

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

MEMORIALS CHAIRMAN

As a non-member of the Board of Directors reporting to the AFGC President, this chairman is responsible for obtaining the names and club affiliation of deceased members and presenting a memorial service honoring them at the AFGC Annual Meeting or AFGC Biennial Convention.

DUTIES

- Send a notice to each Local Garden Club/AFGC Plant Society President requesting the name(s) for the year since the last AFGC Biennial Convention or AFGC Annual Meeting. See AFGC – Memorials – Memorial Service Letter.
- Submit an article electronically to the *Greenleaf* requesting names of deceased members.
- Contact the AFGC Database Chairman for names submitted as deceased by the member clubs.
- Submit a report electronically to the AFGC President, AFGC Treasurer, Archivist, Recording Secretary, *Greenleaf* Editor and Database Chairman just before the AFGC Annual Meeting or AFGC Biennial Convention stating the names and club affiliation of each deceased member.
- Arrange for a floral design arrangement or other materials to be used to honor the deceased and post the names and club affiliation near the memorial service area.
- Confer with the Annual Meeting or Biennial Convention Chairman as to the location where the memorial service will be held and arrange for the use of a microphone.
- Present an approximately 15 minute memorial service, as scheduled, which may include inspirational thoughts, a prayer and the reading of the names of each deceased member and club affiliation, at the AFGC Annual Meeting or Biennial Convention.
- Maintain a notebook listing all deceased members honored at meeting.
- Submit expense receipts and remittance form to AFGC Treasurer for reimbursement.