



## APS General Directorship Roles & Duties

Directorship is the heart and soul of the American Peony Society's activities. Directorship is a volunteer position, without compensation, which includes oversight and implementation of all activities of the organization. Each Director has equal powers under APS bylaws. The following criteria applies to Directorships:

- 2 year terms (may be elected again after the end of a term with no term limits).
- Any member of APS may be nominated for Directorship.
- Directors are elected by general membership at Annual General Membership Meeting.
- Immediate past President is automatically granted Directorship for one year after presidency.
- The President may appoint **new directors in the case of** a vacancy.
- Directors may be removed from the BOD for failure to act in the best interests of APS.

### Duties

- 1) Directors authorize and implement work activities, control properties and materials, develop and implement policies and oversee the financial health of the society.
- 2) Attend all general Board of Director Meetings. If unable to attend, notice should be given prior to the meeting to other all other Directors and Officers.
- 3) Review meeting minutes as provided by Recording Secretary and submit amendments within **three days** to the Recording Secretary as needed. Meeting minutes are considered official six days from any meeting and further amendments should not be required after that time.
- 4) **Read and review all reports** submitted by Officers, Directors, Committee Chairs and Program Chairs prior to BOD meetings.
- 5) Must attend the Annual Convention at least every other year.
- 6) **Lead and/or participate** in a minimum of one committee or program. Multiple involvement is encouraged with consideration to time and talent.
- 7) **Involve non-director members** in programs and committees whenever possible. Involvement of members creates community and allows for succession of duties when leaders move on or are unable to perform their duties.
- 8) **Actively participate** in meetings.
  - a. Share ideas, observations and speak your mind
  - b. **Make motions** (important for APS records and accomplishing tasks)
  - c. Volunteer to other support programs and committees through information finding, researching, writing, member contacts, etc...
- 9) **Vigorously vote** on motions during meetings.
- 10) **Meet deadlines** as developed by the Board of Directors and committees. This protects and shows respect for everyone involved. Additionally, meeting deadlines protects others from situations which may cause other members to perform work they did not anticipate or may not be able to perform.

- 11) **Respond to communications** in a timely manner. For most organizations this is within **two days**. Some responses may be require more immediate attention, others less so.
- 12) **Ask for assistance** if you are in need. The Board of Directors is designed as a network-support system and is there to help!