

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

NOMINATING/PERSONNEL COMMITTEE CHAIRMAN

As a member of the Board of Directors reporting to the AFGC President, this chairman is responsible for preparing a slate of qualified candidates for elected office positions on the Board of Directors of the Arizona Federation of Garden Clubs, Inc. and for being alert for Arizona members who have the credentials and experience to assume chairmanships on the PRGC, Inc. or NGC, Inc. Board of Directors.

NOMINATING DUTIES

- Be familiar with the AFGC, Inc. Bylaws, Article IX, Sections 1-3 on Nomination and Election of Officers.
- With the Nominating Committee nominate one (1) candidate for each elected office.
 - Ascertain that each candidate considered for President, President-Elect or First Vice-President:
 - Is qualified and willing to serve.
 - Has served as a President of a member club, a Council President or a District Director for a full term of office.
 - Select candidates with equal representation from each District as far as possible.
- Finalize and report the prepared slate, except the President-Elect, to the fall Board of Directors meeting in the even-numbered year.
- Publish the list of candidates in the next *Greenleaf* following the fall Board of Directors meeting.
- Select a candidate for President-Elect and advise the AFGC Executive Committee, so that the eligible voters may be notified at least six (6) weeks prior to the AFGC Annual Meeting in the even-numbered year.
- Submit a name to the Executive Committee for its approval to fill a vacancy occurring among the elected officers, except the District Directors where the District will fill a vacancy.
- Present the proposed slate of officers at the opening session of the AFGC Annual Meeting/Convention in the odd-numbered year.

PERSONNEL DUTIES

- Prepare information about qualified members in resume form, listing all past garden club work including local, state, regional, and national positions.
- Send resumes to the Pacific Region Garden Clubs, Inc. Personnel Chairman.
- If necessary, may conduct E-Mail Voting Procedures to replace existing AFGC Board of Directors members.
- **Submit a report electronically to the AFGC President, Archivist and Recording Secretary by two (2) weeks** before each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting covering activities since the previous report. The AFGC President will forward all reports to the Board of Directors members. You may request to report directly at the meetings.
- 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.