



## APS Nomenclature (Registrar) Duties and Roles

The APS serves as the International Cultivar Registration Authority (ICRA) for *Paeonia*, having been appointed to that role in 1974 by which is organized and through the International Society for Horticultural Science (ISHS). The Registrar acts to supervise nomenclature and the publishing of new *Paeonia* cultivar registrations. Through the activity of registration, history, genealogy and other information concerning the genus *Paeonia* are preserved. The APS maintains a Registry of Peony Cultivars on its website which includes the cultivar name, originator, group name, date of introduction, description and image. It is searchable on any one of the first four items, and freely available for access to the public. New registrations are added to this registry as they are processed, and are also published in paper print form as required by the International Code of Nomenclature for Cultivated Plants (ICNCP).

### General Information

- APS is appointed to the role of ICRA by the ISHS. This appointment is periodically renewed.
- 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 experience with nomenclature.
- The position is not compensated at this time.

### Qualifications

- Ability to organize and keep records
- Communicate effectively with originators, hybridizers and other entities using the registration process
- Strong writing skills
- Self-motivated/strong work ethic
- Flexibility and willingness to make changes in program as needed

### Duties

- 1) Collect and process new *Paeonia* registrations through APS Website, email and mail-in submission.
- 2) Keep and add to records of *Paeonia* registrations as new registrations, corrections and new information arises.
- 3) Correspond with originators and hybridizers with concern of registration needs.
- 4) Assist submitters of new cultivars with data requirements and related documentation.
- 5) Secure and submit images of new cultivar registrations for use in the online APS Peony Registry and Annual New Peony Cultivar Directory.
- 6) Meet information submission for publication deadlines as determined in cooperation with the APS Editor.
- 7) Submit Quarterly "New Cultivar Registration" summaries to the Bulletin Editor for publication in the Quarterly Bulletin.
- 8) Vet new information and images for use in records and online APS Peony Registry. Notify image processor of acceptable images for use.
- 9) Provide Website Managers with updates to the Peony Registry as needed.

- 10) Submit activity reports (as requested) to: INTERNATIONAL SOCIETY FOR HORTICULTURAL SCIENCE; Special Commission for Nomenclature & Registration. Example of this report may be found in the Admin Storage on the APS Website.
- 11) Report problems and concerns to the BOD as needed.
- 12) Produce an annual Nomenclature 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.
- 13) 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.