

# ARIZONA FEDERATION OF GARDEN CLUBS, INC.

## Board of Directors JOB DESCRIPTION

### HISTORIAN

As a member of both the Executive Committee and the Board of Directors, appointed by the AFGC President, this chairman is responsible for maintaining an accurate record of all activities of the Federation.

#### DUTIES

- Record a systematic account of the noteworthy achievements of each administration. The time frame is from the installation of AFGC President of the current administration to the installation of the successors.
- Place a copy of the report and a picture of the AFGC President on the History flash drive.
- Prepare and submit a written one-page report summary of the administration's activities covering a two-year period along with a picture of the AFGC President to the NGC Historian per this NGC appointed officer's instructions; and one copy of the report and picture to the Pacific Region Historian, upon approval of AFGC President by **March 15 of an odd number year.**
- An optional manuscript limited to 12 pages may be submitted directly to NGC and is due three weeks following the administration or three weeks following the NGC Annual Convention.
- Preserve a copy of each issue of the *Greenleaf*, & AFGC Yearbook/Directory on the portable hard drive.
- Serve as custodian of:
  - AFGC Official History Flash Drive.
  - AFGC Portable Hard Drive Archive.
- Receive resumes of annual reports by February 1 prior to the date of the report due to the NGC Historian unless otherwise requested from the following:
  - The President, Vice-President and District Directors
  - Life Membership Chairman
  - Scholarship Chairman
  - Printed report from any board member who has completed an outstanding program
- 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.

January 2019\*