



# JOB DESCRIPTION

**JOB TITLE: EDUCATION COMMITTEE**

**DATE: February 22, 2018**

**REPORTS TO:** AOS Board of Trustees

### Job Summary

The Education Committee is established under the By-Laws to carry out the mission of education for the American Orchid Society through its various programs.

The President during the Annual meeting of the Board or as soon thereafter as practical and with the approval of the Board shall appoint the chair of the Committee.

No person, unless provided otherwise by the Board, shall serve as chair of any committee for more than four (4) consecutive years.

Ref Bylaws 6.1

### DUTIES & RESPONSIBILITIES:

- Actively seeks to carry out the education mission of the Society by developing, implementing, and maintaining comprehensive educational programs for the orchid community that embrace learners of all levels and ages.
- Creates educational tools and opportunities which can be used by members for personal and society benefit
- Works with the Fairchild Tropical Botanic Garden to offer educational opportunities to their members.
- Presents new proposals for opportunities for learning to the Board.
- Takes advantage of technology in presenting educational opportunities
- Endeavors to bring new members to the organization
  - Presents educational webinars, such as the Greenhouse Chats led by the AOS Director of Education and Science, which is available to the public.

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- Develops website material available to anyone who visits the AOS website with the goal of encouraging AOS membership
- Offers educational opportunities specifically for members as a benefit of membership
  - Presents educational benefits for members only, such as webinars led by noted orchid growers and authorities.
- Facilitates education for the AOS judging community, and helps explain trends in judging to the general membership.
- Facilitates education opportunities for use by the Affiliated Societies
- With the Chief Education and Science Officer, develops and facilitates a program for AOS members for certification as a Master Orchidist.
- Creates opportunities for those that might become interested in orchids, youth programs, youth education at shows, etc.
- Works with other committees to facilitate education programs and materials.
- Performs other duties as assigned by the Board or President.

### **Duties of the Chair of the Education Committee**

- Reports recommendations of the Committee to the Board of Trustees and seeks their approval.
- Convenes and chairs Committee meetings and ensures minutes of meetings are distributed to all Committee members.
- Reports to the Trustees at each semi-annual Members Meeting and to the members at the Annual Meeting.
- Provides leadership to Committee to assure that the education program of the AOS is carried out as approved by the Board of Trustees.
- Serves as the point person for the Committee to communicate questions and concerns to the Trustees and vice versa.
- Represents the Committee at meetings of AOS committee chairs.
- Coordinates and oversees the Committee's work.

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- Assures website information stays current for Education- related sections. This includes provision of information for posting to AOS staff and IT and coordinated follow-up .to implement timely posting of requested updates.

**Approved by the Board of Trustees on August 25, 2016**

**Revision approved by Board to update web site responsibilities February 22, 2018.**