

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

FLOWER SHOW SYMPOSIUM CHAIRMAN

As a member of the Board of Directors appointed by the AFGC President reporting to a coordinating AFGC Vice-President, this chairman is responsible for NGC Symposiums held in the state. This chairman must be an NGC Accredited Flower Show Judge.

DUTIES

- **Refer** to the NGC Website (gardenclub.org) – Schools – Flower Show School – Forms – Flower Show Symposium Checklist for current direction. Make a copy for your folder.
- Assure Flower Show Symposium conforms to state and national requirements as directed in the AFGC Standing Rules and the current edition of NGC *Handbook for Flower Shows*.
- Initiate a Symposium, subject to prior approval by the AFGC Executive Committee and Board of Directors, preferably six (6) months in advance.
- Determine date, location of school and hotels.
- Hire NGC Flower Show Symposium Instructors.
- Prepare a budget to include Instructors fees, meals, hotel and travel expenses; rental fees; food service; and printing. Submit electronically to the AFGC Finance Committee.
- After approval by the AFGC Executive Committee and Board of Directors, the chairman may request an advance from AFGC Flower Show Symposium Restricted Fund.
- Send symposium registration forms to the NGC Symposium Chairman and NGC Website Chairman as soon as possible in order to meet the time frame required by NGC Flower Show Symposium Checklist.
- In the year the NGC Flower Show Symposium is being held, the chairman appoints a committee to include a Vice-Chairman, Treasurer, and other personnel as needed.
- The Treasurer of the Flower Show Symposium shall keep an itemized record of income and expenditures with original receipts to submit to the AFGC Treasurer. The symposium is to be self-supporting. On completion of the symposium any money remaining shall be deposited in the AFGC Flower Show Symposium Restricted Fund.
- Assure efficient management of the Symposium.
- Keep a complete record of each symposium in a permanent record file, current at all times including instructor agreements, rosters, summary sheets, grades and judging levels.
- Results of Flower Show Symposium shall be sent to the AFGC Flower Show Credential Chairman.
- Promote Symposium as an important learning experience for all members.
- Create and submit articles/flyers/brochures/forms electronically for promotion of the symposium to *Greenleaf* Editor for publication 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 covering goals and/or activities since previous report. 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.