

AFGC FEDERATION OF GARDEN CLUBS, INC.

Board of Directors **JOB DESCRIPTION**

FLOWER SHOW SCHEDULE ADVISOR

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for assisting clubs and members, when asked, with the development of a Flower Show Schedule according to the current NGC *Handbook for Flower Shows*.

DUTIES

- Provide guidance in the writing of a Flower Show Schedule according to the guidelines set forth in the NGC *Handbook for Flower Shows*
- Submit articles electronically to the *Greenleaf* Editor
- Submit guidelines electronically to the AFGC Website Manager.
- Review, when requested, a Flower Show Schedule according to the requirements in the NCG *Handbook for Flower Shows*. Offer suggestions, when needed, to improve the Schedule.
- Submit a report electronically to the AFGC President, AFGC Archivist and AFGC Recording Secretary and the coordinating AFGC Vice-President by two (2) before each Board of Directors meeting covering activities since the previous report. AFGC President will forward all reports to Board of Directors members. You may request to report directly at the meeting.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page in the packet entitled IMPORTANT PROCEDURES, which is part of the job description folder.