



American Orchid Society
Education. Conservation. Research.

JOB DESCRIPTION

JOB TITLE: INFORMATION TECHNOLOGY COMMITTEE

DATE: February 22, 2018

REPORTS TO: AOS Board of Trustees

Job Summary

The Information Technology Committee provides advice on current and future information technologies which can and will affect the ongoing operations of the AOS. It advises on the technology needs and priorities that will allow the AOS to function efficiently, successfully and with foresight in today's and tomorrow's digital world.

The IT Committee advises the Board on policy matters related to Information Technology and helps carry out the operations of the Society. The President during the annual meeting of the Board or as soon as possible thereafter as practical and with the approval of the Board, shall appoint the chair of the Committee who, unless provided otherwise by the Board shall not serve as Chair for more than four (4) consecutive years. Ref. By-laws 6.1

DUTIES & RESPONSIBILITIES:

The Information Technology Committee:

- Provides leadership, expertise and guidance to the President and Board of Trustees regarding needed technology infrastructure and resources so that AOS can function efficiently in today's and tomorrow's digital world, actively supporting the Mission of the Society.
- Provides guidance on current and future information technologies and trends and recommends priorities and strategies to allow the AOS to adapt to these changes.
- Provides knowledge and assistance to AOS regarding its technology based operations and requirements.
- Reports regularly to the membership on the status of information technology used by the AOS and assesses and advises on the technical feasibility of changes, upgrades and new programs and efficiencies which are needed to support its

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programs and goals.

- Provides a positive environment in which members may develop orchid related technology programs for AOS and its membership.
- Develops and/or assists in developing and maintaining technology based products and services for the AOS.
- Works with AOS staff to develop and maintain the AOS information data bases, the web site, Orchids Plus data bases and needs of *ORCHIDS* magazine and other publications and information requirements.
- Assists with the maintenance and upgrades of the digital image libraries of AOS awards and other digital assets.
- Assists in converting paper based information assets to digital formats, e.g. scanning project..
- Provides an environment for members to explore the development of new electronic resources for AOS purposes.
- May assist or lead AOS initiatives to address key priorities, e.g advertising campaign lead.
- Performs duties as may be required to achieve the mission of the AOS as charged by the Board of Trustees or the President.

Duties of the Chair of the Information Technology Committee

- Sends out notice/agenda of Committee meetings in conjunction with semi-annual Members Meeting
- Chairs meetings of the Committee and minutes of Committee meetings are distributed to all members of the Committee
- Reports to the Trustees at each semi-annual Members Meeting and to the members at the Annual Meeting
- Serves as the point person for the Committee to communicate questions and concerns to and from the Trustees
- Represents the Committee at meetings of AOS Committee Chairs

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- Coordinates the Committee's work.
- Ensures web site information related to IT stays current and is posted in a timely fashion.

Approved by the Board

August 25, 2016

Amended and approved by the Board to add timely posting of IT related information to web site

February 22, 2018