

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

YOUTH ACTIVITIES CHAIRMAN

As a member of the Board of Directors reporting to a coordinating AFGC Vice-President, this chairman is responsible for encouraging the upcoming generation to become aware of the environment and the need for its' preservation, as well as, encouraging participation in NGC, Inc.'s opportunities in education, scholarships and awards.

DUTIES

- Communicate with NGC and Pacific Region Garden Clubs, Inc. (PRGC) Youth Activities Chairmen to become aware of the current projects and competitions available for various youth age groups.
- Encourage the development and registration of NGC Junior, Intermediate and High School Garden Clubs statewide including clubs for youth with special needs.
- Develop an effective way to communicate with youth garden clubs throughout the state.
- Encourage each district to establish a Youth Activities Chairman.
- Organize NGC, Inc.'s Smokey Bear/Woodsy Owl Poster Contest, Poetry Contest, High School Essay Contest, High School Distinguished Service Project, Youth Sculpture Contest for the state of Arizona.
 - Promote contests in the *Greenleaf Bulletin* and on the AFGC Website.
 - Send NGC, Inc.'s contest information to District Directors for distribution to Local Garden Clubs.
 - Encourage sponsoring clubs to offer an incentive prize to contest winners on the local level.
 - Select judges for evaluating the contest on a state level.
 - Make color copies of winning entries before forwarding for regional competition.
 - Announce the winners and send copies of winning entries to the *Greenleaf* Editor for publication and the Website Manager for posting on the AFGC Website.
 - **Send a complete list of all winners to the AFGC Awards Chairman by February 1.** Include, name, school, grade, and sponsoring garden club on the list. Double check the spelling of each name before sending list. The AFGC Awards Chairman will print all the certificates.
- Organize and promote the awards and grants the state offers.
- Create an informational display for use at district and state meetings, if desired.
- Be available to conduct a workshop at an Annual Meeting/Biennial Convention if requested.
- Encourage members to visit established Children's Gardens nationwide and alert members to the availability and location of children's gardening programs nationwide.
- **Submit a report electronically to the AFGC President, AFGC Archivist, AFGC Recording Secretary and the AFGC Vice-President that you report by two (2) weeks** before each Board of Directors meeting. Your report will be forwarded by the AFGC President to all AFGC Board Members prior to each Board of Directors, Annual and Biennial Convention Meetings. You may request to report directly at those 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.