

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

SMOKEY BEAR / WOODSY OWL POSTER CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for encouraging the upcoming generation to become aware of the need for fire prevention and environmental conservation through the promotion of Smokey Bear/Woodsy Owl Poster Contest, a cooperative adventure between National Garden Clubs, Inc. and the United States Department of Agriculture Forest Service (USDAFS) targeting children in first through fifth grades.

DUTIES

- Organize the United States Department of Agriculture Forest Service's Smokey Bear/Woodsy Owl Poster contest for the state of Arizona.
- Promote the contest in the *Greenleaf* and on the AFGC Website.
- Send contest information to District Directors for distribution to Local Garden Clubs.
- Encourage sponsoring Local Garden Clubs to offer an incentive prize to contest winners on the local level.
- Select judges for evaluating the posters on a state level.
- Make color copies of winning posters before forwarding for regional competition.
- Announce winners and send winning copies to the *Greenleaf* Editor for publication and the Website Manager for posting on the AFGC Website.
- **Send a complete list of all winners to the AFGC Awards Chairman by February 1.** Include, name, school, grade, and sponsoring garden club on the list. Double check the spelling of each name before sending list. The AFGC Awards Chairman will print all the certificates.
- **Submit a digital report to the AFGC President, Archivist, Recording Secretary and your coordinating AFGC Vice-President by two (2) weeks** before each Board of Directors, Annual and Biennial Convention meetings. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at these meetings.
- 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.