

POSITION TITLE: AIS Youth Chair

(revised for 2024)

BASIC FUNCTION

To oversee and coordinate all aspects of the youth program of The American Iris Society.

REPORTING RELATIONSHIPS

The AIS Youth Chair is appointed by the AIS President and has reporting responsibilities to the Board of Directors of The American Iris Society.

SPECIFIC RESPONSIBILITY AND AUTHORITY

- Meet with the AIS Youth Committee at least twice a year to go over objectives, programs, and progress. Minutes from the meetings should be maintained and the AIS President should receive a copy. Remind all RVPs and regional newsletter chairs of the AIS Youth Protection Guidelines and provide copies to new RVPs.
- Maintain an accurate, current master list of AIS Youth members in a computer file located online, most likely on a specific Google Drive account. The credentials are shared with at least an AIS Youth assistant and the AIS Electronic Services Chair. .
- Send a youth membership packet to each new youth member, working from a printout provided by the AIS Membership Secretary.
- The youth membership packet will consist of five items:
 - A welcome letter,
 - The *AIS Youth Members Handbook*,
 - A youth questionnaire,
 - A copy of the current year's AIS calendar.
 - And a back issue of *The Iris Fan* (youth newsletter).

Keep digital copies of these items in a Google Drive folder for easy access. Use the information on the returned questionnaires for updating programs and processes for the Youth program. .

- Write a column for the *Bulletin of The American Iris Society*, "Youth Views" meeting submission deadlines set for each issue.
- Edit, print, label, and send *The Iris Fan* (TIF) twice a year to all youth members via regular mail, and via email as a PDF to RVPs (regional vice presidents), RYCs (regional youth committee chairs), YAs (youth advisors for affiliates), AIS

Board members and chairs of standing committees, and regional bulletin/newsletter editors.

- Administer the Clarke Cosgrove Memorial Award for Youth Achievement Contest.
 - Solicit nominations (in the fall issue of the *Bulletin*),
 - Receive nominations,
 - Select judges,
 - Encode entries,
 - Tabulate results,
 - Inform nominees and nominators,
 - Thank nominators and judges,
 - Write biographical sketch of winners for the summer issue of the *Bulletin*,
 - Order the trophy,
 - Request the cash prize from the Clarke Cosgrove fund through the AIS Secretary, and
 - Present the Clarke Cosgrove Trophy and check at the AIS Convention.
- Write an AIS Youth report for the AIS Board of Director meetings. Traditionally, the Clarke Cosgrove results in spring and full membership report, by region, in fall.
- Answer all youth-related correspondence from adults and youths in a timely manner.
- Contact each RVP asking for the name of the person serving as RYC, discussing Youth Committee goals and the necessity of working together. Remind all RVPs of the AIS Youth Protection Guidelines and provide copies to new RVPs.
- Encourage development of Classroom Iris Projects (CIPs) at schools and/or in 4-H Groups and Scouting Troops with the local affiliate serving as sponsor. Mail *Youth Member Handbooks* to the teacher or leader of the CIP for distribution to youths as soon as the AIS MemSec receives CIP dues. Request (through AIS Secretary) that teacher's dues be paid from CIP fund. Interface with the affiliate sponsor to ensure success of CIP.
- To interface with AIS Sections/Cooperating Societies to increase youth participation and recognition in these groups. Encourage incentives for joining, such as special youth rates and/or a free iris collection.
- To encourage regional newsletter editors to print youth news/photos in each issue of their newsletter.
- To interface with commercial iris growers who might supply seedlings to youth for testing or provide youth with gift iris introductions.
- Interface with AIS committees such as convention committees that may wish to send iris rhizomes to youth or to scientific committees that may ask youth to carry out iris experiments.

- Encourage recruitment of new youth members by distributing the "Under 19?" Invitation to Join sheet to RVPs, RYCs, YAs, affiliate Presidents and others.
- Involve a cross-section of AIS members in all regions to judge youth contests; write youth articles; teach iris culture, exhibiting, designing, photography and hybridizing to youth.
- Invite and encourage accomplished youth to write for iris publications, give programs and serve their region and/or affiliate club.
- Develop new materials using ideas shared by Youth Committee members. Be available to present the AIS youth program to affiliate clubs if asked.
- Host Youth Reception and Youth Pizza Party at AIS Conventions. Interface with AIS Convention Committees, asking for a reduced-rate registration for youth attendees and for space for the Youth Reception and Pizza Party.
- Compile and send an expense report, including receipts, to the AIS Secretary for reimbursement.

TIMETABLE FOR ACCOMPLISHING BASIC TASKS:

January

- Send youth packets to new youth members.
- Write "Youth Views" for the spring issue of the AIS *Bulletin*, your choice of topics. Email your article to the Bulletin Editorial Board.
- Remind affiliates holding shows to encourage participation of youth members and young members of the public by setting up kids tables at the show. Materials at the kids table might include coloring pages and puzzles, a free rhizome, and previous issues of The Fan. A potting station for youth might also be a fun activity for the kids table.
- Continue to receive Clarke Cosgrove nominations, thanking nominators as nominations are received. Remind RVPs and RYCs that more nominations are needed.
- Send a monthly email to CIP sponsors, asking for an update on their program and if they need any help. .
- Email youth materials to the CIP sponsors. .
- Check with the current AIS Convention Committee regarding facilities for the Youth Reception and pizza party. Request special seating for youth at Awards Banquet.

February

- Update the youth master file. Send youth packets.

- Complete Clarke Cosgrove Contest judging process. Select judges (e.g. one RVP, one RYC, and one member-at-Large from regions other than that of the nominees); encode entries; send packets to judges; tabulate results; inform nominees, nominators and judges of the final results; thank judges and nominators; congratulate winners.
- Answer correspondence.
- Begin composing the spring/summer issue of *The Iris Fan*.
- Send an invoice of accumulated Youth expenses to the AIS secretary for reimbursement. Include receipts.

March

- Update youth master file. Send youth packets.
- Prepare a report for the AIS Board of Directors announcing the results of the Clarke Cosgrove Contest. Send a report to the AIS secretary.
- Order Clarke Cosgrove Trophy.
- Write AIS Secretary to request checks for winners.
- Double check youth attendees for Convention and finalize arrangements with the Convention Committee.
- Answer correspondence.

April

- Update youth master list. Send youth packets.
- Write AIS Youth Committee Report if the national convention is in May or early June.
- Order Clarke Cosgrove Trophy if Convention is in May or early June. Request checks for winners.
- Write "Youth Views" for the summer issue of the *Bulletin* and email to the Bulletin Editorial Board. Include the bios of Clarke Cosgrove winners.
- Answer correspondence.

May

- Update youth master file. Send youth packets.
- Communicate with the Convention Committee requesting convention irises for AIS Youth members..
- Answer correspondence.

June

- Update youth master file. Send youth packets.

- Compile materials for *The Iris Fan*. Begin writing the same.
- Answer correspondence.

July

- Update youth master file. Send youth packets.
- Write "Youth Views" for the fall issue of the *Bulletin*. Request nominations for Clarke Cosgrove Award. Email your article to the Bulletin Editorial Board.
- Write commercial gardens, if any, that send seedlings for testing to AIS Youth members who have been active in the youth program during the past year. Supply addresses and thank commercial gardens for their generosity.
- Answer correspondence.

August

- Update youth master file. Send youth packets.
- Begin composing the fall issue of *The Iris Fan*. Include information about the Coloring Contest.
- Set up new CIPs.
- Update digital CIP materials.
- Answer correspondence.
- Send an invoice of accumulated Youth expenses to the AIS secretary for reimbursement. Include receipts.

September

- Update youth master file. Send youth packets.
- Check on progress of new CIPs. Email youth packets to teacher or leader as soon as dues are received by AIS AIS Membership Secretary. If using the USPS, send materials "Flat Rate".
- Send the fall issue of *The Iris Fan* using email as much as possible.
- Compile a total annual Youth income and expense report early in the month. Send it to the AIS Treasurer who will include this information in the AIS budget for the next fiscal year. (FY ends September 30.)
- Answer correspondence.

October

- Update youth master file. Send youth packets.
- Write "Youth Views" for the winter issue of the *Bulletin*. Send your article to the Bulletin Editorial Board.

- Write Youth Committee Report for Fall Board meeting. Fall report includes youth membership totals, by region. Send a report to the AIS Secretary for inclusion in board reports.
- Answer correspondence.

November

- Attend the fall AIS Board meeting. If the meeting is in-person, take youth materials for distribution to attendees.
- Update youth master file. Send youth packets.
- Continue receiving coloring contest entries until the deadline in November.
- Begin judging Coloring Contest entries for results.
- Contact new RVPs and discuss youth program goals. Offer help as needed.
- Answer correspondence.

December

- Update youth master file. Send youth packets.
- Determine winners of Coloring Contest and send out letters and prizes to the winners.
- Compile materials for *The Iris Fan*. Begin writing the same.
- Answer correspondence.

New for 2024: The AIS Youth Committee shall consist of the Youth Chair, the Youth Chairs from each AIS region, and where possible, the Youth Advisor from affiliate clubs. The Youth Committee is responsible to the Board of Directors of the AIS.

CONVENTION DUTIES

- Attend the Board meeting and explain anything on report, motions for changes, and or new items that may have come up since submitting the report to AIS Secretary.
- Host Youth Reception prior to the Welcome Banquet. Encourage Youth attendees to ride on the same bus so interaction can take place. Take photos.
- Host Youth Pizza Party (or ice cream social depending on schedule).
- Introduce Youth attendees at the Awards Banquet. Arrange seating at Youth tables for youth members and their families.
- Present Cosgrove Awards.