



## **APS Commercial Members Chair Duties and Roles**

The Commercial Members committee works with growers, vendors and other peony related businesses to solve problems which may impact their businesses. In the past there have been discussions and decisions made which involve business practices involving nomenclature, product quality and advertising. Other areas of concern have been disease and growing healthy plants. The committee is a basic interface to network and address needs/concerns of Commercial Members.

### **General Information**

- Position is appointed/renewed through appointment by the President every two years.
- Any qualified member of APS may be appointed to the position, but should have commercial status within the society.

### **Qualifications**

- Ability to organize a meeting the Annual Convention (attendance required)
- Communicate effectively Commercial Members
- Understanding of commercial peony businesses
- Self-motivated/strong work ethic
- Flexibility and willingness to make changes in program

### **Duties**

- 1) Plan and meet with commercial members during a schedule meeting at the Annual Convention
- 2) Contact all commercial members to notify them of the meeting at the Annual Convention (obtain an email list from Membership Chair).
- 3) Take minutes/notes of the Commercial Member meeting and submit in writing to BOD at meeting following Annual Convention.
- 4) Refer Commercial Members to resources which may be able to help them with issues they are experiencing.
- 5) Answer Commercial Member questions which are sent to the Corresponding Secretary.
- 6) Develop and update a resource list for Commercial Members.
- 7) Make arrangements with the Bulletin Editor (Editor will need to be notified) to announce Convention Meeting and provide information as needed.
- 8) Make arrangements with Website Manager to announce Convention Meeting and provide information as needed.
- 9) Report on Commercial Member Program details at BOD meetings as needed, but this is not required for meetings other than the Annual Membership Meeting. Recommendation: Write reports for Directors to review (if necessary) prior to BOD meetings throughout the year (send via email). APS would like to move toward less verbal reporting at meetings, with reliance on printed or electronic documents for records.

- 10) Upload reports to the Website's Admin Storage upon completion (ALM).
- 11) Produce an annual Membership Report to be submitted to the President no later than May 15 each year. This report will be included in the "Minutes and Proceedings" for the year. (Earlier reporting may be necessary if the Annual Convention occurs at an earlier date). The Report may include any pertinent information of activities and outcomes the committee had during the current year.
- 12) The Chair should secure another member to train in all aspects of the position to create a succession plan in case of incapacity, retirement or other problems.