

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

JOB DESCRIPTIONS/PROCEDURES

CHAIRMAN

FINAL REPORT

April 7, 2019

JOB DESCRIPTIONS and PROCEDURES

Reviewed/Revised

(68)

JOB DESCRIPTIONS (50)

EXECUTIVE COMMITTEE

OFFICERS (10)

President

President-Elect

First Vice-President

Second Vice-President

Treasurer

Assistant Treasurer

Recording Secretary

Corresponding Secretary

Parliamentarian

Historian

DISTRICT DIRECTORS (1)

STANDING COMMITTEES (3)

Bylaws and Standing Rules Committee Chairman

Finance Committee Chairman

Nominating and Personnel Committee Chairman

ADVISORY COMMITTEE (1)

BOARD OF DIRECTORS (35)

AFSJC President

Arboriculture Chairman

Archivist Chairman

Awards Chairman

Awards – Flower Show Chairman

Awards – Woodsy Owl & Smokey Bear Chairman

Awards – Yearbook Chairman

Birds, Bees, Butterflies Chairman

Blue Star Memorial Chairman

Conservation/Environment Chairman

Convention Chairman/Co-Chairman

Convention Finance Chairman

Database Chairman

Editor – *Greenleaf*

Editor/Publisher – Yearbook/Directory

Event Calendar Chairman

Floral Design Chairman
Flower Show Judges Credentials Chairman
Flower Show Schedule Chairman
Flower Show School Chairman
Flower Show Symposium Chairman
Hospitality/Staging/Tech Chairman
Horticulture Chairman
Invasive Weeds Chairman
Job Descriptions/Procedures Chairman
Landscape School Chairman
Life Memberships Chairman
Local Garden Club/Plant Society Presidents
Membership/Membership Promotion Chairman
Memorials Chairman
Penny Pines Chairman
Publicity & Public Relations Chairman
Scholarship Chairman
Website Manager
Youth Activities Chairman

PROCEDURES (18)

Board – Important Procedures
Board – Copyright Law
President – Officer/District Director/Chairman: To Whom to Report
President-Elect -Local Garden Club and AFGC Plant Society Annual Report
Treasurer - AFGC Tax ID Letter for Clubs *Archive ONLY! Will not be posted on AFGC Website*
Treasurer – Club Membership Cover Sheet
Treasurer – Expense Reimbursement Form
Treasurer – Certification for Filing IRS Form
Treasurer - Special Events Form
Treasurer - New Tax ID Form for Clubs
District Director – Format for Arranging District Meetings/Gatherings (Northern)
District Director – Format for Arranging District Meetings/Gatherings
(Eastern/Central, Southern, Western)
Archivist - Record Retention Plan
Convention – Guidelines for Planning a State Convention
Convention – Speaker’s Contract
Event Calendar Chairman– Format for Securing an Event Calendar Date
Membership – “Federating a New Member Local Garden Club/Plant Society”
Memorials – Memorial Service Letter

FINAL e-mailed to President, President-Elect, Archivist, AFGC Website Manager and Officer/Chairman

Elaine Gunderson
AFGC Job Descriptions/Procedures Chairman