AFGC Treasurer, AFGC Yearbook Chairman and AFGC Website Chairman.
- Prior to or at the AFGC Fall Board Meeting five (5) club yearbooks are to distributed by the Local Garden Club/Plant Society/Council to the following: AFGC President (one -1); Awards Yearbook Chairman (three – 3 if entering); District Director (one-1).

- NGC Calendars shall be ordered by August 15 from NGC Website Member Services – gardenclub.org.
- Submit a written article via e-mail re local garden club activities to the *Greenleaf* Editor for publication
- Submit informative articles re club activities/events to the allotted space for your club in the AFGC website.
- **E-mail a Club Activities Report to the AFGC President and the Archive Chairman three (3) weeks prior to the fall Board of Directors Meeting.**
- **E-mail an Annual Club Activities Report to the President and the Archive Chairman three (3) weeks prior to the Annual Meeting.**
- Invite your District Director to a general club meeting, as well as, to special events.
- Keep the community aware through publicity and public relations efforts of the club's, district and state activities.
- Review and follow the procedures applicable to all members of the Board of Directors outline on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.