



American Orchid Society
Education. Conservation. Research.

JOB DESCRIPTION

JOB TITLE: PRESIDENT

DATE: July 28, 2016

REPORTS TO: AOS Board of Trustees

Job Summary

The President of the American Orchid Society shall perform duties, under the powers assigned to the President by the Board of Trustees, and is the Chief Volunteer Officer and its chief spokesperson. The President presides for two years at all meetings of the Board and Executive Committee. The President seeks to carry out the Mission of the American Orchid Society through oversight of the work of the Committees, day to day supervision of the administrative staff, and executing, along with the Secretary, all written contracts and obligations. The duly elected position reports directly to the Board of Trustees and is a finite period of two years.

(Ref. By-Laws 4.2.1)

DUTIES & RESPONSIBILITIES:

- Calls and presides at meetings of the Board, the Executive Committee and the membership.
- Actively seeks to carry out the Mission of the Society.
- Reports bi-annually to the membership on the state of the Society.
- Serves as ex-officio member on all committees except the Audit Committee.
- Recommends committee chairs for approval by the Board of Trustees and with the agreement of the committee chairs, appoint all committee members except for those committees appointed by the Board, following the President's recommendations:
 - Finance
 - Audit
 - Nominating
 - Governance

JOB DESCRIPTION

JOB TITLE: President of the American Orchid Society

DATE: July 28, 2016

- Together with the members of the Executive Committee or an ad-hoc committee of the Board negotiates contracts for the Society to be brought for approval to the Board of Trustees.
- Seeks Board approval and/or recommendations for all proposed changes in the operations of the Society, i.e., a reorganization, change in duties of senior staff, etc.
- Together with the Secretary, signs all written contracts and obligations of the Society, after approval by the Board, unless differently delegated by the Board. No contract shall be valid and binding on the Society unless signed by the President and Secretary, unless delegated differently by the Board. .
- Performs all other duties as prescribed by the Board.
- Attends public events to spread the mission of the American Orchid Society.
- Is the primary AOS contact between the Society and Fairchild Tropical Botanical Garden.
- Along with the members of the Executive Committee, oversees and delegates the duties of the AOS staff.
 - Establishes an annual work plan and monitors progress through regular meetings and an annual face-to-face employee performance review.
 - Holds periodic conference calls with Administrative Director and The Director of Education and Science to monitor progress and take corrective action where/when required.
 - Recommends actions on personnel to the Board of Trustees. This would include salary recommendations, benefit changes, etc.
 - Oversees the fiscal, administrative and personnel responsibilities of the organization, ensuring strategic planning and operational plans reflect the mission, vision and objectives of the organization. .

Approved by the Board of Trustees

July 28, 2016