

# **The Society Representative for the Canadian Orchid Congress**

Each orchid society belonging to the Canadian Orchid Congress is expected to appoint a society member to the position of COC Representative. The COC Representative acts as the liaison between the COC and the orchid society and will inform the COC of issues in the society for which the COC may be able to provide assistance as well as inform the society members of the services provided by the COC. The general COC contact for the COC representative is the COC Membership Liaison Chair. The COC has prepared an awareness package for use by the COC representative to inform his society of COC activities and services. It is suggested this package be presented annually, early in the season to society members. It may also be used at annual shows to inform the public about the COC and the services available to the general public through the website. The package is available for download on the COC website under “The COC”/ “COC Awareness”.

The COC organizes an annual meeting, usually in association with an orchid show, the purpose of which is to discuss and vote on matters pertaining to the operation of the COC. At this meeting, each member society has one vote, which may be cast by any duly authorized society representative. In practice this is usually the COC Representative who carries and represents the wishes of the society to the AGM. If personal representation is not possible, a written submission of the society's concerns may be sent before the meeting to the COC President. The COC Representative should ensure that the society President is informed and that a response from the society is given.

From time to time the COC may send out documents or policies on which an answer or a vote is required. The COC Representative should ensure that the issue is discussed within the society and that a response from his/her society is sent to the COC.

The COC produces a bimonthly newsletter that is distributed to the President, COC Representative and Newsletter Editor of each society. The newsletter is also posted on the COC website. The Representative is expected to make other members of the society aware of the newsletter and articles of interest and will write or solicit articles for the COC newsletter from time to time.

The COC maintains a web site containing a variety of information of interest to orchid hobbyists in Canada, including consolidated lists of orchid society show dates, contact information for each Canadian orchid society, and a list of local orchid vendors. In order for this information to be timely and accurate the COC needs the COC Representative in each society to periodically review this information and notify the COC Membership Liaison Chair and the webmaster of any required changes.

Each orchid society is encouraged to maintain their own website but in the event that they lack the resources, the COC is willing to mount one page of information designated by the society. The COC Rep is then expected to notify the COC webmaster if any changes are required.

Because of the extent of this country, the preferred method of contact between the COC and society representatives is by means of electronic mail. It is hoped that the COC Representative would have access to an Internet email account.