

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### MEMBERSHIP/MEMBERSHIP PROMOTION CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC First Vice-President, this chairman is responsible for informing non-federated garden clubs about the Arizona Federation of Garden Clubs, Inc., encouraging the clubs to become members, and the formation of new clubs.

#### DUTIES

- Assemble materials about the AFGC objectives and purpose, its' programs, copies of the *Greenleaf*, sponsored NGC schools being held in Arizona, study units and seminars, NGC membership publications and other useful items that demonstrates what is offered through membership. See AFGC Standing Rules – Membership Benefits
- Submit articles electronically to the *Greenleaf* Editor for publication suggesting ways for clubs to increase membership.
- Submit articles electronically to the Website Manager providing Membership Benefits to encourage the public to join or form an AFGC Local Garden Club.
- When requested, advise and assist districts and individual Local Garden Clubs and AFGC Plant Societies with ways to expand membership.
- Be familiar with the AFGC Bylaws, AFGC Standing Rules and *Federating a New Member Local Garden Club/AFGC Plant Society*.
- Present programs, workshops and displays when requested or appropriate.
- Promote utilization of membership tri-fold flyers by distributing electronically to AFGC Local Garden Clubs/Plant Societies and Districts.
- Answer promptly all inquiries and letters concerning membership.
- Keep file copies of responses to Club Presidents and District Directors.
- Promote the development of Garden Study Clubs, which are patterned to attract couples and meet at night or on weekends.
- In coordination with the AFGC Awards Chairman and Awards Committee, the AFGC President, the AFGC Membership Chairman may submit a candidate for the NGC Award of Honor offered to individual members in one of eight categories (All-Around Excellence, Civic Development, Conservation, Environmental, Floral Design, Horticulture, Landscape Design and Youth). First place winners are sent to Pacific Region Garden Clubs, Inc. for consideration.
- Supply District Directors with Club Membership Applications to register new clubs.
- Notify National Garden Clubs, Inc. headquarters of the name, address, email address and telephone number of a new Local Garden Club/AFGC Plant Society President. The info is supplied by the AFGC President or the Database Chairman or Assistant Treasurer.
- **Notify AFGC Awards Chairman** of Membership Award #15a and Award #15b winners as confirmed by the AFGC Treasurer by **March 1<sup>st</sup>**, so she can prepare the certificates.

- FYI: The Distinguished Clubs are listed in the AFGC Directory/Yearbook and the AFGC President shall issue a special invitation electronically to the President of each Distinguished Club. Seating to honor Distinguished Clubs is determined through AFGC President in consultation with the Convention Chairman, Protocol Chairman and Hospitality/Staging/Technical Chairman.
- FYI: The Convention Credentials Chairman prepares current information pertaining to the number of delegates each club is entitled and the information is obtained from the Assistant Treasurer. Members of AFGC Board of Directors are delegates automatically and are not counted in the club's quota.
- Prepare any reports requested by NGC Membership Chairman and review them with the coordinating AFGC Vice-President before submission.
- Programs promoted by NGC should be discussed with coordinating AFGC Vice-President to determine a program for or response in Arizona.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and to the coordinating AFGC Vice-President by two (2) ~~three~~ weeks** before each Board of Directors meeting covering goals and/or activities since the previous report. The AFGC President will forward all reports to the Board of Directors members. This chairman may request to report directly to the board of Directors.
- 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.