

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## **Board of Directors JOB DESCRIPTION**

### FLOWER SHOW JUDGES' CREDENTIAL CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for keeping all records of status and Good Standing for all Accredited Flower Show Judges and Students permanently residing in the state and for those out-of-state judges asking for special permission to have their records held. Only one state may hold a judge's records. This chairman is appointed by the AFGC President and must be an NGC Accredited Flower Show Judge.

#### DUTIES

- **Refer** to the NGC Website (gardenclub.org) – Schools – Flower Show Schools – Forms – Flower Show Judges' Credential Chairman Duties. Make a current copy for your folder.
- Maintain Judges' Records and Status.
- Know Duties Relative to Refreshers
  - Information and Procedure relative to all Refreshers
  - Duties relative to Extension and Lapsed Judges
  - Duties relative to State Sponsored Flower Show Symposium
- Submit articles electronically to the *Greenleaf* Editor and to the AFGC Website Manager for posting.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and the coordinating AFGC Vice-President by two (2) weeks** before each Board of Directors meeting. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly to the board.
- 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.