

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

FLOWER SHOW ADVICE AND AWARDS CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for keeping abreast of current rules applicable to state and national awards, and for advising clubs so that they will qualify to receive these awards for worthy achievements.

DUTIES

- National Garden Clubs, Inc. Awards and Rules are available on their website or the AFGC website. Refer questions electronically to NGC Awards Chairman.
- Serve as chairman of the AFGC Flower Show Awards Committee. This committee should include the Flower Show Schools Chairman, Flower Show Symposium Chairman, AFSJC President and experienced accredited flower show judges appointed by the chairman.
- Prior to July 1 arrange with the AFGC Awards Chairman for a meeting to review the state flower show awards to be offered in the coming year and any changes in the applicable rules. Notify the Arizona Flower Show Judges Council President of any changes in the awards or rules.
- Publicize the various flower show awards available at both national and state levels in the *Greenleaf*, by notices to the District Directors and by appearances at appropriate meetings. Include instructions and forms for use in preparing a flower show schedule and in applying for awards.
- Clearly state to clubs to send Flower Show Books of Evidence (digitally, if possible) to the AFGC Flower Show Advice and Awards Chairman by November 1.
- Set deadlines for submission of working schedules and books of evidence to permit adequate time for state consideration and when applicable, timely submission to National Garden Clubs, Inc.
- Give ample extension for receiving Christmas Flower Show Books of Evidence with deadline no later than January 1.
- Publicize electronically any changes in rules or forms as promptly as possible, using the *Greenleaf* and notices to the District Directors. Notify directly any garden club, district or state flower show chairman known to be preparing for a flower show that would be affected by the change.
- Write articles for the *Greenleaf* as requested on various aspects of staging a flower show, on arranging or on horticulture entries and send electronically to the *Greenleaf* Editor.
- Respond promptly to questions on such matters as rules, forms or preparation of Books of Evidence. Confer with the AFGC Awards Chairman as necessary.
- With the AFGC Awards Chairman arrange to exhibit all award-winning entries at the AFGC Annual Meeting or Biennial Convention. Remove all evaluation forms prior to

exhibiting and retain in AFGC Flower Show Advice and Awards Chairman's file for two years.

- **Extract a list of significant suggestions or comments from the evaluations and return with the Books of Evidence to sponsoring club/district/state.**
- Have available for inspection all other entries submitted.
- **All Books of Evidence remaining at the close of the AFGC Annual Meeting or Biennial Convention** shall be mailed to the sponsoring club/district/state.
- Maintain a record of all flower shows; recording the name of the organization, district, date of show, master evaluating panel judges and scoring by each, overall score, award(s) applied for and award(s) won.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and coordinating AFGC Vice-President you report to by two (2) weeks** before each AFGC Board of Directors meeting covering activities since the previous report. The AFGC President will forward all reports to the Board of Directors members. You may report directly to the board if you request it.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is part of this job description folder.