

# Spring 2014 Board Meeting Report

AIS Director Debbie Strauss

Operations Manual Review

I was appointed by President Jim Morris to work on a review of the AIS Operations/Job Description Manual the following are still the only job descriptions updated.



I received input, additions or corrections from the following people about their positions:

- 1<sup>st</sup> VP-Gary White
- 2<sup>nd</sup> VP-Jody
- Secretary- Michelle
- Treasurer-Dwayne & Jill
- Director-Susan
- Director-Cheryl
- Director-John
- Director-Paul
- Director-Robert
- Director-Ron
- Director-Debbie
- Director-Robert
- 502(c)3-Veronica
- Legal Advisor(New)-Veronica
- RVP Counselor-Cheryl Deaton
- Youth Advisor-Cheryl Deaton
- Affiliates Liaison-Jody Nolin
- Calendar-Janet
- Digital Programs/Slides-Janet
- Photography Contest-Janet
- Image Coordinator-Janet
- Immediate Past President's Honorary Awards-Judy
- Librarian-Dave
- Awards Chair-Gerry
- National Collections, Display & Test Gardens-Robert Pries
- Advertising Director for *Iris*es Ron Killingsworth
- Judges Training-Judy



These are working on their job descriptions:

- Membership Secretary-Tom
- Registrar-Recorder, Web-Master (New) and Motions Monitor-John & Joanne
- Editor *Iris*es – Kelly said he would work on this but.... Kathleen?



I still need:

- Affiliations-Susan
- Exhibitions Chairs-Lois, Judy, Susan, Karen, Ray
- Foundation Liaison-Gary
- Insurance-Michelle
- RVP Representative-Winona
- Scientific Advisory Committee-Kelly
- Section and Cooperating Society Liaison-Gary
- Symposium-Riley
- Iris Speaker Resources-Gordon
- Judges Handbook Revision Committee-Harold
- Public Relations & Marketing-Bob, Susan
- Social Media Manager-And
- Recording Secretary-Susan Boyce
- Publication Sales Director-John, Kay
- Director-Susan Boyce, Andi, Harold
- Convention Liaison-Paul



I have not had the time or inclination to pursue this since the fall. My email has changed but it was updated and everyone was sent the notice. Most the people who hold jobs that still needed updating were at the Fall Board Meeting and received my plea to send me the updates to my new email. I have only had one email about anyone's job description and that was Gerry updating his again. He is really on the ball.



I also have not given Michelle a copy of the updated ones because they are not all in the same format and I have not had time to work on them.