

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

PRESIDENT

As a member of the AFGC Executive Committee and of the Board of Directors, the President is an elected officer serving a two-year term and will administer the activities in keeping with Arizona Federation of Garden Clubs, Inc., Pacific Region and the National Garden Clubs, Inc. objectives.

DUTIES:

- Be chief executive officer and official representative of AFGC, Inc.
- Preside at all meetings of AFGC, Inc., the Board of Directors, the Executive Committee and the Annual/Convention Meetings. Maintain custody of the gavel and take to all meetings.
- Serve as ex-officio member of all committees, except the Nominating Committee, with the same rights, including the right to make motions and vote, as other committee members, but is not obliged to attend meetings of these committees and is not counted in determining whether a quorum is present.
- Prepare and email a call letter to all members of the Executive Committee and Board of Directors 30 days prior to those meetings. The Spring Board of Directors call may be emailed with the Annual Meeting call.
- Forward all email reports from each member of Board of Directors received prior to the Board meeting to all other members and request that Garden Club/Council/Plant Society Presidents forward these reports to their members so that the business of AFGC is dispersed electronically to all AFGC members.
- Arrange for the AFGC Annual Meeting following the *Guidelines for Planning a State Annual Meeting* included with this job description.
- Appoint 3 members to approve the Executive Committee and Board of Directors meeting minutes.
- Appoint a certified accounting firm with the approval of the Executive Committee.
- Appoint the statutory agent with the approval of the Executive Committee. The Arizona Federation of Garden Club, Inc. Statutory Agent number is File #057094-9.

Address: Arizona Corporation Commission
P.O Box 6019
Phoenix, AZ 85005

The AFGC Corporate address is that of the AFGC Treasurer.

- Consult with the AFGC Treasurer to insure AFGC is listed with the Internal Revenue Service as a (501) c (3) organization and that this eligibility remains in effect.
- Notify the *Greenleaf* Editor as soon as a new National Garden Clubs, Inc. President and Pacific Region Director are named.
- Keep an inventory record of all items with location owned by the AFGC, Inc. including any permanent item purchased by all AFGC chairmen and review it annually. Store the

AFGC banner and take to all meetings. Keep AFGC President's pin and wear to all AFGC, Pacific Region and NGC functions. Don't need to wear at your own club meetings. Maintain custody of the portable safe and the list of items it contains. Transfer custody within a month after installation of the next AFGC President.

- Notify the Event Calendar Chairman immediately of any commitment to Pacific Region and National Garden Clubs, Inc. meetings including travel time and whenever you will be traveling out of the state.
- Mentor the President-Elect
 - Include the President-Elect in events and in AFGC Local Garden Clubs and District visits
 - Share all templates, forms and agendas needed to conduct business
- Poll the AFGC Executive Committee and/or Board of Directors as deemed necessary.
- Attend as a guest and be prepared to speak on appropriate subjects at all AFGC Flower Show Schools, Symposiums and District Meetings.
- Contribute written material to the *Greenleaf* as agreed upon with the Editor.
- Give a list of Presidential Citations to the AFGC Awards Chairman in February before the spring Annual Meeting in the even years and the AFGC Convention in the odd years.
- Present a report at all AFGC Inc. Meetings and for Pacific Region and the National Garden Clubs, Inc. Annual Meetings as directed.
- Prepare the annual report for the Historian.
- Retain custody of the AFGC's seal embosser, which is used for new club charters, Awards, Life Membership Certificates, Distinguished Clubs Certificates, Certificates of Appreciation and any other use upon the President's approval, and see that it is returned when borrowed.
- 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.