



**Purpose:** This SOP describes the purpose and functions of the Flower Seed Committee.

**Scope:** This process applies to the purpose, structure, duties and meetings.

**References:** NA

**Procedure:**

1. Purpose: to improve flower seed testing
2. Structure: co-chairs (one AOSA and one SCST) and members
3. Duties:
  - a. Committee:
    - i. Develop flower seed rule proposals
    - ii. Suggest flower seed referee projects
    - iii. Liaison with the ISTA Flower Committee to promote uniformity
    - iv. Organize flower seed workshops to promote learning
  - b. Chair:
    - i. Forward any issues you want the Board to discuss to the Executive Director for inclusion on the Board meeting agenda
    - ii. Provide Executive Director with the minutes of any meetings/conference calls
    - iii. Maintain records of committee activities and pass them along to the next committee chair
4. Meetings:
  - a. The committee will meet by conference call as necessary
  - b. The committee will hold an open meeting at the annual meeting
    - i. February: provide Executive Director/Annual Meeting Planning Committee with meeting needs
    - ii. May: provide Executive Director/Annual Meeting Planning Committee with agenda to reserve meeting space and AV equipment
    - iii. give committee report during the business meeting
    - iv. send report for the Proceedings shortly after the annual meeting

**Changelog**

Changes Made	Date
Created SOP	8/9/2023
Author: Person in charge of this process	Date: Click or tap to enter a date.
Approved:	
Signature:	Date: Click or tap to enter a date.