

# AOS Society Representative

*Thank you for being the American Orchid Society Representative for your society! You have assumed an important and rewarding responsibility and the AOS will help you at every turn. Because there is a significant learning curve associated with the role of representative it is best if you are able to commit to serve for at least two years. The most important aspect of your job will be acting as the link between the AOS and your society members.*

## **AOS Rep Responsibilities:**

- Please share all materials sent to you by the AOS or the Affiliated Societies Committee with the appropriate officers in your society. You might also want to report on information from Orchids. Feel free to forward email messages and take all mailings and emails to your Board meetings and regular meetings if they contain material that will interest your members.
- Since email is the most efficient way to get information out quickly, please make sure that AOS staffs have your most current contact information, especially an active e-mail address. If you do not have e-mail, then please ask another member of your society to act for you and make sure the AOS staffs have their information.
- To maintain your society's affiliation, both you and your society must be current members of the AOS. Please be aware of the society's membership renewal date and remind the treasurer of this requirement. Keep your AOS membership current.
- Orchids will be sent to the address that is listed on the AOS web site. To change this address or the contact information email [affiliated\\_societies@aos.org](mailto:affiliated_societies@aos.org) You will receive your society's copy of Orchids and it can be made available for your members' perusal or as new member giveaways.
- The AOS appreciates having copies of your society newsletter whether it is distributed in hard copy or by e-mail. Have the editor add [TheAOS@aos.org](mailto:TheAOS@aos.org) or the Coral Gables address to his/her distribution list.

- A copy of your roster, updated yearly, allows the AOS to contact new members of your society with special offers for AOS membership. (Note that this roster's contents will never be disseminated by the AOS.)
- When your tenure ends, please make sure that the new representative forwards their contact information to AOS as well as the Affiliated Societies Committee and receives all the materials you have accumulated so that he/she is prepared to carry on your great work.

### **Enjoy Being an AOS Rep!**

*The most important part of this position is to have fun! There are many ways to make the most of this position! Here are some suggestions:*

- Set up a designated table or area at each of your society's functions for AOS materials such as the portable AOS membership brochure display and current literature. This makes you a visible ambassador for membership in both the AOS and in your society.
- Suggest to your society's board that they have an AOS raffle plant for AOS members only.
- Host annual 'AOS membership drives' that might have prizes for those that sign up or renew!
- Keep in the AOS information loop to keep members apprised of the newest information.
- Visit the AOS website often--there is always something great happening at AOS!