

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## AFGC PROCEDURES IMPORTANT PROCEDURES

- **Refer to the AFGC Bylaws and Standing Rules on the AFGC Website in relation to your position.**
- **A Record Retention Plan is included in this package. Refer to documents related to your position and submit according to time table electronically to the AFGC President and AFGC Archivist.**
- **Attend AFGC Board of Directors meetings. You are a key link to our communication network. If you cannot attend, notify the AFGC President.**
- **Submit a report electronically to the AFGC President, AFGC Recording Secretary and AFGC Archivist by two (2) weeks before a Board of Directors Meeting and the AFGC Annual Meeting. The AFGC President shall forward all reports to the Board of Directors members. You may request to report directly at the meetings.**
- **When sending a report electronically to a National Garden Clubs, Inc. (NGC) or Pacific Region Garden Clubs, Inc. (PRGC) officer or chairman, submit a copy electronically to the AFGC President and the AFGC Archivist.**
- **Upon completion of a special project, submit a final report electronically to the AFGC Archivist and AFGC President.**
- **Check with the AFGC Event Calendar Chairman before setting dates for all state functions. It is important to coordinate dates for the AFGC President and AFGC First Vice President/President-Elect who attend all district meetings and the President who attends all state, region and national functions.**
- **Check the budget allocation for your area of responsibility. If funds are not adequate, communicate your need to your coordinating AFGC Vice President *before* submitting it, so that they can submit the change to the AFGC Finance Committee for consideration.**
- **Do not initiate fund raising or incur AFGC expenses without AFGC Finance Committee approval. When a new project is being considered, be sure to review the details with the AFGC President and the Finance Committee Chairman *before* making any expenditure. The proposal must be presented to the Finance Committee when additional funds are necessary.**
- **Keep receipts for all expenditures and present to the AFGC Treasurer attached to the EXPENDITURE REIMBURSEMENT REQUEST Form for reimbursement. Preferably, scan a copy of the receipts with the Expenditure Reimbursement Request Form and send electronically to the Treasurer.**
- **Do not reimburse yourself from monies derived from sales, events, etc.**
- **Budget monies may be spent for approved projects and for printing, copying, postage, and mileage.**
- **All claims for all reimbursement must be submitted to the AFGC Treasurer no later than May 15<sup>th</sup>, in order the books to be closed by May 31<sup>st</sup>. Claims after this date will be considered a donation to AFGC.**
- **The AFGC President retains the Federation embosser. It may be used for Award Certificates and Life Member Certificates. Other requests for its use to be approved by the AFGC President.**
- **Be familiar with the AFGC, PRGC and NGC Websites and refer to information pertaining to your position provided by NGC officers and chairmen.**
- **Upon election or appointment of a successor, promptly turn over all helpful material.**