

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### HOSPITALITY/STAGING/TECH CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman is the official hostess at meetings of the Executive Committee and Board of Directors Meetings.

#### DUTIES

- Receive from the AFGC President the date of each meeting, the preferred location and specific needs of meeting.
- Assure the American flag is present at the meeting.
- Be prepared to set up audio equipment and projector when necessary.
- Make arrangements for facility, meeting room, coffee/tea/water service and lunch.
- Two months before the date of each Executive Committee and Board of Directors meetings, inform the AFGC President of the luncheon fee and reservation deadline so this information will be included in the meeting Call Letter.
  - The luncheon fee should include the meal cost, tax, tip and pro-rated amount to cover the AFGC President's lunch.
- Receive reservations and checks from Board members and determine number of tables to be set-up.
- Prepare an alphabetical list of board members. Use it in checking the attendance the day of the meeting. Use it to check it against the sign-in sheet.
- **Inform the AFGC Parliamentarian** of the number in attendance so she may determine whether a quorum is present.
- Give a copy of the attendance list, noting members present and absent, **to the AFGC Recording Secretary.**
- Provide table centerpieces and sell, raffle or give away at the conclusion of the luncheon.
- Retain a record of meeting expenses and attendance for two years.
- Submit receipts and bills to AFGC Treasurer with the AFGC Reimbursement Form for repayment of expenses.
- Assist, with the help of other members, in removal of equipment at the completion of the meeting.
- 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.