

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

DATABASE CHAIRMAN

DUTIES

- Maintain a current alphabetized AFGC membership database.
- Maintain a current membership database for each AFGC Garden Club/ AFGC Plant Society/AFGC Council.
- The database shall be kept in a secure area of the AFGC website with access restricted to the AFGC President, AFGC First Vice President and/or President Elect and AFGC Website Chairman. The Website Chairman and President should each keep this database information on a USB drive.
- The Database Chairman shall send electronic reminders (at least quarterly) to AFGC Garden Club/Plant Society/Council Presidents requesting updates of changes in membership.
- The Database Chairman shall promptly update the website database of any membership change information received.
- 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.