



American Orchid Society
Education. Conservation. Research.

JOB DESCRIPTION

JOB TITLE: SECRETARY

DATE: APRIL 8, 2022

REPORTS TO: AOS Board of Trustees

Job Summary

The Secretary of the American Orchid Society organizes the meetings of the Board and Executive Committee, and the semi-annual meetings of members, sending out agendas and associated materials, keeping and distributing minutes and ensuring records are filed for purposes of reference, audit and posterity. The Secretary signs all contracts with the President for the Society.

Bylaws

The Secretary of the American Orchid Society shall keep or cause to be kept minutes of all meetings of the Board and the Members and record or cause to be recorded all votes at such meetings; ensure that all notices are duly given in accordance with these Bylaws or as required by law; serve as custodian of the corporate records; ensure public records are in order and available for inspection, and in general perform all the duties incident to the office of Secretary and such other duties as may be assigned by the President or the Board in order to facilitate the business of the Society. The Secretary may delegate members of the administrative staff any of the above-described duties. The secretary shall, with the President, sign all written contracts and obligations of the Society unless otherwise delegated by the Board.

The Secretary is elected for a term of two (2) years and may be elected for one additional term of two (2) years. The Secretary shall take office at the end of the Annual Spring Meeting of the Members and hold office until his/her term has expired or until his/her earlier death, resignation or removal, and in any event until his or her successor has been duly elected and qualified.

Bylaws 4.2.3.

DUTIES AND RESPOSIBILITIES:

- Requests agenda items and reports from the President, other committee chairs or trustees, or staff for up-coming meetings of the Board.
- Creates an agenda, attaches all documents received, and forwards to Trustees, Committee chairs and staff in advance of Board meetings for review, preferably at least three or more days prior to each meeting. Submits proper advance notification (10 days) for meetings as required by the Bylaws.
- Creates the webinar link for meetings, and sends the link to all trustees, staff, and committee chairs.
- Records the meetings for all Board meetings to assist in creating minutes and then deletes the recordings due to the memory requirements for recording.
- Records votes of the Board, and receives, totals, and reports the results of secret ballots when performed by email. Individual votes are then destroyed to maintain confidentiality of vote.
- Circulates minutes of BOT meetings within 10 days and may include minutes of Executive Session (subject matter discussed, the time the Board entered into and exited from Executive Session and any decisions taken). Results of votes taken in Executive Session are announced in open session and by the Secretary or President and are recorded in the minutes. .
- Serves as custodian of the Society’s records and provides copies of all records to the Director of Administration for purposes of audit, retention and archival storage.
- Responds or delegates response to general correspondence.
- Creates an on-line link for AOS member meetings so that members may remotely attend an in-person event.
- Requests reports from Committee chairs and staff to present at the AOS members’ meetings. Presentations are included with the link for the online portion of the AOS members meetings.
- Runs the Member Webinar as needed, on site. Records AOS members’ meetings to assist in creating the minutes and then deletes the recordings due to the memory requirements for recording.
- Saves The AOS members meeting minutes and makes available on the AOS website.
- With the President, co-signs all contracts unless otherwise directed by the Board.
- Performs other duties as assigned by the President.

Approved by the Board of Trustees Amended by the Board	July 26, 2016 April 8, 2022
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