

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

PENNY PINES CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for encouraging clubs to participate in the NGC Penny Pines Program.

DUTIES

- Download NGC Penny Pines Information and the Penny Pines Donation Form from the NGC website and distribute to all District Directors and Local Garden Club Presidents.
- Offer to speak at club meetings about the Penny Pines Program.
- Contact National Forest Regional offices to obtain information on which National Forests in the State have the greatest need.
- Contact National Forests for a National Forest Service Personnel to speak at AFGC Local Garden Club meetings, an AFGC Annual Meeting or at AFGC Biennial Convention. The National Forest Service Personnel present excellent programs.
- Promote interest in the NGC Penny Pines Program by submitting informational articles electronically yearly to the *Greenleaf* Editor.
- Utilize the AFGC Website space allotted to Penny Pines Program.
- Receive Penny Pines Forms, and checks made out to NGC Penny Pines.
 - Send the checks, along with the Penny Pines Forms, to the NGC Penny Pines Chairman.
 - Record and maintain a file of funds donated to the NGC Penny Pines Program.
 - Maintain Penny Pines donation records for Pacific Region Garden Clubs, Inc. award programs.
- Provide a Penny Pines Display Board for AFGC Annual Meetings/Conventions, if requested.
- **Submit a report electronically to the AFGC President, Archivist, Recording Secretary and AFGC Vice-President to whom you report 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.