



JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT

DATE: July 28, 2016

REPORTS TO: AOS Board of Trustees

Job Summary

The Vice President of the American Orchid Society would be the Chief Volunteer Officer and its chief spokesperson, if the President of the American Orchid Society is unable to perform the duties of President. The Vice President performs any and all tasks assigned by the President or Board. Vice Presidents are elected for a term of two (2) years, and may be elected for one additional term of two (2) year term. Officers 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. A Vice President, selected by the Board of Trustees shall succeed to the President's office upon the death, resignation, or incapacity of the President, and such succession shall not preclude the Vice President serving his/her own term as President.

(Ref. By-Laws 4.2.2)

DUTIES & RESPONSIBILITIES:

- In the absence of the President, one of the Vice Presidents, selected by the Board of Trustees shall perform the duties of the President.
- Actively seeks to carry out the Mission of the Society.
- Performs duties as assigned by the President or Board.

Approved by the Board of Trustees

July 28, 2016