

SELECTING A MID-AMERICA ORCHID CONGRESS REPRESENTATIVE

1. Choose your Mid-America Orchid Congress Representative through formal action, i.e., board action, formal request at a meeting, search committee, etc. Ideally, the Representative will meet these criteria:
 - a. Be a member in good standing of your society and a frequent attendee of society meetings.
 - b. Be willing to serve as MAOC Representative on a term that is longer than the term of your society president to ensure continuity of the relationship between your society & MAOC.
 - c. Be willing to be replaced when no longer interested in filling the role or no longer effective.

2. The role of the MAOC Representative is to act as the primary liaison between your society and the Mid-America Orchid Congress. DUTIES OF THE REPRESENTATIVE ARE:
 - a. Notify the Mid-America Orchid Congress Treasurer & Secretary of your appointment, including your name, address, phone number, e-mail, name of society, regular meeting place and date of meetings.
 - b. Attend most Mid-America Orchid Congress meetings and be an ambassador and educator in keeping your society aware of information and services available from MAOC. Share information on meeting action and committee reports at society meetings or in your newsletter.
 - c. Ensure *The Mid-American*, the Congress' official newsletter, is distributed to your society members and encourage contribution of articles to *The Mid-American*, including the annual essay contest.
 - d. Share information with your society regarding the dates and locations of future Mid-America Orchid Congress meetings and shows. Encourage participation by your members.
 - e. Share the success of your society with other MAOC Representatives at Mid-America Orchid Congress Affiliated Societies Breakfasts when possible.
 - f. Respond to requests from MAOC for information or assistance. Surveys from the Affiliated Societies Committee are especially important to help determine needed changes as are requests from the Show Schedule Committee regarding plant classification or other show issues.
 - g. Ensure an orderly transfer to your successor. Be sure that person has the materials you have collected and pass on the lessons you have learned. Be sure the MAOC Secretary and Treasurer are notified of the contact information for your successor.