

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## **Board of Directors JOB DESCRIPTION**

### **PRESIDENT-ELECT**

As a member of the AFGC Executive Committee and of the Board of Directors, the President-Elect is an elected officer serving a one-year term and will help administer the activities in keeping with Arizona Federation of Garden Clubs, Inc., Pacific Region Garden Clubs, Inc., and the National Garden Clubs, Inc. objectives.

#### **DUTIES:**

- Assume the duties of the President-Elect at the end of the Annual Meeting in the even-numbered year.
- Select a date for the first Annual Meeting of your administration and have it approved at the Board of Directors meeting before your installation.
- Select Appointed Officers and Chairmen of Committees for the next administration.
- Make job description folders for the Board of Directors including the next President Elect, Advisory Board Chairman, Bylaws and Standing Rules Committee and Nominating/Personnel Committee Chairman.
- Plan the post-convention meeting of the Incoming Board of Directors in odd-numbered year.
- Make preliminary plans and preparations for the Conventions/Annual Meetings of the next administration. Contact the District Director of the District next in line to see if they are willing to host the next Convention.
- Appoint a Convention Chairman for the next administration. The chairman must have been on the Board of Directors in previous years.
- Assume the duties of the President in the absence of the President.
- Become President when a vacancy occurs.
- Attend AFGC Executive Committee and Board of Directors Meetings; District Meetings, and Convention/Annual Meetings.
- Attend NGC and PRGC Conventions.
- Accept Presidential Records from the current President after the convention in the odd numbered years.
- Order business cards and AFGC Membership Cards for your term in office.
- Submit a report electronically to the AFGC President, Archivist, Recording Secretary by two (2) weeks before each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting. 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.
- Accept the Presidential pin at the Convention in the odd numbered years and wear it to all AFGC, PRGC, and NGC functions.