

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

JOB DESCRIPTIONS/PROCEDURES CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for knowing the history, policies and procedures that govern the objectives and actions of the Arizona Federation of Garden Clubs, Inc., Pacific Region Garden Clubs, Inc., the National Garden Clubs, Inc. and maintaining the job descriptions of the AFGC Board of Directors.

DUTIES

- Understand the guidelines established by the AFGC, Inc. for the effective accomplishment of its objectives and the responsibilities of each member of the Board of Directors
 - Serve as a member of any committee, including Bylaws & Standing Rules Committee, appointed to draft statements of policy and procedure
- Refer job descriptions that include finance to the Finance Committee for review
- Maintain a complete electronic file of all current job descriptions and procedures in alphabetical order
- Post AFGC Job Descriptions and AFGC Procedures on AFGC Website
- Provide the President-Elect an electronic file of AFGC Job Descriptions for distribution as follows:
 - Each Vice-President shall receive a copy of the job description of each board member reporting to her.
 - The Treasurer shall receive a copy of job descriptions of the Assistant Treasurer and Data Base Chairman.
 - Each AFGC Elected and Appointed Officer, District Director and Board of Director Chairman and Local Garden Club President shall receive a specific job description related to their position
- Provide the President-Elect an electronic file of AFGC Procedures
- Prepare and distribute electronically the Job Description to each member of the board in January of the odd-number year of the retiring administration requesting to review and update. The Job Description Chairman, President and President-Elect shall review recommendations. Send the approved Job Descriptions and Procedures electronically to the AFGC Website to be posted and to the Archivist Chairman to be filed.
- 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.