



## APS Seed Program Chair Duties and Roles

The Seed Program Chair is an integral part of APS' mission to educate and improve the peony. Since growing seed is how new cultivars are produced and thus peonies may be improved, the Seed Program services multiple areas involving peonies. The program also produces need funding for the society and provides membership with an introduction in growing peonies through their early life cycle (something most people are not familiar with). The APS seed program is one of the few sources for Paeonia seeds.

### General Information

- Position is appointed/renew through appointment by the President every two years.
- Any qualified member of APS may be appointed to the position

### Qualifications

- Ability to organize data (lists) and product (seeds)
- Communicate effectively with members and Directors through meetings and social media
- Some writing skills to produce descriptive information
- Basic understanding of nomenclature
- Area to store seeds at residence
- Self-motivated/strong work ethic

### Duties

- 1) Meet with a committee as needed to develop plans
- 2) Make contacts with growers and members to acquire seeds to be offered in the seed program throughout the year.
- 3) Make arrangements with the Bulletin Editor (Editor will need to be notified) to promote:
  - a. Donation of seeds during the fall season. An informational request for seed donation should be placed in the Q3 (fall) issue of the Bulletin each year.
  - b. Promote the Seed List. A new/current Seed List announcement should be placed in the Q2 (Spring) issue of the Bulletin.
- 4) Promote Program through availability of seeds at the Annual Convention and other Peony related functions. Make a selection of seeds available in the two Auctions (Convention and Fall Online ).
- 5) Work with the Website Managers to produce an electronic listing of seeds to be posted on the APS website. Website listing will include the following information: pricing, ordering requirements, payment options & procedures and other pertinent data. **Work with Website Manager to develop instant online sales options.**
- 6) Nomenclature and labeling of product:
  - a. Seeds are place in paper jewelry envelopes after donation (for distribution)with the following information:

- i. Group Peony belongs to, ex: suffruticosa, lactiflora, species (woody or herbaceous), hybrid, etc...
  - ii. Pod parent (mother or seed parent)
  - iii. Pollen parent (when available)
- 7) Seed processing and care for distribution:
  - a. Seeds are kept in APS inventory for no longer than 2 years, at which time they are destroyed or given away to any interested parties.
- 8) Report on Seed 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.
- 9) Upload reports to the Website's Admin Storage upon completion (Seed Program).
- 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 may include any pertinent information of activities and outcomes the committee had during the current year.
- 11) 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.