

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### WEBSITE MANAGER

Hired by the Executive Committee and reporting to the AFGC President, this chairman is responsible for formatting a Yearbook/Directory with information content obtained from the Yearbook/Directory Chairman; and creating and updating as needed an interesting, informative website that promotes the objectives of the Arizona Federation of Garden Clubs, Inc. and the National Garden Clubs, Inc.

#### DUTIES

- Create and implement the official AFGC Website to include:
  - Home Page
  - Directory Database
    - ❖ Password secured area available only to FGC Database Chairman, AFGC President, AFGC First-President and/or President-Elect
  - Common Password for AFGC members
    - ❖ Bylaws and Standing Rules
    - ❖ Bylaws and Standing Rules Proposed Recommendations
    - ❖ Job Descriptions and Procedures (Record Retention)
  - Map of Arizona showing districts and clubs
  - Allot the equivalent of 3-5 hard copy letter size pages for each AFGC Local Garden Club, AFGC Council, and AFGC Plant Society
  - Programs and Projects
  - *Greenleaf*
  - Calendar of Events
  - Member Affiliate Plant Society links
  - Membership queries re forwarded automatically to the Membership Chairman
- Use photographs (digital black and white or color) as appropriate.
- Determine deadlines for receiving, compiling and editing the Website.
  - *Greenleaf* deadlines (correlate with *Greenleaf* Editor as needed):
    - ❖ Fall Issue: August 17 deadline for August 31 publication
    - ❖ Winter Issue: November 17 deadline for November 30 publication
    - ❖ Spring Issue: February 17 deadline for February 28 publication
    - ❖ Summer Issue: May 17 deadline for May 31 publication
- Prepare the annual budget for the website and send electronically to the AFGC Finance Committee Chairman. Expenses are incorporated into the AFGC Budget
- 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 Meeting and the Annual Meeting. The AFGC President will forward all reports to the Board of Directors. You may request to report directly at the meetings.
- Review and follow the procedures applicable to all members of the AFGC Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is part of this job description folder.