

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## **Board of Directors** **JOB DESCRIPTION**

### ASSISTANT TREASURER

As an elected officer and member of the Executive Committee and Board of Directors reporting to the President, this officer is responsible to the general membership for the collection of dues from member garden clubs and plant societies and ensuring all clubs/societies file yearly with the IRS.

#### DUTIES

- Coordinate with and assist the Treasurer in the work of AFGC
- Send out annual dues notice along with AFGC club roster for updating by May 15
- Receive dues, club membership cover sheet and updated roster from member clubs, verifying correct tally and payment
- Deposit dues checks and notify Treasurer
- Send club membership cover sheet and updated roster to Database Chairman
- Advise the Treasurer of dues not received from a club by September 15
- Notify any club whose dues are delinquent by October 15 and advise them they will be dropped from AFGC on November 15
- Determine the count of paid members as of July 31 and notify Treasurer for payment of dues to National Garden Clubs, Inc. and Pacific Region Garden Clubs, Inc.
- Give information to Awards Chairman as needed
- Any prospective member club wishing to become federated after January 1 shall become federated at the Annual Meeting with dues payable June 1
- Follow guidelines in AFGC Standing Rules concerning “Federating a New Member Garden Club”
- Ensure that all clubs and plant societies file Internal Revenue Service (IRS) Form 990-N e-postcard: On June 15, send all clubs AFGC form Certification for Filing IRS form 990-N; Once certification is received, Assistant Treasurer to file IRS 990-N before September 15
- Notify clubs that form 990-N has been filed and accepted by IRS
- Prepare a report for each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting
- 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

January 2019