

ASCFG Officer Responsibilities
(in conjunction with duties laid out in ASCFG bylaws)

General

ASCFG Officers serve for three years.

Attend two Board of Directors meetings per year. Reimbursement for travel, lodging and meals will be made according to current ASCFG policy.

Actively participate on at Board committees as assigned or volunteered.

Attend and actively assist with the National Conference, as assigned by the Conference Chair and/or Conference Chair. Complimentary registration provided.

Help maintain contact between the ASCFG and its members.

Actively publicize the ASCFG by promoting benefits of membership.

Secretary

Take comprehensive minutes of the Board of Directors' and General Membership meetings, and distribute them in a timely manner to all Board members for review. Make corrections as necessary for final approval of minutes. Include any committee chairs' reports with minutes. Maintain, in good order, records of the minutes of these meetings.

Treasurer

Advise Board and staff on general financial matters.

Develop long-term financial plans for the organization.

Oversee the development of the annual budget in cooperation with staff, and present budget to Board of Directors for approval.

Review monthly and annual income statements and balance sheets generated by staff to monitor financial health of the organization and compliance with the approved budget. Keep the Board informed of the organization's financial condition.

Review and present financial reports to Board of Directors, and upon request, to the general membership.

Serve as Chairperson of the Finance Committee, if such committee exists.

Vice President

Act as President if the President is unable to preside.

In accordance with the bylaws, serve as Chairperson of the Nominations Committee.

President

Chart course for the organization.

Plan, coordinate and preside at the General Meeting of the membership, usually at the National Conference. This includes addressing attendees, informing them of the goals of the Association, Board activities, introducing Board members, and soliciting and answering questions from attendees.

Plan, coordinate and preside at meetings of the Board of Directors. This includes creating an agenda, with input from Board members, scheduling committee meetings, and overseeing the performance of the committees at the meetings.

Follow up after the Board meeting, to ensure that tasks assigned to committees and individual Board members are being carried out, and that goals are being met.

Guide and monitor Regional Directors in their duties. Act as the central promotional figure for the organization, and as liaison to the floral industry, in communication with the press and other floral associations, publicizing the Association and its goals and benefits.

Executive Board

The Executive Board is composed of the President, Vice President, Secretary, Treasurer, Executive Director, and Executive Advisor.