

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### LIFE MEMBERSHIP CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for keeping an accurate record of all Life Members of the Arizona Federation of Garden Clubs, Inc. and the Arizona members of Pacific Region Garden Clubs, Inc. (PRGC) and National Garden Clubs Inc. (NGC)

#### DUTIES

- Receive written application, pertinent background information and a \$25.00 check; made payable to AFGC Inc. for Life Membership. Pins are available for an extra \$7.00.
- Along with a copy of the application, number assigned and date of presentation, forward check to AGCG Treasurer.
- NOTIFICATION PROCEDURE: Prepare and send a letter of welcome to each new Life Member and a Life Membership Certificate.
  - If the application is submitted by a member on own behalf:
    - Send the welcome letter, which includes a note of appreciation and certificate-immediately.
    - Notify the District Director, so recognition may be given at the next club, district or AFGC Biennial Convention Meeting or AFGC Annual Meeting.
    - Invite the new Life Member to the meeting to receive certificate.
  - If the application is submitted by a club to honor a member or by a family member:
    - Determine with club or family member whether the Life Membership is to be presented at a club, District or AFGC Biennial Convention or AFGC Annual Meeting and date of presentation. It is the responsibility of the club or family member to have the member present at the meeting. Encourage presentation at the AFGC Biennial Convention.
    - Notify the District Director specifying the date of presentation to prevent premature announcement.
    - If you are not presenting, send the letter of welcome, certificate and a copy of the tribute letter, if one, to the officer who will preside, when the presentation is made.
    - Send a thank you note to club or person making the donation.
- Maintain an alphabetical listing of current Life Members with address, club affiliation and application letters. Yearly as of May 31 e-mail a list of new members for the year to the AFGC Archivist Chairman.
- E-mail yearly an alphabetical listing of the names of current Life Members for publication in the *Greenleaf*.

- Confer with the AFGC Biennial Convention Chairman to determine when presentations of Life Memberships will be made and how present Life Members will be honored (corsage, special announcement, special seating, etc.).
  - Invite Life Members to AFGC Convention.

#### PACIFIC REGION LIFE MEMBERSHIPS

- Receive application and \$40 check made payable to Pacific Region Garden Clubs, Inc. Send application and check to the PRGC Life Membership Chairman.
- Follow notification procedures based on who submitted application as outlined under AFGC Life Memberships.
- Recognize new members each year at the AFGC Biennial Convention.
- Maintain a current list of Arizona members who are Pacific Region Life Members.
- Prepare reports requested by Pacific Region Life Membership Chairman.

#### NATIONAL GARDEN CLUBS, INC. LIFE MEMBERSHIPS

- Receive application and \$200 check made payable to NGC, Inc. Secure signature of AFGC President and sign application as AFGC Life Membership Chairman. Forward the application and check to the NGC Life Membership Chairman.
- Follow notification procedures based on who submitted application as outlined under AFGC Lifetime Memberships.
- Recognize new members each year at the AFGC Convention.
- Maintain a current list of Arizona members who are NGC Life Members.
- Prepare reports requested by NGC Life Membership Chairman.
  
- Promote AFGC, Pacific Region and NGC Life Memberships in the *Greenleaf* and on the AFGC Website for NGC/PRGC/AFGC Life Memberships information.
- Distribute electronically promotional materials to districts and clubs.
- Provide AFGC, PRGC and NGC Life Membership application forms for club president's packets.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and coordinating AFGC Vice-President to whom you report by two (2) weeks** before each Board of Directors meeting covering goals and/or activities since the previous report. Your report will be forwarded by the AFGC President to all AFGC Board of Directors members prior to each Board of Directors, Annual and Biennial Convention meetings. This chairman may request to report to the board directly.
- 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.