

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

LANDSCAPE SCHOOL CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for NGC Landscape School held in the state. It is best if this chairman has some training in Landscape Design or is a NGC Accredited Landscape Design Consultant.

DUTIES

- Assure Landscape School Program conforms to national requirements as directed in the current edition of NGC Landscape School Operations Guide.
- Initiate the Landscape School, subject to prior approval by the AFGC Executive Committee and Board of Directors, preferably six (6) months in advance.
- Determine the location of the school and assure efficient management of the school.
- Determine a budget for the school and submit it the AFGC Finance Committee at least six (6) months in advance.
- Obtain NGC qualified instructors for the courses.
- Send registration forms to appropriate NGC Accrediting Chairman as soon as possible to meet the timeframe required by NGC Landscape School rules. Information for the school will be available on the NGC Website – www.gardenclub.org
- If desired, select a local chairman, who appoints a committee as needed to organize and run the school. Recommended committee chairmen would be a registrar/name tags, hospitality and study manuals.
- Keep a complete record of each course in a permanent record file on a thumb drive, current at all times including instructor agreements, student and audit rosters, summary sheet, and student grades. The thumb drive is to be passed on to the next Landscape Design School Chairman in the next administration.
- Maintain credential records of Arizona's NGC Accredited Landscape Design Consultants.
- Submit electronically AFGC Landscape School information to the *Greenleaf* Editor for publication and to the public through articles in local newspapers, especially in areas of new growth and development.
- Submit name(s) of Landscape School student(s) electronically to the *Greenleaf* Editor and Archivist after the student(s) passes all 4 courses and becomes a NGC Accredited Landscape Design Consultant.
- Utilize the AFGC Website for Landscape Design School. Submit information electronically.
- Submit a report electronically to the AFGC President, Archivist and Recording Secretary, as well as to the AFGC Vice-President to whom you report by two (2) weeks before each Board of Directors meeting. The AFGC President will forward all reports to the Board of Directors members. As chairman you may request to report directly to the Board.
- Review and follow procedures applicable to all members of the Board of Directors as outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.