**COS Job Descriptions**

**The Executive Board**

The following are elected positions, annual elections are held during a general body meeting, according to the bylaws. These positions cannot be held for more than two terms consecutively. In addition to the positions described here, the immediate past president is also a member of the board.

**President**

* Presides over monthly meetings and all board meetings The President is the “face of the Society”.
* Facilitates meets, making announcements, conducting discussions and matters to be voted on.
* Calls and facilitate monthly board meetings to discuss business matters, guides discussion and agenda.
* Is responsible for calling meetings of the executive board from time to time.
* Is responsible for any necessary day-to-day decisions including whether a meeting should be canceled for weather or other unforeseen circumstances. Communicates with the webmaster and social media coordinator to inform the member body.
* Write a President’s Message for the monthly newsletter (typically 10 times per year)
* Is the ex-officio member of all committees except the Nominating Committee.
* In the absence of the president, the vice president will preside over meeting
* Enlists members as volunteers when we need help with events or special projects

**Vice-President.**

* May be responsible for keeping the COS LCD projector and bringing it to meetings as necessary**.**
* If the president cannot attend a meeting, the vice-president is responsible for presiding over the meeting.
* Manage and oversee the committees to ensure that they are functioning according to their goals and tasks.
* Enlist volunteers for events or special projects
* Shadows andworks in close coordination with the president.
* In the absence of a separate Program Coordinator, the vice president will:
  + Arrange for our programs and our meeting sites, which must usually be reserved several months in advance.
  + Deals with the vice-presidents of nearby orchid societies to make shared arrangements if we are part of a speaking tour
  + Arranges transportation and overnight accommodation for non-local speakers if necessary
  + Is responsible for sending the editor and webmaster the time and place of the next meeting and some information about the speaker and/or topic, for publication in the newsletter and on the web site.

**Treasurer**

* Maintains the society's checking account and other financial accounts, such as CD’s, and keeping track of income and expenditures.
* Writes checks for expenses such as speakers' fees and meeting locations. The current rules on the checking account require a countersignature on all checks.
* Reimburses members who are pre authorized for expenses they have incurred on behalf of the society. Files and records itemized lists of expenses and receipts from member reimbursement.
* Deposits income such as membership dues, raffle ticket and sales table receipts.
* Submit a monthly treasurers report to be included in the monthly newsletter.
* Obtains and maintains the non-profit status and incorporation of the Society, which involves filing forms with the State of Connecticut and the Federal Government online annually.
* Review the treasury upon transfer of the office of the treasurer.

**Recording Secretary**

* Records the minutes of each meeting and should attend each meeting. In the event they are unable to attend the president shall appoint an interim secretary.
* The level of detail of the meeting minutes is up to the recording secretary but MUST include any motions made and carried. Description of the speaker's talk may vary from a detailed account to a brief summary.
* Send the minutes and show table list to the newsletter editor before the deadline for the next newsletter issue.
* Prepares a list of the plants on the show table from the plant slips.
* Ensures proper nomenclature is ascribed to orchids in the show table through the AOS database.

**Directors at Large.**

* Two (2) directors are elected to the board but do not have any official responsibilities other than attending board meetings.
* Directors are responsible for the proper operation of the Society.
* As such, they oversee and provide guidance for all aspects of the Society's activities.

**Appointed Positions**

The following are positions appointed by the board of directors, according to the bylaws. Their term of service is not limited to two consecutive terms.

**Corresponding Secretary**

* Responsible for sending out general and special communications to members such as thank you notes and condolences

**Editor**

* Sends out the newsletter to the membership at least 7 days before the meeting.
* Posts newsletter on the web and notifies membership it is available for viewing.
* Is responsible for putting together the newsletter, which contains time, location, and program for the next meeting, the minutes of the last meeting, the show table listing, and any other items such as upcoming events as directed by the president. Any additional content and the format of the newsletter are at the discretion of the editor.
* Should receive the information about time, location, date and program from the Vice President, the minutes of the previous meeting and the show table from the recording secretary.

**Social Media Coordinator**

* Is responsible for maintaining the society's website.
* Receives information from Program Coordinator about upcoming programs, informs the public of upcoming events and activities.
* May be requested to post additional information from time to time such as notices about upcoming shows. Any additional web content and the format of the web site are at their discretion.
* Creates content for posting on social media engaging and informing the public.
* Responds to comments and messages on social media platforms and directs communications to the appropriate officers as needed.
* Cultivates the public image of the club.

**Conservation Committee Chair.**

* Is responsible for keeping the society informed on conservation related issues. Is expected to organize, lead and promote special event*s/*activities that promote public awareness and education directly related to conservation locally or globally.

**Show Committee Chair**

* This person runs the show committee. The chairperson is responsible for delegating work to other committee members and ensuring that everything gets done, not actually doing all the work. The work of the committee is described in the committee section below.

**Membership Secretary**

* Is responsible for maintaining the list of COS members and prospective members who may receive 3 issues.
* Sends a current mailing list to the Editor for mailing out newsletters
* Forwards dues to the Treasurer in a timely fashion.
* Notifies delinquent members in April.

**Librarian/Historian.**

* Keeps the society's library of books, magazines and videos and maintaining a current list of the library inventory.
* Members may borrow items by notifying the librarian prior to a meeting, so that they can be brought to the meeting. Items should be returned at the next subsequent meeting or make arrangements to return via Mail.
* May acquire new items for the library through donations or by purchase as approved by the board.

**AOS Representative**

* Is responsible for official communications with the American Orchid Society with which we are affiliated.
* Obtains AOS membership brochures and to bring to monthly meetings, special events, and the annual show. Keeps the Welcome Committee supplied with brochures, as well.
* Keeps abreast of new activities & special events at AOS and reports to the Editor for inclusion in the newsletter.

**Nominating Committee**

* Consists of 3 members appointed by the board and announced at the Sept. meeting.
* Typically officers serve 2 one-year terms so that in any given year all positions do not need new people to fill them.
* Nominees are presented at the November meeting and voted on at the December meeting.

**Show Committee**

* Is responsible for putting on the Connecticut Orchid Society Show, which we host.
* Selects show site and arranges for exhibitors and vendors.
* Designs the overall show layout, including designing and constructing the COS exhibit.
* Arranges for judges and clerks, licensing the show, ribbons and awards.
* Prepares a program including solicited advertising.
* Arranges for publicity.
* Traditionally, the show committee is also responsible for putting on COS displays at other regional orchid shows.

**Auction*/*Banquet Committee**

* Arranges for site, selects menu
* Solicits donations of plant material from members and donations or discounted prices from vendors.
* Auctions the plants, records bids and collects payments.

**Welcome Committee**

* Assembles the welcome kits and keeps a few on hand at all times.
* Obtains the names and addresses of new members from the Membership Chairperson.
* Sends a welcome kit to each new member, which contains at a minimum:

**•** Membership lapel pin

• Copy of the latest newsletter

• Copy of the by-laws

• Mentor list

• Free copy of the COS calendar

• AOS membership brochure

• List of library holdings, library borrowing rules

• AOS culture sheets

• Free copy of the AOS 6 My First Orchid” book

* Prepares welcomes kits to be available for the annual show.
* Advises the Editor about new members so that their names can be published in the newsletter.
* Brings two or three welcome kits to the monthly meeting for any new members that may join at that time.

**Programs Coordinator (if separate from Vice President)**

* Arrange for our programs and our meeting sites, which must usually be reserved several months in advance.
* Deals with the program coordinators of nearby orchid societies to make shared arrangements if we are part of a speaking tour
* Arranges transportation and overnight accommodation for non-local speakers if necessary
* Is responsible for sending the editor and webmaster the time and place of the next meeting and some information about the speaker and/or topic, for publication in the newsletter and on the web site.