

Fall 2015 Board Meeting Report

AIS Director Debbie Strauss

Operations Manual Job Descriptions Review

Well, this will be my last report for this appointed job. This list is shorter for the updates, or for first writings, needed for the job descriptions. By now many of the others probably need reviewing again. When there is a change on the AIS board of either an elected position, appointed chair or committee, they should be asked to pull up their new job description from the AIS Wiki site. They should read it and update it if they see fit. If this was part of their "job description" this task might be easier and everything kept up to date to reflect the improvements or changes that affect the AIS as the years go by.

If you have or think you might have updated your job description or written one that I do not have, **please resend** it to me to debbie@loveirises.com and then call (432-352-5483) if I don't respond and say that I did receive it.



I still need:

- Exhibitions Committee-Lois Rose, Susan Boyce, Karen & Ray Jones-Last updated 2007
- Electronic Services & Website-Bob Seamon-No Website Job Description- Electronic Services last updated 2007
- Judges Handbook Revision Committee-Betty Roberts is reviewing the old version
- Membership Secretary-Tom-No Job Description
- Web-Master and Motions Monitor-John & Joanne-No Job Description



When a job changes positions the new person should be asked to review their job description for possible updates.



Everyone please note:

To find the most current updated job descriptions you can go to the AIS Wiki site at:
<http://wiki.irises.org/bin/view/Main/InfoOperationsManual>



One last thought:

Thank you to Bob Pries for his dedication and work on the Wiki site. It is amazing and has everything and anything you might want to know about AIS, iris, iris people, etc. Please go to it and explore all the information and beautiful work that Bob and his wonderful minions have built for us.