



## **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