

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors Reporting

### Reports to President:

1 <sup>st</sup> Vice President	may defer
2 <sup>nd</sup> Vice President	may defer
Recording Secretary	must report
Treasurer	must report
Assistant Treasurer	must report
Corresponding Sec.	report as needed
Parliamentarian	report as needed
Finance Committee	must report
Historian/Archivist	report as needed
Nominating Committee	report as needed
District Directors	must report
Awards	send on request
Awards - Yearbooks	send on request
Convention	report as needed
Database Chairman	report as needed
Publicity	report as needed
Scholarship	send on request
Website	report as needed
Yearbook	Fall Board Meeting

Email report two (2) weeks prior to meeting to:

- President
- Recording Secretary
- Archivist/Historian
- Website Member Resources Manager\*

Inform President two (2) weeks prior to meeting if requesting an oral report.

### Reports to 1<sup>st</sup> Vice President:

Blue Star Memorial	report as needed
Environment/Conservation	sends report
Horticulture	sends report
Life Membership	sends report
Membership	sends report
Penney Pines	sends report
Youth Activities	report as needed

Email report two (2) weeks prior to meeting to:

- President
- 1<sup>st</sup> Vice President
- Recording Secretary
- Archivist/Historian
- Website Member Resources Manager\*

### Reports to 2<sup>nd</sup> Vice President:

Environmental School	report as needed
Flower Show School	report as needed
Gardening School	report as needed
Landscape Design School	report as needed
Floral Design	sends report
Flower Show Awards	report as needed
FS Judges Council President	sends report
Flower Show Symposium	report as needed

Email report two (2) weeks prior to meeting to:

- President
- 2<sup>nd</sup> Vice President
- Recording Secretary
- Archivist/Historian
- Website Member Resources Manager\*

**Elected and Appointed Officers** may give a report at Board and/or Annual Meetings. Email report two (2) weeks prior to the meeting to:

- President
- Recording Secretary
- Archivist/Historian
- Website Member Resources Manager\*

**District Directors** email report two (2) weeks prior to the meeting to:

- President
- Recording Secretary
- Archivist/Historian
- Website Member Resources Manager\*

Inform President two (2) weeks prior to meeting if requesting an oral report.

**Club Presidents** email report two (2) weeks prior to the meeting to:

- President
- District Director
- Recording Secretary
- Archivist/Historian
- Website Member Resources Manager\*

The **President** will notify Board of Directors members when reports are available on the state website prior to a Board/Annual Meeting.

\*Website Member Resources Manager effective with implementation of Website 2.0.