



# OPTICAL SOCIETY

ROCHESTER SECTION

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## Optical Society of America, Rochester Section, Inc. COUNCILOR-AT-LARGE DUTIES

**Last revision: September 2011**

1. Be an active participant in the Council, attend all Council meetings, and be a part of all Council discussions.
2. Be trustworthy, act with integrity, respect confidences, and be impeccably honest where trust or finances are concerned.
3. Be informed concerning the OSA-RS Bylaws and other policies and procedures, including requirements on not-for-profit organizations.
4. Sign the Conflict of Interest Agreement each year.
5. Participate in all policy and decision-making processes, help solve problems the Council is facing, and advise the Council on how to run efficiently.
6. Accept appropriate assignments, including committee assignments, and complete and report on assigned duties in a timely fashion. Work collegially, dependably, and professionally with Council members, OSA-RS members, and other volunteers
7. Come up with ideas to further the professional and educational purposes of the Council, including:
  - a. Names of potential speakers at meetings;
  - b. Local companies for plant tours;
  - c. Nominations for Honorary Membership or other honors or recognition;
  - d. Individuals, companies, or other organizations that may be interested in contributing to the professional and educational mission of OSA-RS, through cooperation, membership, financial or material donations, donations of time, or other means;
  - e. Ways to improve optics exposure of local elementary, middle school, and high school students;
  - f. Ways to reach out to students and professionals that have an interest in optics;
  - g. Activities, honors, and programs OSA-RS might establish or run;
  - h. Ways to maintain or improve the Section's operating finances; and
  - i. Improvements to the Bylaws, policies, rules, or practices of OSA-RS.
8. Act as plant representative, if the Councilor's employer or organization has none, and generally use personal connections to further the work and improve the interconnectedness of the OSA-RS.
9. Reach out to plant reps to get them involved and to understand how to increase attendance at speaker meetings and/or plant tours.
10. Suggest new plant reps from local companies which are not represented.
11. Organize the plant rep breakfast/lunch (one Councilor, by assignment).
12. Lead plant rep communications, including distributing the annual program (one Councilor,

by assignment).

13. Lead membership drives, with help from others (one Councilor, by assignment).
14. Come up with and implement ways to maintain or increase OSA-RS membership.
15. Get involved as much as possible in organizing Family Night, Educators' Day, and other activities.
16. Attend technical talks and meetings whenever possible.
17. Be connected to the membership of OSA-RS and the greater Rochester optics community, set a good example as a representative of OSA-RS, and tell others about OSA-RS activities and meetings.