



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