



JOB DESCRIPTION

JOB TITLE: AFFILIATED SOCIETIES COMMITTEE

DATE: February 22, 2018

REPORTS TO: AOS Board of Trustees

Job Summary.

The Affiliated Societies Committee strives to support membership growth and retention by nurturing a large source of new memberships from local societies. This is primarily achieved through building relationships with AOS representatives of affiliated societies.

The Committee develops and shares resources to help local societies thrive as a benefit of their AOS affiliated membership.

The Committee reviews and recommends requests from Societies for affiliation with the AOS, for approval by the Board, once approved provides information, useful products and services to Affiliated Societies in support of their membership..

The President during the annual meeting of the Board or as soon 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 2.1, 6.1, 7.1

DUTIES & RESPONSIBILITIES:

The Committee will:

- Be the point of communication between the AOS and its affiliated societies, both domestic and international
- Cultivate relationships with AOS reps of local societies for the purpose of sharing intellectual resources with the affiliated societies to help them

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succeed, as well as receive their feedback to identify new areas where information sharing is needed.

- Produce, maintain and distribute resources including but not limited to the following: newsletter that can be used by local society editors to enhance their own publications; how to handbooks and guides for the various functions of a society; maintain one or more social media avenues as sources of communication with affiliates; keep all resources current and complete on the website. Develop new materials and organizational aids for use by Affiliated Societies, as required from time to time.
- Develop/execute special programs/projects designed to enhance, encourage and reward membership, e.g. Affiliation longevity certificate, free extended membership for a society upon member renewal of AOS membership, etc..
- Review, vet and recommend to the Board, requests from Societies to become affiliates of the American Orchid Society This is the formal process for approval of a new affiliation.;
- Make societies aware of AOS benefits to membership, and provide information relating to AOS for their members, their Boards and newsletters, e.g. Speakers list, AOS Corner, Affiliated Societies Facebook Group, AOS Instagram Group, *Guide to a Successful orchid Show*, etc.).
- Develop and manage the Affiliated Society Retention program. Contact Affiliated Societies who have not renewed and encourages them to do so.
- Promote nominations for, reviews applications and makes recommendations to the Board for the *Distinguished* Affiliated Society Service Award (DASSA) for presentation at an annual meeting of members
- Maintain current contact information on Affiliated Societies, (their presidential contacts, and newsletter editors), interfacing with the Education and Science Officer, AOS staff re use of material in *Orchid Source Directory*. Work cooperatively with other Committees to further their work where affiliated membership issues are concerned, e.g. Development committee re annual membership fundraiser, *Education Committee re new programs for society use*, e.g. webinars, with IT committee on web-based information.
- Provide updates on progress and achievements to the Board at biannual meetings and as required
- Assists the Board in the search for suitable venues for spring and fall AOS meetings. Provides advice to the chosen host society along with members of the AOS staff in the areas of requirements, organization and

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occasionally facilitation, where applicable.

Duties of the Chair of the Affiliated Societies Committee

- Chairs meetings of the Committee.
- Ensures minutes of Committee meetings are distributed to all Committee members with clear communication regarding actions/owners and due dates.
- Reports to the Trustees and to the members at biannual Members meetings.
- Serves as the point person for the Committee to communicate questions and concerns to and from the Board. Supervises all aspects of the committee's work.
- Participates alongside the committee members to accomplish the goals set by the team.
- Represents the Committee at meetings of AOS committee chairs.
- Assures website information stays current for Affiliated Society sections. This includes provision of information for posting to AOS staff and IT and coordinated follow-up .to implement timely posting of requested updates.

Approved by the Board of Trustees in Wichita , Kansas on April 28, 2012
Revised and approved by the Board September 29, 2016
Revised after split of MAS Committee June 2017
Reconstituted ASC revision Approved by the Board February 22, 2018

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