



APS Corresponding Secretary Duties and Roles

contact@americanpeonysociety.org

The Corresponding Secretary's role has changed over the years as different communication platforms have come to use. At one time this office included all correspondence with BOD and Membership (distribution of all reports, meeting agenda and documents). Due to the emergence of electronic communications internal (BOD communications) are less necessary, but external correspondence (members and other people interested in peonies) has grown. Most internal BOD correspondence is now handled at the source for convenience via email. The Corresponding Secretary's main role has now become interacting with members to answer questions, source information and solve problems involving any number of areas in which APS functions

- 2 year terms (may be elected again after the end of a term for 1 more term).
- Any member of APS may be nominated for Corresponding Secretary and they need not be a Director.
- The Corresponding Secretary is elected by the APS Board of Directors prior the General Annual Membership Meeting.
- The Corresponding Secretary may be removed from office by the BOD for failure to act in the best interests of APS.

Duties

- 1) Answer general questions concerning all aspects of peonies or APS functions. Most of these inquires/questions are email in form.
- 2) Direct questions and inquiries which are more specialized to Members/Directors who may have further information.
- 3) Insure all correspondence is completed and interested parties have a satisfactory reply (as much as possible).
- 4) Contact the President if correspondence is problematic.