

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## **Board of Directors** **JOB DESCRIPTION**

### SECOND VICE-PRESIDENT

As an elected officer of the Executive Committee and the Board of Directors reporting to the AFGC President, this officer helps administer the activities of the organization in keeping with the Arizona Federation of Garden Clubs, Inc. and National Garden Clubs, Inc. goals and objectives.

#### DUTIES

- Perform all the duties of the President in the absence of the President, President-Elect and First Vice-President.
- If the President, President-Elect, and First Vice-President cannot serve, succeed to the office of the President.
- Assist the President in the work of the Arizona Federation of Garden Clubs, Inc.
- Confer with each chairman assigned to you as soon as possible after your election.
- Assure that each chairman has a job description folder that includes their duties and the page titled IMPORTANT PROCEDURES.
- Assure that each chairman understands the position's responsibilities.
- Under the general direction of the president, formulate plans of action involving the coordinated efforts of various chairmen and make necessary assignments.
- Advise and assist each chairman in developing appropriate objectives and plans of action within their specialized area and participate personally to the extent required to carry out such plans.
- Discuss with each chairman assigned to you, if a committee is needed or not. Advise on size, geographic representation, personnel and method of operation.
- Confer with each chairman assigned to you on a regular basis to assure that actions are being taken.
- Provide guidance as to future plans and actions including budget needs.
- When assistance of a chairman reporting to the President or First Vice-President is required, the request for assistance should be made through the President or First Vice-President that the chairman reports to.
- Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary by two (2) weeks before each Executive Committee Meeting, Board of Directors and the Annual Meeting. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meetings.
- Submit your annual report electronically to the AFGC Historian at the conclusion of the Annual Meeting.
- 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.