



Duties of

TFGC Officers & Racheff Treasurers

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TENNESSEE FEDERATION OF GARDEN CLUBS, INC.

DUTIES OF TFGC OFFICERS & RACHEFF TREASURERS

A NOTE TO THE TFGC OFFICERS & CHAIRS

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

Officers and chairs are members of the Board of Directors and are expected to attend Board of Directors meetings. For the TFGC Annual Meeting (held each year with or without the convention, 9 copies of a report (no more than one-page) should be prepared. 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 should be routed as follows with one for each of the following: president, president-elect, recording secretary, *The Volunteer Gardener* editor, the 4 district directors, and the website administrator. Instead of, or in addition to reports, chairs may display exhibits for attendees to view and pick up educational handouts.

When attending district meetings throughout the state, TFGC chairs may be recognized but will give reports only when asked in advance by the district director. Articles for *The Volunteer Gardener* submitted by officers and chairs are prepared following TVG guidelines.

As TFGC chairs, if you do not hear from your NGC or DSGC chair, make contact within a reasonable time after the NGC convention. The TFGC chair should initiate the contact. If information is still not forthcoming, contact the TFGC president and initiate appropriate programs on your own.

TFGC chairs should contact corresponding district chairs. Give your information to them in time for their reports to the district meetings. This is the proper line of communication. Forward a copy of all information sent to the districts to the president. When you need information from district chairs, advise them of the deadline for your report and of the kind of information required. 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 want to present a motion at a TFGC Board meeting, please advise the president and present this motion in writing one week prior to the meeting for the agenda. Present 3 written copies on the motion form, one each for the president, recording secretary, and president-elect at the board meeting.

See the following pages for detailed descriptions of each officer and chair's duties.

PRESIDENT

Duties of the President

1. Serve as a member of the Board of Directors of NGC and DSGC.

2. Be the official representative of TFGC.
3. Attend the Board of Directors meetings and Annual Conventions of NGC and DSGC. Report the accomplishments of TFGC at the annual NGC and DSGC convention business meeting and give 3 typed copies of the report to the NGC recording secretary. Refer to the NGC timeline. Submit the NGC reports to *The Volunteer Gardener*.
4. Attend the NGC Fall Board meeting, and plan the TFGC Board of Directors meeting to follow the NGC meeting.
5. If unable to attend the NGC Fall Board of Directors meeting, the president-elect attends and represents TFGC.
6. Keep informed on all services of NGC, and encourage member clubs to make use of these services.
7. Immediately following installation, send the names of TFGC Executive Committee members, addresses, and terms of office to the following: NGC president and the DSGC director.
8. Refer to the NGC and DSGC timeline for directions in sending the TFGC Board of Directors list with contact information before May 1 to the NGC chairs stated in the timeline.
9. 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.
10. Elect delegates to the NGC convention at the TFGC Winter Board of Directors meeting, and send in their information on the form provided by NGC. After delegates to the NGC convention are elected, sign and forward this form with the credentials of each delegate and each alternate to NGC Convention to the NGC Credentials chair. This form will be sent to you.
11. Elect delegates to the DSGC convention at the TFGC Fall Board meeting.
12. Attend the DSGC convention and report on TFGC's accomplishments. Prepare 4 copies of the *Club President's Report* for the DSGC convention.
13. The president applies for the TFGC Sales & Use Tax Certificate of Exemption every 4 years. Check the expiration date for the certification. Reapply in May of the expiration year with an application form and a copy of 501(c)(3) IRS determination letter dated March 5, 1970, granting TFGC 501(c)(3) tax exemption.
14. Study the TFGC, NGC, and DSGC bylaws to have a thorough working knowledge of the organizations' objectives and goals. Be well informed of the [TFGC Bylaws](#), [TFGC Standing Rules](#), and duties of each officer, chair, and committee (see [TFGC Committee Chair Job Descriptions and this document, Duties of TFGC Officers and Racheff Treasurers](#)). Refer to NGC's [A Protocol Handbook](#) and the *NGC Fall Board Meeting Manual* for managing the business of TFGC.
15. Plan the first Board of Directors meeting to be held between January 1 and March 1.

16. Prior to selecting chairs, review member qualifications.
17. 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.
18. Serve as ex officio member of all committees except the Nominating Committee.
19. Appoint a chaplain, historian, parliamentarian, and chair of all committees, except for the Nominating Committee.
20. Upon recommendation from the host district, appoint the Convention chair for each annual meeting to serve on the Board of Directors for the full 2 years.
21. Direct the TFGC Membership Database chair (before July 1) to send the list of garden club presidents with contact information to the NGC Schools secretary.
22. Direct the TFGC Membership Database chair to send the list of clubs and memberships for updated information to the district directors.
23. Fill all vacancies as outlined in the *TFGC Bylaws*. 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.
24. Announce the annual board meeting, convention, and all board meetings by a call or letter (mail or email) to all board members at least 4 weeks prior to a meeting. Prepare an agenda for the convention and all board meetings. Refer to *Bylaws, Article VIII Board of Directors*.
25. Upon approval from the Minutes Committee, send the minutes for all board and annual meetings to the Board of Directors and to the *TVG* editor for publication in *The Volunteer Gardener*.
26. Have the Parliamentarian approve the meeting agenda and all motions prior to all board meetings.
27. Announce at TFGC meetings that *The National Gardener* magazine is available on the NGC website to read or print.
28. Have any proposed TFGC bylaw changes approved by Board of Directors and ready for *The Volunteer Gardener*.
29. Whenever possible, the president should attend district meetings, 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.
30. Preside at all meetings of TFGC, including the Executive Committee and Board of Directors, and prepare the agenda for all meetings.

31. Attend the TFGC Convention and at least one meeting in each district during the term in office.
32. Work with the Convention Committee and Protocol chair on arrangements for the TFGC convention. Extend seating invitations for the convention. Give a report of the year's work at the TFGC Convention Business meeting.
33. Update the *Club President's Report* for the president's term of office and place the form and club rating status on the website. Review [Form I—A Guide for Garden Club Presidents](#) for updates.
34. Work with the TFGC Awards chair in making applications for NGC awards well in advance of deadlines.
35. Approve all bills before payment and in an emergency, have the authority to sign checks (may not approve any unbudgeted expense in excess of \$200).
36. Work with the TFGC president-elect, and keep her informed with copies of the president's agenda and reports.
37. In odd-numbered years, request the TFGC Finance/Budget/Internal Audit Committee to prepare a dated, two-year budget to be presented for approval in June. This committee conducts 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 in the [TFGC Committee Chair Job Descriptions](#) document for complete information.
38. Write letters of welcome to all new clubs and issue a Certificate of Membership.
39. 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.
40. Take part in the dedication of all Blue Star Memorial Markers.
41. Write a message for each issue of *The Volunteer Gardener*.
42. 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 (*BOD April 18, 2017*).
43. Ensure that announcements concerning NGC and DSGC conventions are included in *The Volunteer Gardener*.
44. Serve as a member of the Executive Committee of the Ivan Racheff House and Gardens Board of Governors (TFGC Headquarters/Racheff BOG).
45. Present the *Ivan Racheff House and Gardens Plan of Operation Handbook* (TFGC Headquarters/Racheff Board of Governors Plan of Operation) to the Executive Committee, which has the responsibility to approve the handbook.
46. Request the district directors to pay \$1,500 to the TFGC treasurer for District TFGC Support.

47. Mail the *NGC Report Form* of TFGC's accomplishments before March 31 of the second year to the NGC historian.
48. In odd-numbered years, instruct the recording secretary to have the minutes of election of new officers signed by the president, recording secretary, and 3 Board of Directors members approving the minutes. State that the president-elect was installed, and the other officers were elected and installed. Provide copies to both the outgoing and newly installed presidents.
49. Refer to [TFGC Standing Rules](#), *Section II. Records, Item 3* for end of the administration duties.
50. Pass the President's Pin to the incoming president.

PRESIDENT'S INSTRUCTION

(For Election of a DSGC Director & DSGC Alternate Director from Tennessee, DSGC Conventions Rotation, and DSGC Representatives to the NGC Nominating Committee)

Election of the DSGC Director & 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 2 members from the Advisory Board and 3 from the Board of Directors. They shall select 2 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 2 years as president of TFGC and must have completed an additional 2 years as a member of the Board of Directors of NGC by July 1 in an election year.

The Nominating Committee presents 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. Refer to the [DSGC Bylaws](#) for rotation of the DSGC director, alternate director, and the state rotation of DSGC conventions.

The rotation for DSGC representatives to the NGC Nominating Committee was amended March 2011 at the DSGC Convention. DSGC will advise the next series of rotations.

PRESIDENT-ELECT

NOTE: Refer to [TFGC Bylaws](#) *Article IV, Section 3* for President-elect qualifications.

Duties of the President-elect

1. Study the TFGC, NGC, and DSGC bylaws to have a thorough working knowledge of the organizations' objectives and goals. Be well informed of the [TFGC Bylaws](#), [TFGC Standing Rules](#), and duties of each officer, chair, and committee (see [TFGC Committee Chair Job Descriptions and this document, Duties of TFGC Officers and Racheff Treasurers](#)). Refer to NGC's [A Protocol Handbook](#) and the *NGC Fall Board Meeting Manual* for managing the business of TFGC.

2. In the event of bylaw changes, send a narrative of changes to the president and treasurer to accompany IRS Form 990 for each year of the two-year term.
3. Attend TFGC conventions, board meetings, and at least one meeting of each district during the term. If possible, attend the DSGC and 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 *Procedures Manual* updated with all new bylaws, standing rules, job descriptions, policies, duties, and responsibilities of officers and chairs. Printed copies of the *Procedures Manual* shall be available for all officers and chairs following the installation.
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 to start the next administration.
9. Assume other duties as directed by the president in keeping with the office.

Duties of President-elect PRIOR to Being Installed as President

1. Select qualified persons for the incoming TFGC Board of Directors as specified in the [TFGC Bylaws](#).
2. Prepare the *Procedures Manual* for the elected and appointed members of the Board of Directors and committee chairs of TFGC. Furnish the NGC Organization Study chair 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 chairs ready to be approved.
6. Have 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 the Post Convention Board of Directors meeting (president, president-elect, treasurer, and one representative from each of the 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.
11. Perform any other duties that pertain to the office of president.

FIRST VICE PRESIDENT

NOTE: Refer to [TFGC Bylaws Article IV, Section 4](#) for First Vice President qualifications.

Duties of the First Vice President

1. Assist the president in the work of TFGC.
2. In the absence or inability of the president to serve, 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 chairs.
4. Advise and assist the Racheff chair, 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 overseen by the first vice president. Donations are 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 the president to change the duties of vice presidents to accommodate skills and workloads.

SECOND VICE PRESIDENT

NOTE: Refer to [TFGC Bylaws Article IV, Section 4](#) for Second Vice President qualifications.

Duties of the Second Vice President

1. Assist the president in the work of TFGC.
2. In the absence or inability of the president or first vice president to serve, performs 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 chair on TFGC fundraising and the Membership Development chair on growing club membership and gaining new clubs.
5. Promote and coordinate advertising for *The Volunteer Gardener*.
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

NOTE: Refer to [TFGC Bylaws Article IV, Section 4](#) for Recording Secretary qualifications.

Duties of the Recording Secretary

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 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 actions taken at the Annual Meeting (Convention) and at the Board of Directors meeting for *The Volunteer Gardener*, and send it as soon as possible.
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 chair 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 *TFGC Bylaws*. Work with the Bylaws/Standing Rules/Duties chair. Send all bylaw changes to the parliamentarian for approval and revision within one month before the Convention and/or Annual Meeting. The recording secretary provides copies of proposed bylaw amendments, which have board approval, to each member club at least 30 days before the Annual Meeting or by printing in *TVG* prior to the 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.
8. Archive the minutes at the TFGC Headquarters/IRH&G at the end of term.
9. Assume other duties as directed by the president in keeping with the office.

CORRESPONDING SECRETARY

NOTE: Refer to [TFGC Bylaws](#) Article IV, Section 4 for Corresponding Secretary qualifications.

Duties of the Corresponding Secretary

1. Conduct the correspondence of TFGC as directed by the president or Board of Directors.
2. Maintain a list of chairs and members of all standing and special committees.
3. Routinely notify the Executive Committee and Board of Directors of all meetings 6 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.
6. Send copies of call letters, agendas, and other TFGC information to members who do not have email.

TREASURER

NOTES: Refer to [TFGC Bylaws Article IV, Section 4](#) for treasurer qualifications. Also, refer to the *TFGC Treasurer's Manual*, held by former treasurers, for the complete duties of the treasurer as all duties are not stated below in this job description.

Duties of the Treasurer

1. The incoming treasurer shall have knowledge of Microsoft Excel for TFGC accounting of the books and records.
2. With the approval of the president, the treasurer is responsible for the collection and disbursement of all funds in the TFGC bank account and is custodian of all funds as provided in the *TFGC Bylaws* except for Ivan Racheff House and Gardens, TFGC Investment Funds and Endowment Trust Fund (*Endowment Trust Board of Trustees 6/19/13*).
3. The treasurer and assistant treasurer place their names on all signature cards of all accounts of TFGC except for the Endowment Trust Fund (*ETF 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 15, and again by June 15.
6. Be sufficiently bonded with other members managing TFGC funds with a blanket bond. The TFGC treasurer, TFGC assistant treasurer, Racheff treasurer, Racheff assistant treasurer, and Endowment Trust chair 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 [Form B—Expense Reimbursement Request](#) to accompany requests for reimbursements. The form must be approved and signed by the president.
9. A total of \$5,000 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 electronically or by email to the incoming treasurer.
10. The fiscal year runs April 1 through March 31. Close the books March 31 for the CPA compilation report and IRS Form 990. Finish the 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. 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.
12. Advance \$1,000 to the Convention chair upon request. Refer to the [TFGC Standing Rules](#), Section XIII. Conventions, Conservations Camps and Other Meetings, Item 2 for further instructions.
13. Advance \$600 to the Conservation Camp chair upon request. Refer to the [TFGC Standing Rules](#) Section XIII. Conventions, Conservations Camps and Other Meetings, Item 2 for further instructions.
14. Collect dues for life members, NGC members, new members, and youth garden clubs. Refer to the *Treasurer's Manual* for further dues information.
15. Send a letter to the Kitty Anderson family requesting the award money for the Kitty Anderson Best of Flower Show Award.
16. 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.
17. 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 31, from the Endowment Trust chair (*Endowment Trust Board of Trustees 6/19/13*).
18. Present a motion appointing a CPA firm at the first TFGC Board of Directors meeting for each new two-year administration. Refer to the *Treasurer's Manual*.
19. Verify that the Racheff treasurer has dispensed to the Racheff Payroll Account, the total annual payroll taxes for any TFGC employees.
20. 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 chair, Conservation Camp chair, and the Endowment Trust Fund chair for inclusion to the CPA computation.
21. Register yearly before September 30 as a Tennessee 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.
22. Request changes to the TFGC bylaws, if any, in narrative form from the TFGC president-elect for the TFGC president and TFGC treasurer to attach to Form 990, *Return of Organization of Exempt from Income Tax*.
23. Secure or receive Form 990 from the CPA, and mail to the IRS before September 30 (or the CPA may email the form to the IRS). TFGC pays the CPA invoice for TFGC and Racheff.

24. Furnish a copy of the Form 990 to the president. A statement of the yearly audit completion is sent for publication in *The Volunteer Gardener*.
25. Verify that the Racheff assistant treasurer files Form 941, *Employer's Quarterly Federal Tax Return* for any TFGC employees by April 30, July 31, October 31, and January 31.
26. Be responsible for the storage of all TFGC financial records in the Archives at TFGC Headquarters/Racheff.
27. Receive District TFGC Support from each district director in the amount of \$1,500 (\$750/year) before the end of the first year of an administration (*BOD 6/18/18*).
28. At the end of the term, prepare the following for the incoming treasurer: the TFGC *Treasurer's Manual* with computer files and forms placed on a flash drive or thumb drive.

NOTE: Refer to the *TFGC Treasurer's Manual*, held by former treasurers, for the complete duties of the TFGC treasurer.

ASSISTANT TREASURER

NOTE: Refer to [TFGC Bylaws Article IV, Section 4](#) for assistant treasurer qualifications.

Duties of Assistant Treasurer

1. In the absence of the TFGC treasurer, the assistant treasurer assumes the duties of the TFGC treasurer. Checks are approved and signed by the TFGC president. The assistant treasurer serves on the Finance/Budget/Internal Audit Committee with the TFGC treasurer.
2. Account for all TFGC-designated funds (Brainerd Scholarship, General Investment, Life Membership, and Scholarship) designated to the assistant treasurer by the TFGC president and the [TFGC Standing Rules](#).
3. Investment of the TFGC-designated funds managed by the TFGC assistant treasurer may be performed with approval by the Executive Committee and the Finance Committee. The monies of the designated funds may be combined for the purpose of investing and the funds will be accounted for with the assistant treasurer's reports at all board meetings (*BOD 12/1/21*).
4. 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.
5. Pay the bond for the TFGC treasurer, TFGC assistant treasurer, Racheff treasurer, Racheff assistant treasurer, and the Endowment Trust chair from the income in the TFGC Investment Fund account annually.
6. Be responsible for the Board of Directors' Benevolent Fund and deposit the monies in the Benevolent Fund within the TFGC General Investment Fund. 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 board members to the fund at TFGC Board meetings. Refer to [TFGC Standing Rules, Section XVI. Memorial/Benevolence](#) for memorial disbursements.

7. At the end of each year and after March 31, collect bank statements and 1099 forms received for all of the TFGC Investment Fund accounts. Send the materials to the TFGC treasurer before May 31 of each year to combine with TFGC treasurer's CPA materials for the annual *TFGC Compilation Report*.

DISTRICT DIRECTOR

NOTE: Refer to [TFGC Bylaws Article IV, Section 4](#) for district director qualifications.

Duties of a District Director

1. TFGC districts are an integral part of TFGC and shall comply and follow [TFGC Bylaws, TFGC Standing Rules](#), this document, [Duties of Officers & Racheff Treasurers, and TFGC Committee Chair Job Descriptions](#).
2. Conduct 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 chairs, 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 [Form I—A Guide for Garden Club Presidents](#).
7. Prepare a list of garden club presidents and council club presidents with complete mailing addresses for the TFGC president, TFGC treasurer and the Membership Database chair by June 1. After the list is presented, use [Form E—Member Status Change](#) to update information about club presidents and members for the Membership Database chair. **NOTE:** You can either fill in *Form E* online or print the form and enter the data manually. These lists are 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 times, places, and programs for Fall and Spring District Membership meetings, which precede the TFGC Annual Meeting/Convention, and consult with the president before setting the date of the district meetings. Flexibility is allowed when the DSGC Convention is in Tennessee.
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 editor](#) and the [Events calendar coordinator](#) for the TFGC website, noting deadlines. Send notices of all district meetings to board members and club presidents 6 weeks in advance, and confer with the president-elect as to which district meeting she plans to attend for the official visit.
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 the president, president-elect, and other district directors.
12. Assist in scheduling conventions, and serve as the 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 President reports. Send the GS/CE list to the Awards chair and TVG. The Awards chair presents certificates at the awards banquet. Send the Flower Show list to the Awards chair and the deceased members' list to the TFGC chaplain, district chaplain, and the Membership Database chair.
15. Provide each club president sample agendas, sample bylaws, and copies of TFGC forms. Refer the club presidents to the [TFGC website](#) for all documents, forms, and additional information.
16. Assist in collecting club membership dues prior to the past-due date of June 1. The district director reviews all [Form C—Annual Membership & Dues](#) submissions in their district to ensure accuracy of all lists; note that these submissions may be sent online or through printable forms. Any discrepancies found on the list or monies submitted is corrected through contact by the district director with their individual clubs.

Once any discrepancies are resolved, the 2 original corrected hard copies of *Form C*, along with the checks, are mailed to the TFGC treasurer who forwards one copy of *Form C* to the Membership Database chair. If there are discrepancies in the online forms, the director will communicate these discrepancies via email. Directors may delegate a person to receive and keep copies of the dues forms from clubs.

17. Direct the garden clubs to use *Form D—New Member Notification* for new members after filing *Form C* and to use *Form E—Member Status Change* to indicate a member's change of address or status of deceased or dropped after filing *Form C*. Send the forms as directed. **NOTE:** These forms are either emailed or mailed (depending on whether the online or paper form is used).
18. Request Flower Show Judges clubs to send a current list of FSJs in the district to the FSJ Council chair, Flower Show Judges Credentials chair, and the Flower Show State Evaluations chair once a year. List all the FSJs with name, address, phone, email, judge

status, and the good standing year. This list can be published on the TFGC website without addresses.

19. Have a summary of district activities by maintaining a file on each club for notes, newspaper clippings, photos, and other subjects for the director's reports. Submit club activities to the *TVG* editor before deadline dates.
20. Work with the Calendar chair 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 p.m. except July, December, January, and February. Select a TFGC Headquarters/Racheff Representative to serve 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 chairs
 - b. Distribution of printed materials and items carried over from the TFGC Convention
 - c. Explanations of information types on projects and activities as completed
 - d. Importance of correct names and mailing addresses
 - e. Participation in the awards program, and stress the importance of the *Club President's Report*
25. Keep the vice director well informed of district and TFGC activities. Solicit, through assignment of special duties, assistance in conducting the TFGC objectives.
26. Direct the district treasurer to pay \$1,500 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

NOTE: Refer to [TFGC Bylaws](#) Article IV, Section 4 for Vice Director qualifications.

Duties of the Vice Director

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 spokesperson 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 (*BOD 10-5-2016*).

ADVISORY BOARD

NOTE: 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 chair.

Duties of the Advisory Board

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 chair, will be responsible for compiling and publishing the Ten-Year Histories.
3. Any member of the Advisory Board may request a meeting after consulting with the president on scheduling the meeting.

APPOINTED OFFICERS

CHAPLAIN

Duties of the Chaplain

1. Provide a collect, invocation, and benediction for each meeting of the Executive Committee, the Board of Directors, and for the first and second sessions of the business meeting of the convention. The chaplain 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 chair, and give a brief memorial service, usually with the district directors reading names at the convention.
3. Give the invocation when called upon and send suitable material to *The Volunteer Gardener* or TFGC website on occasion.

PARLIAMENTARIAN

Duties of the Parliamentarian

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 [TFGC Bylaws](#) and advise chairs when requested.
4. Approve the agenda and all motions prior to all board meetings for the president.
5. Be available for consultation on protocol at any meetings involving district, state, regional, or national officers or chairs.
6. Serve on the Bylaws Committee.

HISTORIAN

Duties of the Historian

1. Collect, prepare, and keep in scrapbook form an account of TFGC activities and notable events of the current administration.
2. Work with the district historians, and make a biennial report to be preserved in the Archives at TFGC Headquarters /Racheff.

TFGC HEADQUARTERS/ RACHEFF HOUSE & GARDENS

RACHEFF TREASURER

Duties of the Racheff Treasurer

1. The Racheff treasurer updates the signature cards for all accounts upon taking office.
2. 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 chair 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 chair report to the treasurer by the first Monday of each month for inclusion in the treasurer's monthly report. Forward a copy of the monthly treasurer's report to the TFGC president and TFGC treasurer.
6. Gather and deliver 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 chair and the Racheff treasurer each hold a key to the safety deposit box in Knoxville (address is in the *Treasurer's Manual*). The Racheff treasurer updates the signature cards for the keys and keeps 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 Racheff chair and Racheff treasurer hold the PO Box keys. The Racheff chair and Racheff treasurer deliver mail from the PO Box pertaining to and for TFGC to the

appropriate person. [Form A2—Funds Collected Transmittal Sheet](#) can be used to transfer mail, document the mail, and request return signatures.

9. 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 31 and deliver these documents to appointed CPAs before May 31. After completion of reconciliation, be responsible for storage of the Racheff records in the TFGC archives.
11. Register yearly (before September 30—six months after the books are closed) as a Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations & Gaming using 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 (BOD 10/3/17). As of 2019, the CPA firm completes the forms for the TFGC treasurer to mail.

RACHEFF ASSISTANT TREASURER

Duties of Racheff Assistant Treasurer

1. The Racheff assistant treasurer updates the signature card for the payroll account.
2. Serve as chair of the Finance Committee and report to the Racheff treasurer.
3. Prepare a report for the board of each fundraising event, including budget, expenses, and income of the event.
4. Be responsible for the payroll account for Racheff employees and TFGC employees (if any).
5. File IRS Form 941, *Employer's Quarterly Federal Tax Return*, 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.
6. 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
- Board of Directors Meeting, December 1, 2021