



APS Publications Chair Duties and Roles

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The Publications Chair oversees available print material for the Society. Orders for publications and inventories are of main concern.

- Position is appointed/renew through appointment by the President every two years.
- Any qualified member of APS may be appointed to the position
- Requires:
 - Ability to organize data (lists)
 - Communicate effectively with members and Directors
 - Constant attention to website

Duties

- 1) Keep accurate and up-to-date records of publication inventory. (use of MS Excel is recommended)
- 2) Attend to website weekly in the Administrative area>Woocommerce>Orders and review those not marked "Completed". Some orders may be Memberships and each order should be opened to view if it is a publication order. Orders on the website marked "Paid" may be changed to "Completed". Those marked "Hold" should be vetted with the Treasurer to make sure payment was made through Paypal. If a "Hold" order is paid for, it may be marked "Completed".
- 3) Communicate with the Treasurer to make sure the order has been received by you. In most instances the Treasurer will send you notification.
- 4) Send "Completed Orders" to buyers within a week or two of being reception through the mail and notify buyer via email "Your Order for Publications from APS has been shipped".
- 5) New Members are emailed a welcome letter with benefits outlined and other pertinent membership data.
- 6) Work with Treasurer for reimbursement of mailing costs. Supply receipts to Treasurer in a timely fashion (quarterly).
- 7) Answer member inquiries/questions in a timely fashion.
- 8) Contact the President if correspondence is problematic.
- 9) Report on publication 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) **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 should include:
 - a. Publication sales amount (\$) and names of publications sold.
 - b. Number of publication in inventory
- 11) Upload reports to the Website's Admin Storage upon completion (Publications Folder).

12) Secure another member to train in all aspects of the position to create a succession plan in case of incapacity, retirement or other problems.