

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

SCHOLARSHIP COMMITTEE CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman in consultation with the AFGC President, is responsible for creating an AFGC Scholarship Committee. The AFGC Scholarship Chairman, AFGC President and one (1) garden club member as a representative of each of the three (3) state universities in Arizona shall constitute a five (5) member AFGC Scholarship Committee. The three (3) representatives shall assist the AFGC Scholarship Chairman to find qualified candidates for AFGC Scholarships. Each of the three (3) members shall be assigned to a State University as a liaison of AFGC to seek suitable applicants for scholarships awarded by AFGC and, if possible, to apply for the NGC, Inc. and Pacific Region Garden Clubs, Inc. (PRGC) Scholarships awarded annually.

DUTIES

- Go to the AFGC Website (azgardenclubs.com) to review and follow the current AFGC Standing Rules – SCHOLARSHIPS.
- Go to the NGC Website (gardenclub.org) to establish criteria in line with NGC Scholarship Program (Guidelines, Checklist and required documents) to apply to AFGC Scholarship Program with the approval of the Executive Committee and as outlined in AFGC Standing Rules – SCHOLARSHIPS.
- Submit AFGC Scholarship Program (Guidelines, Checklist and required documents) electronically to the AFGC Website Manager to be posted on the AFGC Website. Provide reference to NGC Website for NGC Scholarship Program.
- In consultation with the Scholarship Committee, determine, if possible, three (3) qualified students majoring in fields of horticulture, floriculture, landscape design, conservation, forestry, botany, agronomy, plant pathology, environmental control, city planning, land management and/or allied subjects, one from each of the three (3) Arizona State Universities eligible for AFGC scholarships annually.
- Request that the AFGC Treasurer fund the scholarships to the selected students as outlined in the AFGC Standing Rules – SCHOLARSHIPS..
- Submit a candidate, if possible, for a NGC Scholarship and a candidate, if possible, for a Pacific Region Garden Clubs, Inc. Scholarship in a timely manner.
- Notify candidates electronically that their application has been sent on to NGC, Inc. and PRGC, Inc. for consideration.
- Send a letter(s) of regret electronically to those whose applications were not sent on to NGC, Inc. and Pacific Region Garden Clubs, Inc. for consideration.
- When NGC, Inc. and PRGC, Inc. judging results are known, send a letter electronically of either congratulations or regret to our state's applicant.
- If Arizona has a NGC, Inc. or PRGC, Inc. winner, submit an article and photo, if available, to the *Greenleaf* Editor and to the AFGC Website Manager, and if possible, to the feature editor of the contestant's hometown newspaper along with a cover letter of explanation.

- Coordinate with the ASU Foundation for the review of applications for the Claypool Scholarship each spring. The Claypool Scholarship has similar guidelines to the AFGC criteria but is separate and established by the Claypool Scholarship Endowment Guidelines. The AFGC Scholarship Chairman has the option to receive the applications, distribute to the AFGC Scholarship Committee for review and recommendation. The amount of the scholarship is controlled by the ASU Foundation which could approve and award without the involvement of AFGC Scholarship Committee.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary by two (2) weeks** before each AFGC Board of Directors meeting. The AFGC President will forward all reports to the Board of Director members. This chairman may request to report directly to the Board.
- 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 the job description folder.