

TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

DUTIES OF OFFICERS AND RACHEFF TREASURERS

As officers and chairmen, you represent the Tennessee Federation of Garden Clubs, Inc. (hereafter referred to as **TFGC**), the National Garden Clubs, Inc. (hereafter referred to as **NGC**) and the Deep South Garden Clubs (hereafter referred to as **DSGC**) and are expected to encourage membership in these organizations. You should be an active supporter of all garden club activities.

Officers and chairmen are members of the Board of Directors and are expected to attend Board of Directors Meetings. Nine (9) copies of a typewritten/computer generated report (no more than one-page front and back) shall be prepared for the **TFGC** Annual Meeting (hereafter referred to as the Convention). Board reports should be a brief summary of accomplishments and an outline of plans for future programs. These reports may be given orally or submitted without reading aloud. Reports shall be routed as follows with one for each of the following: President, President-elect, Recording Secretary, *The Volunteer Gardener* Editor, the four (4) District Directors and the Webmaster. Instead of or in addition to reports, chairmen may display exhibits for attendees to view and pick-up handouts on recent or educational information.

When attending District Meetings throughout the state, TFGC Chairmen may be recognized but will give reports only when asked in advance by the District Director. *The Volunteer Gardener* is one contact with each member of **TFGC**. Articles submitted by Officers and Chairmen shall be prepared according to the editor's specifications.

As **TFGC** Chairmen, if you do not hear from your **NGC** and/or **DSGC** Chairman, make contact within a reasonable time after the **NGC** Convention. The **TFGC** Chairman should initiate the contact. If information is still not forthcoming, contact the **TFGC** President and initiate appropriate programs on your own.

TFGC Chairmen should contact corresponding District Chairmen. Give your information to them in time for their reports to the District Meetings. This is the proper line of communication. A copy of all information sent to the Districts should be forwarded to the President. When you need information from District Chairmen, advise them of the deadline for your report and of the kind of information required from them. Upon completion of your term, deliver a complete file of the activities of your two-year term to the successor in a timely manner.

If you desire to present a motion at a **TFGC** Board Meeting, please advise the President and present it in writing one week prior to the meeting for the agenda. Present three (3) written copies on the motion form, one each for the President, Recording Secretary and President-elect at the Board Meeting (began 2011-2013 Administration).

PRESIDENT

Duties of the President shall be:

1. Serve as a member of the Board of Directors of **NGC and DSGC**;
2. Attend the Board of Directors Meetings and Annual Conventions of **NGC and DSGC** (if unable to attend the **NGC** Fall Board of Directors Meeting, the President-elect shall attend and represent **TFGC**);
3. Be responsible for the material presented by the **NGC** Chairmen and distribute it to the proper chairmen within **TFGC**;
4. Be thoroughly familiar with the objectives, standing rules or policies and history of the **NGC and DSGC** organizations and strive to work effectively with both organizations;
5. Report the accomplishments of **TFGC** at the annual **NGC and DSGC** Convention Business Meeting; give three (3) typed copies of the report to the **NGC** Recording Secretary. Refer to the **NGC** Timeline;
6. Announce at **TFGC** meetings that *The National Gardener* magazine is available on the **NGC** website to read and/or print (April 2021);
7. Work with the **TFGC** Awards Chairman in making applications for **NGC** awards well in advance of deadlines;
8. Keep informed on all services of **NGC** and encourage member clubs to make use of these services;
9. Be the official representative of **TFGC**;
10. Be well informed of the duties of each officer, chairman and committee;
11. If an office is vacated or a person is unable to fulfill the duties of the position and no direction is outlined for replacement, the original selection process is used. Refer to **TFGC** Bylaws Article IV, Section 8 for directions.
12. Prior to selecting chairmen, review qualifications of members;
13. Be available for committee meetings and advise and assist in planning the activities of each committee. Through regular communications, be informed of the committees' progress;
14. Serve as ex officio member of all committees except the Nominating Committee;
15. Attend the **TFGC** Convention and at least one meeting in each District during the term in office;
16. Whenever possible, the President should attend club meetings, flower shows, flower show schools and other schools, allied functions, conservation camps and environmental education workshops. When requested, serve as speaker at these functions;
17. Preside at a meetings of **TFGC** including the Executive Committee and Board of Directors and prepare the agenda for all meetings;
18. Appoint a Chaplain, Historian, Parliamentarian and Chairmen of all committees, except for the Nominating Committee;
19. Fill all vacancies as outlined in the **TFGC** Bylaws;
20. Approve all bills before payment and in an emergency, have the authority to sign checks (may not approve any unbudgeted expense in excess of two hundred (\$200) dollars);
21. Appoint a Convention Chairman for the Convention, who shall serve on the Board of Directors for the full two-year (2) term;

22. Immediately following installation, send the names of **TFGC** Executive Committee members, addresses and term of office to the following: **NGC** President and Deep South Garden Clubs Director (hereafter referred to as **DSGC** Director);

23. Refer to the **NGC** and **DSGC** Timeline for directions in sending the **TFGC** Board of Directors list with contact information before May 1st to the **NGC** chairmen stated in the Timeline;

24. Direct the **TFGC** Membership Database Chairman before July 1st to send to the **NGC** Schools Secretary the garden club presidents list with contact information.

25. Direct the **TFGC** Membership Database Chairman to send to the District Directors the list of their clubs and membership for updated information.

26. Work with the **TFGC** President-elect and keep her informed with copies of the president's agenda and reports;

27. In odd-numbered years, request the **TFGC** Finance/Budget/Internal Audit Committee prepare a dated, two-year budget to be presented for approval in June. This committee shall conduct an internal reconciliation of the treasurer's records in the second year of the treasurer's term. Refer to the Finance/Budget/Internal Audit Committee job description for complete information.

28. Write letters of welcome to all new clubs as they are federated and issue a Certificate of Membership;

29. Sign all flower school applications and papers; **TFGC, NGC, and DSGC** Life Membership certificates; Blue Star Memorial Marker applications; all **TFGC** awards and any other materials on which the President's signature is required;

30. Take part in the dedication of all Blue Star Memorial Markers;

31. Write a message for each issue of *The Volunteer Gardener*;

32. Work with the Editor of *The Volunteer Gardener* to see that the updated **TFGC** Bylaws are printed in *The Volunteer Gardener* once during the two-year administration. (Spring BOD Meeting, April 18, 2017)

33. See that announcements concerning **NGC** and **DSGC** Conventions are included in *The Volunteer Gardener*;

34. Serve as a member of the Executive Committee of the Ivan **Racheff** House and Gardens Board of Governors (hereafter referred to as **TFGC Headquarters/Racheff BOG**); and

35. Present the Ivan **Racheff** House and Gardens Plan of Operation Handbook (hereafter referred to as **TFGC Headquarters/Racheff Board of Governors Plan of Operation**) to the Executive Committee, which has the responsibility to approve it, and

36. Check the expiration date for the Sales & Use Tax Certification of Exemption. Reapply in May of expiration year with application form and copy of 501(c)(3) IRS Determination letter dated March 5, 1970 granting **TFGC** 501(c)(3) tax exemption.

37. Update the Presidents Report Form for the president's term of office and review Form I-A Guide for Garden Club Presidents for updates.

38. Request the District Directors to pay \$1,500. to the **TFGC** Treasurer for the District **TFGC** Support.

39. Refer to **TFGC** Standing Rules, Section II. Records, Item 3 for end of the administration duties.

40. Pass the President's Pin to the incoming President;

President's instruction for election of a DSGC Director and DSGC Alternate Director from Tennessee, DSGC Conventions rotation and DSGC Representatives to the NGC Nominating Committee:

Election of DSGC Director and DSGC Alternate Director

One year prior to the designated election of a DSGC Director from Tennessee, the Board of Directors shall elect a Nominating Committee composed of two members from the Advisory Board and three from the Board of Directors. They shall select two candidates who meet the requirements as stated in NGC Bylaws, Article XV, Section 4b. To be eligible for the office of **DSGC Director and DSGC Alternate Director**, a member must have served a minimum of two (2) years as President of **TFGC** and must have completed an additional two (2) years as a member of the Board of Directors of **NGC** by July 1st, in election year.

The Nominating Committee shall present the name of the nominee for **DSGC Director** and the name for **DSGC Alternate Director** for election at the next scheduled **TFGC** Board of Directors Meeting. When using the Nominating Committee Process, the chair must ask for nominations from the floor. Presently the **rotation for DSGC Director** is Mississippi 2015-2017, Tennessee 2017-2019, Alabama 2019-2021, Louisiana 2021-2023, Georgia 2023-2025, and Florida 2025-2027.

DSGC Conventions

Presently the **rotation for DSGC Conventions** is Tennessee 2018, Georgia 2019, Florida 2020 and Alabama 2021. DSGC to advise the next series of rotations.

NGC Nominating Committee

Presently the **rotation for DSGC representatives to the NGC Nominating Committee** is Tennessee and Alabama 2015-2017 and Florida and Georgia 2017-2019 (Amended March 2011, DSGC Convention). DSGC to advise the next series of rotations.

MONTH-BY-MONTH CALENDAR OF DEADLINE DATES TO BE OBSERVED

The President shall:

May and/or June:

1. Attend annual **NGC** Convention;
2. Secure **NGC** instruction sheets for state chairmen;
3. Prepare a Call Letter announcing the next **TFGC** Board Meeting and direct the Corresponding Secretary to mail/e-mail it to all members of the Board of Directors at least four weeks prior to the meeting;
4. Prepare a report of the **NGC** Convention to present to the Board of Directors and to the Editor of *The Volunteer Gardener*; and
5. President applies for Sales & Use Tax Certificate of Exemption every four (4) years.
6. Update the Club President's Report Form for the president's term of office.
7. In odd-numbered years, request the Finance/Budget/Internal Audit Committee prepare a dated two-year budget.

July:

1. Prepare a message for the Fall Issue of *The Volunteer Gardener*.
2. Request the District Directors to pay \$1,500.00 (or \$750. /year) to the **TFGC** Treasurer for the District **TFGC** Support. (BOD 6/18/18)

September, October and November:

1. Attend Conservation Camp and accept speaking engagements;
2. Prepare message for the Winter Issue of *The Volunteer Gardener*;
3. Instruct the Treasurer to pay dues of one dollar (\$1.00) per **TFGC** member to **NGC** before September 30 (delinquent after 10/30), along with the annual fee of \$10.00 (10 dollars) per state for Youth Affiliates. A list of states that have not paid is presented at **NGC** Fall Board of Directors Meeting. (BOD Convention 4-22-2015—effective 2016 Garden Club Year)
4. Accept invitations and attend all district meetings when possible;
5. Attend **NGC** Fall Board Meeting and plan the **TFGC** Board of Directors Meeting to follow the **NGC** meeting;
6. Print, distribute and place on the website the Club President's Report form, club rating status; and
7. Elect Delegates to the **DSGC** Convention at the Fall Board Meeting.

December:

1. Remind membership that **NGC**, **DSGC** and **TFGC** Award Applications are due January 1 unless done by the Awards Chairman;
2. Prepare a message for the Spring Issue of *The Volunteer Gardener*; and
3. Instruct the Treasurer to bill the Jack Anderson family, award donor, in January for award money for the Kitty Anderson Best of Flower Show Award and any other monetary award not funded.

January, February and March:

1. Direct the **TFGC** Membership Database Chairman to send to the District Directors the list of their clubs and membership for updated information;
2. Plan for Board of Directors Meeting to be held between January 1 and March 1;
3. Elect delegates to **NGC** Convention at Winter Board of Directors Meeting and send in on form provided;
4. Prepare four copies of President's Report for **DSGC** Convention;
5. Instruct Treasurer to pay dues for any new clubs or members gained after October 31 (**NGC** books close February 28);
6. Write official Call Letter for the **TFGC** Convention for notification to Board of Directors and all Garden Clubs;
7. Have any proposed **TFGC** Bylaws changes approved by Board of Directors and ready for *The Volunteer Gardener*;
8. Work with Convention Committee and Protocol Chairman on arrangements for **TFGC** Convention;
9. Extend seating invitations for **TFGC** Convention;
10. Prepare agenda for Pre-Convention or Post Convention (only in odd-numbered years) Board Meetings and Annual Business Meetings;
11. Give report of year's work at **TFGC** Convention Business Meeting;

12. Mail **NGC** Report Form of **TFGC**'s accomplishments before March 31 of second year to the **NGC** Historian; and

13. Attend **DSGC** Convention and report on **TFGC**'s accomplishments.

April:

1. Prepare report to be given at **NGC** Convention;

2. After delegates to the **NGC** Convention are elected at the Winter **TFGC** Board of Directors Meeting, sign and forward to **NGC** Credentials Chairman the credentials of each delegate and each alternate to **NGC** Convention (form sent to you);

3. In odd-numbered years, instruct the Recording Secretary to have the minutes of election of new officers signed by the President, Recording Secretary and three (3) Board of Directors members approving the minutes. Provide copies to both the outgoing and newly installed Presidents (state that the President-elect was installed, and the other officers were elected and installed); and

4. Prepare message for the Summer Issue of *The Volunteer Gardener*.

PRESIDENT-ELECT

Refer to TFGC Bylaws Article IV, Section 3 for President-elect qualifications.

Duties of the President-elect shall be:

1. Study the **TFGC**, **NGC** and **DSGC** Bylaws, to have a thorough working knowledge of the organizations' objectives and goals.
2. In the event of Bylaw change(s), send to the President and **TFGC** Treasurer a narrative of changes to accompany the IRS Form 990 for each year of the two-year term;
3. Attend the **TFGC** Conventions, board meetings, and at least one meeting of each district during the term. If possible, attend the **DSGC** Conventions and the **NGC** Conventions;
4. When necessary, represent the President on the national and regional level;
5. Serve on the Awards Committee;
6. Serve as a member of the **TFGC Headquarters/Racheff BOGs**, along with the President, Treasurer, District Directors and District Representatives **to Racheff**, and attend as many meetings as possible;
7. Keep the job descriptions and responsibilities of officers and chairmen up to date in the **TFGC** Procedures Manual, making such changes as Bylaws changes dictate;
8. Prepare a notebook or files of the current administration to include Call Letters, Agendas, Meeting Minutes, Reports and other information as a resource for the President-elect and to start the next administration; and
9. Assume other duties as directed by the President in keeping with the office.

Duties of President-elect PRIOR to installation to the office of President shall be:

1. Select qualified persons for the incoming **TFGC** Board of Directors as specified in the Bylaws;
2. Be responsible for preparing the **TFGC** Procedures Manual for Elected and Appointed Members of the Board of Directors and Committee Chairmen of **TFGC** and furnish the **NGC** Organization Study Chairman a copy upon request;

3. Prepare an acceptance speech to the office of President;
4. Plan the agenda for the Post Convention Board of Directors Meeting;
5. Have a list of officers and chairmen ready to be approved; and
6. Have some ideas of Ways and Means projects to be approved.
7. Call for a vote or motion to approve the CPA firm for the new administration.
8. Ask for nominees and call for a vote to approve Endowment Trust Trustees at Post Convention Board of Directors Meeting (President, President-elect, Treasurer and one representative from each of the four (4) Districts);
9. Announce Board of Directors Meeting dates at the conclusion of the Post Convention Board Meeting;
10. Prepare a message for *The Volunteer Gardener*. Submit a photo for the TVG cover and
11. Perform any other duties that pertain to the office of President.

FIRST VICE PRESIDENT

Refer to TFGC Bylaws Article IV, Section 4 for First Vice President qualifications.

Duties of the First Vice President shall be:

1. Assist the President in the work of TFGC;
2. In the absence or inability of the President to serve, shall assume and perform all duties pertaining to the office of President;
3. Represent the President on the TFGC level, serve on the Awards Committee and serve as the liaison between various District and TFGC Committee Chairmen;
4. Advise and assist the Racheff Chairman, encourage involvement by all members to support and promote the TFGC Headquarters/Racheff and serve as ex officio member of the Racheff Board of Governors.
5. A gift or honorarium for the outgoing TFGC President shall be collected, purchased and handled by the First Vice President. Donations shall be collected from TFGC Board members at TFGC Board Meetings. The gift shall be presented at the final board meeting at convention.
6. Assume other duties as directed by the President in keeping with the office (Flexible Bylaws allow President to change duties of Vice Presidents to accommodate skills and workloads).

SECOND VICE PRESIDENT

Refer to TFGC Bylaws Article IV, Section 4 for Second Vice President qualifications.

Duties of the Second Vice President shall be:

1. Assist the President in the work of TFGC;
2. In the absence or inability of the President or First Vice President to serve, shall perform all duties pertaining to the office of President;
3. Serve as liaison to the District Directors and aid in their work by holding at least one meeting each year for discussion and exchange of ideas;
4. Advise and work with the Ways and Means Chairman on TFGC Fund Raising and the Membership Development Chairman on growing club membership and gaining new clubs;
5. Promote and coordinate advertising for *The Volunteer Gardener*; and
6. Assume other duties as directed by the President in keeping with the office (Flexible Bylaws allow the President to change duties of Vice Presidents to accommodate skills and workloads).

RECORDING SECRETARY

Refer to TFGC Bylaws Article IV, Section 4 for Recording Secretary qualifications.

Duties of the Recording Secretary shall be:

1. Keep in permanent form the minutes of all meetings of the Executive Committee and Board of Directors of TFGC;

2. Send copies of the minutes to the President and to each member of the committee selected to approve the minutes within thirty (30) days following any meeting. Send the minutes with approved signatures to the President. The President sends minutes to ALL board members.
3. Prepare a resume of the Annual Meeting (Convention) and of the Executive Committee for *The Volunteer Gardener*;
4. Be custodian of all records except the Treasurer's and those rightfully kept in the **TFGC Headquarters/Racheff Archives**;
5. Maintain a file or notebook of all committee chairmen reports to be turned in to **TFGC Headquarters/Racheff Archives** at the end of the term;
6. Keep an up-to-date master copy of the Bylaws. Work with the Bylaws/Standing Rules/Duties Chairman. Send all Bylaw changes to the Parliamentarian for approval and revision within one month following the Convention. The Recording Secretary sends approved Bylaw amendment motions to the TVG Editor for publication prior to the next Convention Annual Meeting;
7. Keep an up-to-date copy of the **TFGC Headquarters/Racheff House and Gardens Plan of Operation**, which must be approved by the Executive Committee; and
8. Assume other duties as directed by the President in keeping with the office.

CORRESPONDING SECRETARY

Refer to TFGC Bylaws Article IV, Section 4 for Corresponding Secretary qualifications. Duties of the Corresponding Secretary shall be:

1. Conduct the correspondence of **TFGC** as directed by the President or Board of Directors;
2. Maintain a list of chairmen and members of all Standing and Special Committees;
3. Routinely notify the Executive Committee and Board of Directors of all meetings six weeks in advance;
4. Read communications at regular Executive Committee, Board of Directors and Annual Meetings;
5. Assume other duties as directed by the President in keeping with the office; and
6. Send copies of Call Letters, Agendas and other TFGC information to members who do not have e-mail.

TREASURER

Refer to TFGC Bylaws Article IV, Section 4 for Treasurer qualifications.

Refer to the TFGC TREASURERS MANUAL, held by former treasurers, for the complete duties of the Treasurer as all duties are not stated below in this job description:

1. The incoming treasurer shall have knowledge of the Excel computer program for TFGC accounting of the books and records.
2. With the approval of the President, be responsible for the collection and disbursement of all funds of **TFGC** except for the Endowment Trust Fund (BOD 4/22/15)

3. The **TFGC** Treasurer and Assistant Treasurer will place their names on all signature cards of all accounts of **TFGC** except for the Endowment Trust Fund (Endowment Trust Board of Trustees 6-19-13);
4. Keep an accurate record and give a printed financial statement at each Executive Committee and Board of Directors Meeting and compile a report for the Annual Meeting;
5. Confer with the District Directors about clubs whose dues are not paid by May 15th, and again by June 15th;
6. Be sufficiently bonded with other members handling **TFGC** funds with a blanket bond. (**TFGC** Treasurer, **TFGC** Assistant Treasurer, **Racheff** Treasurer, **Racheff** Assistant Treasurer and Endowment Trust Chairman are to be bonded) (BOD 10/8/14);
7. File Corporation Annual Report, Form SS- 4444, with the State of Tennessee by August 1 each year;
8. Require a signed itemized statement with receipts and vouchers on the **TFGC** Financial Report Form B to accompany requests for reimbursements (must be approved and signed by the President);
9. \$5000 must be reserved to be passed to the incoming administration Treasurer after election and installation at the Annual Meeting. As of 2021, the outgoing Treasurer will transfer the bank account to the incoming treasurer;
10. The fiscal year runs 4/1 – 3/31. Close books March 31 for the CPA compilation report and IRS990; finish **TFGC** treasurer's final bookkeeping for the year by the conclusion of the Annual Meeting and deliver the books annually to the CPA firm by May 31;
11. Have the books reviewed by the approved certified public accountant firm annually and furnish a copy to the President and a statement of completion sent for publication in ***The Volunteer Gardener***.
12. All funds in the treasurer's records shall be reconciled by the appointed Finance/Budget/Internal Audit Committee followed with a report to **TFGC** in the second year of each administration.
13. Advance one thousand dollars (\$1,000) to the Convention Chairman upon request. Refer to the **TFGC** Standing Rules Section XIII. Conventions, Conservations Camps and Other Meetings, Item 2 for further instructions.
14. Advance six hundred dollars (\$600) to the Conservation Camp Chairman upon request. Refer to the **TFGC** Standing Rules Section XIII. Conventions, Conservations Camps and Other Meetings, Item 2 for further instructions.
15. Pay dues as follows:
 - a. **TFGC Life Member Dues**--Deposit to the **TFGC** General Fund current membership dues per Life Member, annually, from the Life Membership Fund.
 - b. **NGC Member Dues**-- Pay **NGC** dues on each **TFGC** member of one dollar (\$1.00) by **June 1st**, of each year and delinquent October 31.
 - c. **New TFGC Member Dues**-- Send dues for additional (new) members to **NGC** by September 30 (delinquent after October 31);
 - d. **Youth Gardeners Dues**--Pay an annual fee of ten dollars (\$10), which covers all youth gardeners and all youth clubs in TN;

16. Send a letter to the Kitty Anderson family requesting the award money for the Kitty Anderson Best of Flower Show Award;
17. Deposit all funds in **TFGC** bank account and be custodian of all funds as provided in the Bylaws except for Ivan **Racheff** House and Gardens, **TFGC** Investment Funds and Endowment Trust Fund (Endowment Trust Board of Trustees 6/19/13);
18. Receive meeting reports of all receipts, disbursements and accounts from the **Racheff** Treasurer and Assistant Treasurer as reported at the meetings of the Ivan **Racheff** House and Gardens Board of Governors and reported at the **TFGC** Board of Directors, as well as a copy of the annual **Racheff** review by the CPAs;
19. Receive an itemized report of all receipts, disbursements and accounts at all **TFGC** Board of Directors Meetings and an annual report including all 1099s and all bank statements by March 31st, from the Endowment Trust Chairman (Endowment Trust Board of Trustees 6/19/13);
20. Present a motion appointing a CPA firm at the first **TFGC** Board of Directors Meeting for each new two-year (2) administration. Refer to the Treasurers Manual;
21. Verify that the **Racheff** Treasurer has dispensed to the **Racheff** Payroll Account, the total annual payroll taxes for any **TFGC** employees;
22. Verify that all financial **TFGC** records by the **TFGC** Treasurer and the **Racheff** Treasurer are delivered to the CPA firm annually by May 31 (BOD, 6-19-11). The **TFGC** Treasurer receives the financial records from the **TFGC** Assistant Treasurer, **Racheff** Treasurer, Convention Chairman, Conservation Camp Chairman and the Endowment Trust Fund Chairman for inclusion to the CPA computation;
23. Register yearly before September 30th as a TN Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations & Gaming. Filing is done by both the **TFGC** Treasurer and the **Racheff** Treasurer, respectively;
24. Request **TFGC** Bylaws changes, if any, in narrative form from the **TFGC** President elect for the **TFGC** President and **TFGC** Treasurer to attach to the 990 Return.
25. Secure or receive the 990 Return to the IRS from the CPAs and mail to the IRS by before September 30th. CPAs may email to IRS. **TFGC** pays the CPA invoice for **TFGC** and **Racheff**.
26. Verify that the **Racheff Assistant Treasurer** is filing the IRS Form 941 Quarterly Payroll tax for any **TFGC** employees by April 30, July 31, October 31, and January 31;
27. Be responsible for the storage of all **TFGC** financial records in the Archives at **TFGC Headquarters/Racheff**;
28. Receive District **TFGC** Support from each District Director in the amount of \$1,500.00 (\$750.00/year) before the end of the first year of an administration. (BOD 6/18/18)
29. At the end of term, prepare for the incoming Treasurer the following: pass the **TFGC** Treasurers Manual with computer files and forms placed on a computer disk.

ASSISTANT TREASURER

Refer to TFGC Bylaws Article IV, Section 4 for Assistant Treasurer qualifications.

Duties of Assistant Treasurer shall be:

1. In the absence of the TFGC Treasurer assume the duties of the TFGC Treasurer. Checks shall be approved and signed by the TFGC President. Serve on the Finance/Budget/Internal Audit Committee with the TFGC Treasurer.
2. Account for all TFGC investment funds (Brainerd Scholarship, General Investment, Life Membership and Scholarship) designated to the Assistant Treasurers care by the TFGC President, Bylaws, Standing Rules and Job Description.
3. Compile, present and distribute a printed financial report of all of the investment and restricted funds at each TFGC Board of Directors Meeting and the annual TFGC Convention Meeting.
4. Pay the bond for the TFGC Treasurer, TFGC Assistant Treasurer, Racheff Treasurer, Racheff Assistant Treasurer and the Endowment Trust Chairman from the income in the TFGC Investment Fund account annually.
5. Be responsible for the Board of Directors' Benevolent Fund and deposit the monies in the TFGC General Investment Fund account. This fund is used in the event of the death of a past president (flowers, Recognition & Remembrance Book or Racheff Memorial Wall) or illness of a board member (card) and is generated by donations from them to the fund at TFGC Board Meetings. Refer to TFGC Standing Rules Section XVI. Memorial/Benevolence for memorial disbursements.
6. At the end of each year and after March 31st, collect bank statements and 1099 forms received for all of the TFGC Investment Funds accounts. Send the materials to the TFGC Treasurer before May 31st of each year to combine with TFGC Treasurer's CPA materials for the annual TFGC Compilation Report.

DISTRICT DIRECTOR

Refer to TFGC Bylaws Article IV, Section 4 for District Director qualifications.

The Duties of a District Director shall be:

1. **TFGC** Districts are an integral part of **TFGC** and shall comply and follow the **TFGC** Bylaws, Standing Rules and Officers and Chairmen Job Descriptions.
2. Carry out **TFGC** objectives in the District and promote the organization of new clubs;
3. Shall not obligate the District in the promotion of any other organization, partisan or other;
4. Serve as counselor and advisor for garden club presidents within the District and be the liaison for the clubs to the **TFGC** officers and chairmen, representing **TFGC** at all times;
5. Assist in the organization of new groups interested in gardening, explaining benefits, advantages and requirements of **TFGC** and **NGC**;
6. Write letters of welcome to all new clubs, enclosing **TFGC** Form I – A Guide for Garden Club Presidents;
7. Prepare a list of garden club presidents with complete mailing addresses for the **TFGC** President, **TFGC** Treasurer and the Membership Database Chairman by June 1st. After the list is presented, use Form E-Member Change Notification to update club presidents and members information for the Membership Database Chairman. These lists will no longer be

published in *The Volunteer Gardener* but may be placed on the website with name, phone, city and email contact information.

8. Plan time, place and program for Fall and Spring District Membership Meetings, which shall precede the **TFGC** Convention and consult with the President before setting the date of the District Meetings (some flexibility allowed when **DSGC** Convention is in TN);
9. Invite the President, President-elect and District Directors to all District Meetings and send directions with an invitation. Include the President in all communication to the district clubs and members;
10. Send information of upcoming District Meetings to *The Volunteer Gardener* noting deadlines, send notices of all District Meetings to board members and club presidents six weeks in advance, and;
11. Send a copy of the minutes of the District Meeting to the **TFGC** President and send copies of newsletters and materials sent to clubs to President, President-elect and other District Directors;
12. Assist in scheduling conventions and serve as official hostess for the convention when it is held in the district;
13. Attend the dedication program for all Blue Star Markers in the District and invite the President to assist in the dedication;
14. Compile the information (Good Standing/Club of Excellence list, list of Flower Shows and deceased members list) from the Club Presidents Reports. Send the GS/CE list to the Awards Chairman and **TVG**; Awards Chairman presents certificates at the awards banquet. Send the Flower Show list to the Awards Chairman and the deceased members list to the **TFGC** Chaplain, District Chaplain and the Membership Database Chairman.
15. Provide each club president sample agendas, sample bylaws and copies of **TFGC** Forms. Refer the club presidents to the **TFGC** website, www.tfgconline.org for all documents, forms and additional information;
16. Assist in collecting club membership dues prior to the past due date of June 1st. The District Director shall review all Form C-Annual Membership/Dues forms in their district to ensure accuracy of all lists. If no preference to paper or website is selected for TVG, the default preference will be website until the Membership Database Chairman is notified. Any discrepancies found on the list or monies submitted should be corrected through contact by the district with their individual clubs. Once any discrepancies are resolved, the original corrected hard copies (2) of Form C Annual Membership/Dues along with the checks are mailed to the **TFGC** Treasurer who forwards one copy of Form C to the Membership Database Chairman. The **TFGC** Treasurer must have hard copies for the CPA reports. Directors may delegate a person to receive and keep a copy of the due's forms from clubs.
17. Direct garden clubs to use Form D-New Member Notification for new members after filing Form C. Inform the garden clubs to use Form E-Member Change Notification for members change of address, deceased or dropped after filing Form C. Send the forms as directed on each form.
18. Request Flower Show Judges clubs to send a current list of FSJs in the district to the FSJ Council Chairman, Flower Show Judges Credentials Chairman and the Flower Show State

- Evaluations Chairman once a year. List all the FSJs with name, address, phone, email, judge status and the good standing year. May place the list on the website minus addresses.
19. Have a summary of District activities by maintaining a file on each club for notes, newspaper clippings, photos, etc. for the Director's reports. Submit club activities to the TVG Editor before deadline dates;
 20. Work with the calendar chairman on the number of calendars the District orders from NGC;
 21. Serve as a member of the **TFGC Headquarters/Racheff** Board of Governors and attend as many meetings as possible (the **Racheff** Board of Governors meets the second Monday of each month at 1:00 pm except July, December, January and February). Select a **TFGC Headquarters/Racheff** Representative (serves on the Board of Governors) who is willing to travel with the District Director to the Board of Governors Meetings and promote the **TFGC Headquarters/Racheff** in the District;
 22. Make every effort to attend at least one meeting of each of the other Districts during the term;
 23. Hold at least one meeting for Club Presidents each year, which shall be an educational session and may include the club board;
 24. Cover in District Meetings:
 - a. **TFGC**, **NGC** and **DSGC** activities and reports of District Officers and Chairmen;
 - b. Distribution of printed materials and items carried over from the **TFGC** Convention;
 - c. Explanations of types of information on projects and activities as completed;
 - d. Stress the importance of correct names and mailing addresses;
 - e. Promote participation in the awards program and stress the importance of the Club President's Report Form;
 25. Keep the Vice Director well informed of District and **TFGC** activities and solicit, through assignment of special duties, assistance in carrying out the **TFGC** objectives.
 26. Direct the District Treasurer to pay \$1,500.00 to the **TFGC** Treasurer for the District **TFGC** Support for the term of the President before the end of the first year. (BOD 6/18/18)
 27. Refer District Director expenses to the **TFGC** Standing Rules Section XII. President Expenses, item 2 and 3. The District Director may be reimbursed for **TFGC** Conventions, Conservation Camps, printing and postage as allowed in the district budget.

VICE DIRECTOR

Refer to TFGC Bylaws Article IV, Section 4 for Vice Director qualifications.

The Duties of the Vice Director shall be:

1. If the Director is unable to serve, assume and perform all duties pertaining to the office;
2. Represent the Director when necessary on the District level and be the District representative and spokesman at **TFGC** meetings when the Director is absent.
3. Promote donations to **TFGC** causes, projects and to the **TFGC Headquarters/Racheff**.
4. Assume other duties as may be assigned by the District Director that pertain to the Office.
5. May attend the Executive committee Meeting without voting privileges. (Approved by BOD 10-5-2016)

ADVISORY BOARD

Members are active former presidents who because of their former positions have special background information that will contribute to the continuity of the TFGC organization. The immediate Former President shall serve as Chairman.

The Duties of the Advisory Board shall be:

1. Be available for advice on special projects and information needed by the President.
2. The Advisory Committee, working with the TFGC President and the Archives Chairmen, will be responsible for compiling and having the Ten-Year Histories published.
3. Any member of the Advisory Board may request a meeting after consulting with the President on scheduling the meeting.

APPOINTED OFFICERS

CHAPLAIN

The Duties of the Chaplain shall be:

1. Provide a collect, invocation and benediction for each meeting of the Executive Committee and the Board of Directors and for the first and second sessions of the business meeting of the Convention (may ask others to assume this responsibility on occasion);
2. Secure the names of the deceased members from the District Directors and the Membership Database Chairman and give a brief Memorial Service, usually with the District Directors reading names, at the Convention; and
3. Give the invocation when called upon and send suitable material **to *The Volunteer Gardener*** on occasion.

PARLIAMENTARIAN

The Duties of the Parliamentarian shall be:

1. Serve in an advisory capacity as requested by the President.
2. Have knowledge of parliamentary procedure, specifically, *Robert's Rules of Order Newly Revised*;
3. Interpret the Bylaws of TFGC and advise chairmen when requested;
4. Be available for consultation on protocol at any meetings involving district, state, regional, or national officers or chairmen; and
5. Serve on the Bylaws Committee.

HISTORIAN

Duties of the Historian shall be:

1. Collect, prepare and keep in scrapbook form, an account of TFGC activities and

important events of the current administration; and

2. Work with the District Historians and make a biennial report to be preserved in the Archives at **TFGC Headquarters /Racheff**.

TFGC HEADQUARTERS/ RACHEFF TREASURER (IVAN RACHEFF HOUSE & GARDENS)

The Duties of the Racheff Treasurer shall be:

1. The **Racheff** Treasurer will update the signature cards for all accounts upon taking office.
2. Shall receive all monies for **Racheff** and be responsible for payment of all expenditures made on behalf of the property, excepting those listed as duties of the Assistant Treasurer.
3. Shall have first obtained the approval from the **Racheff** Chairman for the payments of any unbudgeted items over \$200.
4. A financial report is presented at each **TFGC Headquarters/Racheff** board meeting and the **TFGC** Board meeting.
5. The Assistant Treasurer and Gardens Chairman shall report to the Treasurer by the first Monday of each month for inclusion in the Treasurer's monthly report. Shall forward a copy of the monthly Treasurer's report to the **TFGC** President and TFGC Treasurer.
6. Be responsible for gathering and delivering all financial documents of **Racheff** and those designated to the **Racheff** Treasurer annually to the appointed CPA firm by May 31. **TFGC** pays for the **TFGC** and **Racheff** CPA invoice annually.
7. Only the **Racheff** Chairman and the **Racheff** Treasurer shall each hold a key to the Safety Deposit Box in Knoxville (address in the Treasurers Manual). The **Racheff** Treasurer shall update the signature cards for the keys and keep a list of all items in the Safety Deposit Box along with a form stating who has been in the box and/or removed items from the box. Items may be copied only. No one except the **TFGC** President may remove items from the box. This list and form will be sent to the **TFGC** President and **TFGC** Treasurer on an as needed basis to communicate with **TFGC**.
8. The PO Box keys will be held by the **Racheff** Chairman and **Racheff** Treasurer. The **Racheff** Chairman and **Racheff** Treasurer will deliver mail from the PO Box pertaining to and for **TFGC** to the appropriate person. **TFGC** Form A-Receipts Transmittal Sheet (available on **TFGC** website) can be used to transfer mail, document the mail and request return signatures.
9. Shall be aware of maturity dates on Certificates of Deposit and dates of renewal and policies of **Racheff** Investment Accounts. Any investment action taken must have approval of the Board of Governors.
10. Prepare and collect all **Racheff** financial documents for the **TFGC** CPA firm at the end of the year after March 31st and deliver these documents to appointed CPAs before May 31st. After completion of reconciliation, be responsible for storage of the **Racheff** records in the **TFGC** archives.
11. Register yearly (before September 30th – six months after the books are closed) as a Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations & Gaming using the **TFGC** account C027838. Filing is done by both the

TFGC Treasurer and the **Racheff** Treasurer, respectively. The forms are available from the Division of Charitable Solicitations & Gaming, phone: 615-741-2555; website: charitable.solicitations@tn.gov. (Approved BOD 10/3/17). As of 2019, the CPA firm will complete the forms for the **TFGC** treasurers to mail.

**TFGC HEADQUARTERS/RACHEFF ASSISTANT TREASURER
(IVAN RACHEFF HOUSE & GARDENS)**

The Duties of Racheff Assistant Treasurer shall be:

1. The **Racheff** Assistant Treasurer will update the signature card for the payroll account.
2. Shall serve as Chairman of the Finance Committee and report to the **Racheff** Treasurer. Shall prepare a report for the Board of each fundraising event including budget, expenses and income of the event.
3. Be responsible for the payroll account for **Racheff** employees and **TFGC** employees (if any).
4. File the 941 Quarterly Payroll Reports by April 30, July 31, October 31 and January 31 and provide copies to the **Racheff** Treasurer for delivery to the CPA firm by May 31.
5. Shall submit a payroll accounting report at the **Racheff** Board meetings and each **TFGC** Board meeting.

Revisions:

DSGC Convention March 2011

Board of Directors Meeting April 2011

Board of Directors Meeting October 10, 2012

ETF Board June 19, 2013

Board of Directors Meeting April 22, 2015

Board of Directors Meeting October 5, 2016

Board of Directors Meeting March 23, 2017

Board of Directors Meeting April 18, 2017

Board of Directors Meeting October 3, 2017

Board of Directors Meeting June 18, 2018

Board of Directors Meeting January 31, 2019

Board of Directors Meeting October 15, 2019