



American Orchid Society
Education. Conservation. Research.

JOB DESCRIPTION

JOB TITLE: SECRETARY

DATE: July 28, 2016

REPORTS TO: AOS Board of Trustees

Job Summary

The Secretary of the American Orchid Society serves as custodian of the corporate records and as such, shall keep, or cause to be kept, all minutes of the meetings of the Board and the Members, record all votes at such meetings, ensure due notice of meetings and ensures public records are in order. The Secretary is elected for a term of two (2) years, and may be elected for one additional term of two (2) year term. The Secretary shall take office at the end of the Annual 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.

(Ref. By-Laws 4.2.3)

DUTIES & RESPONSIBILITIES:

- Records decisions and relevant background minutes of all meetings of the Board and of the Executive Committee for distribution in a timely fashion.
- Ensures minutes are published on the AOS website.
- As a member of the Executive Committee, contributes to the continuity of Board action between meetings of the Trustees, such that the actions of the Trustees are carried to fruition.
- Records votes of the Board, and receives, totals and reports, results of secret ballots when performed via email. (Individual votes are destroyed and confidentiality is maintained).
- Serves as custodian of the Society's records.
- Ensures the public records are in order and available for audit and inspection.
- With the President, co-signs all contracts unless otherwise directed by the Board.
- Conducts the general correspondence and notification required by the position, and as directed by the President.

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- Actively seeks to carry out the Mission of the Society.
- Performs other duties as assigned by the President.

Approved by the Board of Trustees

July 28, 2016