



# **MISSOURI AQUARIUM SOCIETY**

## **Horticultural Award Program Chair**

### **Duties & Responsibilities**

- Accept and verify propagations of MASI members at MASI events (meetings, auctions, swaps)
- Always try to have a few blank HAP forms at MASI events in case members forget them
- Appoint one or two MASI members to be on the HAP committee to help with verifications if the chair is unable to do so
- Verify that the submitting member has followed the HAP rules, filled out forms completely, etc.
- Verify the member is a MASI member in good standing before awarding points
- Verify the member's identification of the plant they have submitted with accepted database (Tropicos.org, POWO.science.kew.org and others as needed)
- If unable to verify identification, contact recognized experts in the field for assistance – do not assign points until identification can be verified in some way, as with trade names for species variants
- If still unable to verify identification, assign temporary ID status until identification can be made (this can sometimes take years)
- Update Class and points as needed
- Assign points
- Keep track of all submissions (going back to the beginning of the program) and points in a spreadsheet, and submit reports to the Editor as needed for publication in the Darter, and update the master list annually

- Update format and back up the datafile so records are not lost
- Go through the entire list of submissions at least once every other year and update any nomenclature as needed
- Maintain a list of Prohibited Species, updating as needed with changes in Missouri State laws and US Federal Laws and notify members of any changes
- Make sure the trophy maker has adequate time to create any needed awards and present them at MASI meetings or at the annual banquet
- Make sure that any updates or changes to the program follow the outlined 3 core purposes of the MASI HAP as outlined in the rules and that any new rules follow these as well.