



American Orchid Society
Education. Conservation. Research.

JOB DESCRIPTION

JOB TITLE: PRESIDENT

DATE: April 8, 2022

REPORTS TO: AOS Board of Trustees

Job Summary

The President of the American Orchid Society shall perform duties, under the powers assigned to the President by the Board of Trustees and is the Chief Volunteer Officer and its chief spokesperson. The President presides at all meetings of the Board and Executive Committee. The President seeks to carry out the Mission of the American Orchid Society through oversight of the work of the Committees, day to day supervision of the administrative staff, and executing, along with the Secretary, all written contracts and obligations. The duly elected position works directly with the Board of Trustees and is a finite period of two years.

Bylaws

The President is the Chief Volunteer Officer of the Society and its chief spokesperson. The President shall

- call and preside at all meetings of the Board and the Executive Committee.
- shall preside at all meetings of the membership.
- shall actively seek to carry out the mission of the Society during his or her term of office.
- shall make a report to the membership at least annually regarding the state of the Society.
- shall be an ex-officio member of all committees except the Audit Committee.
- shall recommend to the Board chairs for committees and shall approve, with the agreement of the committee chairs, all appointments to committees, except those appointed by the Board.
- the following committees shall be appointed by the Board, following recommendations from the President: Finance, Audit, and Nominating; and shall perform all of the duties incident to the office of President as well as such other duties as the Board may prescribe.
- The President may delegate to the Society's employees, duties as deemed advisable.
- The President shall, with the Secretary, sign all written contracts and obligations of the Society, unless otherwise delegated by the Board, and no contract shall be valid and binding upon the Society unless so signed or so delegated.
- The President shall chair the Executive Committee and shall preside at all meetings of the Executive Committee.

Ref. Bvlaws 4.2.1.

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DUTIES & RESPONSIBILITIES:

- The President is the Chief Volunteer Officer of the Society and its chief spokesperson. He actively seeks to carry out the Mission of the Society.
- Leads the effort to define the goals and objectives for the Society over the ensuing 2-year term.
- Marshals resources (staff, committees, trustees) to resolve issues and/or drive continuous improvement throughout the organization.
- Guides the Board of Trustees in its efforts to oversee the work of the Society,
 - Sets pertinent agendas for, and presides over Board, Executive Committee and members' meetings,
 - Ensures follow-thru on commitments, initiatives, and action items.
 - In the case of a tie in the vote of the Board, casts the deciding vote.
- Reports bi-annually to the membership on the state of the Society.
- Serves as ex-officio member on all committees except the Audit Committee.
- Recommends committee chairs for approval by the Board of Trustees, recommends members for Finance, Audit and Nominating committees to be approved by the Board, and may make recommendations for members of other committees to the appropriate committee chair.
- Holds Committee Chairs and Committees accountable for aligning with and supporting the defined goals and objectives of the AOS
- Is familiar with Bylaws, approved policies and procedures and respects responsibilities as assigned within the Bylaws to others
- Oversees the fiscal, administrative and personnel responsibilities of the organization, ensuring strategic planning and operational plans reflect the mission, vision and objectives of the organization
- Seeks Board approval and/or recommendations for all proposed changes in the operations of the Society, i.e., a reorganization, change in duties of senior staff, bonuses or salary increases, etc.
- Attends public and society events to spread the mission of the American Orchid Society.
- Is the primary AOS contact between the Society and Fairchild Tropical Botanical Garden.

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- In consultation with members of the Executive Committee, oversees and delegates the duties of the AOS staff.
 - Establishes an annual work plan congruent with the strategic plan, and monitors progress through regular meetings and annual face-to-face employee performance reviews.
 - Works with the Director of Administration and the Education and Chief Science officer to monitor progress and take corrective action where/when required.
 - Recommends actions on personnel to the Board of Trustees. This would include salary recommendations, benefit changes, etc.
- Together with the members of the Executive Committee or an ad-hoc committee of the Board negotiates contracts for the Society to be brought for approval to the Board of Trustees.
- With the Secretary, signs all written contracts and obligations of the Society, after approval by the Board, unless differently delegated by the Board. Contracts shall not be valid and binding on the Society unless signed by the President and Secretary, unless delegated differently by the Board.
- Performs other duties as prescribed by the Board.

Approved by the Board of Trustees
Revised and approved by the Board of Trustees

July 28, 2016
April 8, 2022