



PRESIDENT

1. Oversee the organization and operations of the Society to ensure that all activities are within the objectives of the Constitution and reflect positively upon the reputation of the Society.
2. Preside at all regular monthly meetings, keeping the members informed and the business to a minimum.
3. Preside at all Executive Meetings. The agenda of the Executive Meetings shall be set by the President in conjunction with other Board members and shall, as a minimum, include a report from each Board member present at the meeting.
4. Delegate authority. A prime responsibility of the President is the proper selection and appointment of committees, committee chairmen and other Society staff positions.
5. Serve as ex-officio member of all committees and attend as many committee meetings as possible. In particular, actively participate in the Show Committee to ensure that the society's interests are properly and fully represented in this important part of the society's activities
6. Communicate with the Executive members between meetings so that they are all aware of important issues affecting their area of responsibility.
7. Think ahead. Make certain that planning and work on all Society activities are initiated far enough in advance to ensure the best chance of completion and success.
8. Innovate. Continue to examine the structure and activities of the Society to determine if they are workable and desirable. Initiate new procedures and projects if warranted. Ensure the society constitution is reviewed by the executive at > least once every two years and amended if necessary.
9. Be approachable. Remember that all Directors, Committee members and members are volunteers and that participation in the Society should be an enjoyable and rewarding experience.
10. In conjunction with the more experienced members of the Society, attempt to raise the levels of knowledge and experience of newer members as high as possible.
11. At the completion of your term as president, continue to participate in the executive committee in the role of Past President, to help provide continuity in the running of the society affairs.

Updated April 2003



VICE PRESIDENT

1. Carry out the duties of the President as required when the President is absent including:
Hosting of monthly meetings
Chairing the monthly OOS Executive meeting
2. Coordinate out-of-town exhibits. The VP shall maintain such materials as are required to assist members in setting up an orchid display at out-of-town orchid shows. Materials are to be maintained in good order and replaced as required. The VP shall maintain a list of out-of-town shows, actively seeking volunteers and provide the necessary coordination with various show committees.
3. Assist in the conduct of OOS monthly meetings. The VP shall store and maintain such equipment as is necessary to support the meetings. This includes the sound system equipment, cash box and raffle tickets, plant registration tags and miscellaneous items.
4. The VP will conduct the monthly raffle draws and will maintain sufficient tickets to conduct the ticket sales throughout the year. The VP will solicit donations of plants or purchase sufficient quantities of plants as to provide good quality plants of an easy to grow nature that will foster sales. Profits resulting from the raffle will be turned over to the Treasurer at the end of the fiscal year while maintaining and operating float sufficient to commence sales at the September meeting.
5. Participate in monthly OOS Executive meetings.
6. The VP shall conduct any other duties as assigned by the President.

Updated April 2005



SECRETARY

1. Record the minutes of the monthly Executive Committee meetings and distribute to the Executive. Maintain the minutes and records of past meetings.
2. When necessary, send out correspondence on behalf of the Executive, and report back about any communication received.
3. As part of the Executive committee, participate in the decision making process on behalf of the society.
4. When possible, provide a verbal reminder to the Executive members of the monthly executive meetings.
5. Send the minutes to the Executive by email in advance of the meetings, as a time saver and as a reminder of the meeting date.

Updated April 2003



TREASURER

1. Collect, record, deposit, and invest all funds of and due the Society, in the Society's name in a financial institution. These funds may include money resulting from membership dues, plant sales, draws, auctions, shows, donations or other sources.
2. Prepare budget projections for discussion and approval at annual budget meeting of the Executive (usually held in August) .
3. Disburse funds according to budget directions approved by the Executive.
4. Maintain all accounts (in electronic ledger and register of receipts justifying expenses), and other financial records current and complete. Reconcile monthly bank statements with records.
5. Provide periodic reports on the Society finances at Executive meetings.
6. Consult with the Show chairman to establish the budget, expenses and profit forecast for the annual show.
7. Provide an annual financial statement by end of Society financial year (June) for an audit committee selected by the Executive. The audited financial report is subsequently published in Spike.
8. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated August 2007



AOS REPRESENTATIVE

1. Be a member in good standing of the American Orchid Society.
2. Be willing to serve as AOS Representative, on a long-term basis (preferable two to five years or more)
3. Serve as the primary liaison between the Ottawa Orchid Society, its individual members, and the AOS.
4. Upon appointment as AOS Representative, notify the AOS office of your name, address, postal code and phone number. Also forward the name of the Ottawa Orchid Society, its mailing address and its monthly meeting location.
5. Participate in the OOS Executive Committee
6. Share with the appropriate committee members any materials sent by the AOS under the AOS Representative Program. For instance:
 - o The AOS Speakers List and Slide Program List (share with the Program chair)
 - o The AOS Orchid Reporter (share with the Editor of Spike and the membership as appropriate)
 - o The AOS Book List (share with the Librarian)
 - o The AOS Zip Code Membership List (share with the Membership chair)
7. Respond to each request for information or assistance sent through AOS Representative channels. Especially important is the AOS Representative Questionnaire
8. Bring the AOS Membership poster to each orchid function and take current literature or a Bulletin to each meeting. Share interesting articles, and information with members and prospective members. Act as the ambassador who promotes membership in the AOS.
9. Reserve the date for AOS judging of the annual Ottawa Orchid Society Show with the AOS Regional Judging Chairman at the time that the show location is reserved. (Note - this role may be delegated to the AOS Judging prime in the Show Committee)
 - o Write to the AOS requesting judging.
 - o Enclose a copy of the letter from the AOS Regional Judging Chairman that grants award judging.
 - o Indicate the name of our society, the location and the dates of the show.
 - o Ask that the announcement be included in the AOS Bulletin in "Dates for your Calendar." This must be done promptly.

Updated April 2003



CANADIAN ORCHID CONGRESS (COC) REPRESENTATIVE

1. Ensure the Ottawa Orchid Society (OOS) complies with membership requirements of the Canadian Orchid Congress (COC).
2. Be willing to serve as COC representative on a long-term basis (two to five years or more).
3. Serve as the primary liaison between the OOS, its individual members, and the COC.
4. Promptly notify the COC of your appointment as COC representative, providing the office with your name, address, post code and phone number, as well as mailing address for the OOS and the location of regular OOS meetings (give full details).
5. Share materials sent to you by the COC with the appropriate member(s) of the Board of Directors of the OOS.
6. Respond to each request for information or assistance sent by the COC.
7. Share information on the COC with OOS members and prospective members. Act as the ambassador who promotes the COC and the OOS.
8. Arrange for orderly turnover to your successor, including all materials and the lessons you have learned. Send the name of the new COC Rep. to the COC office, to be doubly sure the turnover is complete. Please include full information (address, phone number, etc.).
9. Enjoy being the COC Rep. for the OOS. It is an important and rewarding task which can enhance your own enjoyment of orchids.

Updated May 2008



CONSERVATION COORDINATOR

Maintain and promote awareness of conservation issues of interest to Ottawa Orchid Society members. These issues include:

1. Orchid importation, CITES, and policy regarding the exhibition and sale of wild-collected orchids.
2. Native orchids of the Ottawa area including cooperative ventures with conservation authorities to assist in their conservation.
3. Cultural and propagation techniques to assist hobbyists in keeping collections healthy and vigorous.
4. Support of students through prizes and bursaries offered for meritorious projects, displays, posters or research.
5. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated August 2007



EDITOR of SPIKE

1. Obtain all information for the newsletter (Spike). Attend all society board meetings and committee meetings, or delegate if necessary.
2. Keep members informed on activities of the OOS and its members. Try to recruit members to act as reporters.
3. Inform members accurately and promptly about upcoming events.
4. Prepare copy that is "printer-ready". To ensure accuracy of information, have an accurate and current list of membership. Have easy access to the Handbook on Nomenclature and Registration to provide correct names of orchid plants with correct spelling, symbols and abbreviations
5. Meet deadlines, getting the newsletter into the mail in adequate time before meetings or events, allowing for postal delays. Coordinate mailing list with membership chairman.
6. Know as many members as possible and keep up with their activities to report in the newsletter, including trips, awards won and exhibits entered.
7. Enlist members to prepare articles on orchid culture, greenhouse activities and other information that will help members grow orchids with success.
8. Look for ways to improve the newsletter, both for content and for effectiveness of distribution to membership. Consider options for electronic publication and distribution through the society website.

Updated August 2007



FOREIGN LIAISON COORDINATOR

1. Act as focal point on matters concerning importation of orchid plants into Canada, and assist members as necessary.
2. Maintain up-to-date information through discussion with other members, other societies and orchid vendors.
3. Establish links with appropriate Government agencies, and keep current with changes in requirements for importing plants.
4. Work with the newsletter editor to advise members by providing information about importation of plants.
5. Work with the OOS Program Coordinator when out-of-country speakers are being considered or invited. Work with the out-of-country speaker to assist them in acquiring the correct permits, including permits for re-exporting unsold plants.
6. Keep notes of any issues found by each speaker for future reference.

Updated August 2007



MEMBERSHIP

1. Record the names, addresses, phone numbers and email addresses of all members of the Society. Update files as necessitated by change of address, death, etc.
2. Collect and record annual dues and transmit monies thus collected to the Treasurer.
3. Publish and distribute a membership list at intervals determined necessary or desirable by the Board of Directors.
4. Issue membership cards to members joining and on renewing annually, and transmit the names of new members to the Editor of Spike for publication.
5. Issue and maintain nametags for all active members for wear at monthly meetings.
6. Encourage those who attend shows and those who attend meetings as guests to join the Society.
7. Promote membership application through Society involvement at appropriate events.
8. Maintain an up-to-date Society Brochure for distribution and for viewing on the Society website.
9. Coordinate the mailing of Spike with the Society Editor.
10. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated August 2007



PROGRAM CHAIR

1. Establish a program calendar for the seven uncommitted monthly meetings of the Society (the other two meetings are recurrent every year i.e. Christmas party and Society auction).
 - Identify possible speakers from within the Society or outside, i.e. guests from out of town/country.
 - For out-of-town guests, assist them with their traveling and accommodation needs. Some like to be billeted by society members, others prefer staying at a hotel. Check with guests whether they wish to be met at airports and directed to where they will be staying.
 - When making arrangements with out-of-town guests, ask whether they would like to have dinner with other Society members. If they accept, identify the restaurant, check numbers of members interested in joining and make reservations.
2. Ensure that all supporting materials needed by the speaker are on hand and serviceable in time for the meeting (training aids, projector, table for presenter if he brings in plants, etc.)
3. Welcome guests at the meeting and present them to the audience.
4. Coordinate the logistics for the show-table judging at monthly meetings.
 - Maintain a schedule of volunteers to act as show-table judges and make sure they are willing and available to do the judging.
 - Ensure that judging sheets, ribbons and rosettes are available and distribute them to the show-table judges.
 - Collect the judging sheets when the judging is finished and ensure they are passed on to the editor of Spike for publication.
5. Coordinate the logistics, people and equipment needed for the Society auction to facilitate both the success of the activity and the satisfaction of the auction participants.
6. Collaborate with the Editor of Spike and the webmaster to inform members of upcoming programs.
7. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated April 2003



PUBLICITY COORDINATOR

1. Promote the society through distribution of information to the general public.
2. Establish and maintain contacts with local radio and TV stations, newspapers and magazines to encourage publication of society information.
3. Maintain one or more short "Press release" documents that can be provided at short notice when requested.
4. Encourage society members to produce articles on the society and/or on orchids in general, either in written or other format (such as video) for publication.
5. Work with the society webmaster to ensure the website provides pertinent and timely information on the society. When appropriate, recommend new items for inclusion in the website, or suggest changes and improvements to content or format.
6. Work with the Show chairman to ensure optimum publicity is provided for the show.
7. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated August 2007



SHOW CHAIR

1. Provide leadership for all the activities leading up to the staging of the show.
2. Set up the Show Committee and ensure that all required positions are filled. Where possible, encourage participation by members of previous years' show committee.
3. Hold show committee meetings as required. As a minimum, four preparation meetings are recommended, in October, December, February and March.
4. Promote the show at monthly Sunday meetings. Solicit volunteers as needed
5. Be available to step in for any committee member who cannot continue to participate
6. Make sure there are enough volunteers for all positions before, during and after the show
7. Delegate activities to committee members - do not try to do everything yourself!
8. Remember that the show organization is intended to be a fun experience for all involved. Do not run the show committee in an autocratic style
9. Try to accommodate the needs and wishes of all involved in the show, both participants and organizers
10. Be available to resolve any problems and issues with the show committee if necessary. Make decisions as needed if issues arise (for example, if a participant requests to move location or needs additional facilities). Assist in resolving any issues or disputes which arise during judging (unlikely).
11. Hold wrap-up meeting in May to review the Show successes and shortcomings and capture suggestions for improvements and changes for next year. Produce a report of the show for use by next year's Show Committee.
12. Report status to Executive during the year.

Updated April 2003



WEBMASTER

1. Maintain the Society website, currently located at www.ottawaorchidsociety.com. Ensure that all information in the website is accurate, up-to-date and appropriate. Periodically check the links and update any which are incorrect or obsolete
2. Report on the website activities and status to the Executive. Propose ideas for new items in the website or improvements in the presentation of the information. Review suggestions through the Executive for approval. Incorporate any suggested updates from the society executive.
3. Maintain a consistent look and feel for any new pages added to the site to blend with the existing structure and style. At the same time, some degree of innovation is beneficial in the spirit of continuous improvement.
4. Collect statistics for site usage, as required.
5. Incorporate photographs from the show table, and photographs from the annual show.
6. Incorporate updated information on the annual show (annually, coordinated with the show timing)
7. Periodically (at a minimum every two years) review the whole site and update as appropriate.
8. Participate in meetings of the Executive committee.

Updated August 2007