



JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT

DATE: April 8, 2022

REPORTS TO: AOS Board of Trustees

Job Summary

Together with the President, the Vice Presidents work to ensure the AOS is headed in the right strategic direction. The President is the external face of this strategic direction. The Vice Presidents are inward looking, ensuring and supporting the activities of the Committees and volunteers in the fulfillment of the strategy. Vice Presidents serve as “floating” resources, focusing where appropriate and beneficial.

Bylaws

In the absence of the president, or due to his or her inability or refusal to act, one of the Vice presidents, selected by the Board, shall perform the duties of President and when so acting shall have all the powers and be subjected to all the restrictions of that office.

Vice Presidents are elected for a term of two (2) years and may be elected for one additional term of two years.

(Ref. By-Laws 4.2.2)

DUTIES & RESPONSIBILITIES:

- Assist the President as requested on matters that arise within the Society, including leading specific initiatives and/or task forces that are not covered within the existing Committee structure or span multiple Committees.
- Facilitate setting/updating the strategic direction of the Society and the framework for pursuing it.
- Serve as a liaison between the Board of the Society and the Committees.

JOB DESCRIPTION

JOB TITLE: Vice President of the American Orchid Society DATE: April 8, 2022

- Encourage and facilitate Committees and Committee Chairs to align Committee initiatives with the key themes of the Society's Strategic Framework. Support the success of these initiatives as appropriate.
- Fill in for the President in the case of an ad-hoc absence for a particular function.
- In the prolonged absence of the President, one of the Vice Presidents, selected by the Board of Trustees shall perform the duties of the President.

Approved by the Board of Trustees

July 28, 2016

Amended by the Board (adding responsibilities)

April 8, 2022