



OPTICAL SOCIETY

ROCHESTER SECTION

Optical Society of America, Rochester Section, Inc. COMPANY REPRESENTATIVE DUTIES

Last revision: November 2011

1. **Serve as the liaison** between the OSA Rochester Section and professionals in your company, at your company's site, at your institution, or within your organization or department ("company" for simplicity). Provide a human face for the Section at your company. Convey feedback on OSA-RS talks and activities to the Company Representative Coordinator, and help members get in touch with the Executive Council as needed.
2. **Publicize meetings**, tours, activities such as Family Night, and Annual Meeting. Post meeting notices and the Annual Program in prominent places at your company, and e-mail the information to interested colleagues.
3. **Recruit new members** for the Section from your company, including anyone with an interest in optics or in OSA-RS activities (not just those with expertise in optics). The OSA-RS Bylaws state that a member may be "any person or corporation interested in the advancement of optics and/or closely allied sciences and in the welfare of the [OSA Rochester Section]," or for student members, "any person enrolled full time in an optics or optics-related field of study at an accredited institution of higher learning."
4. **Consider inviting your company to pay dues** for employees. This is a great way to encourage employees to be active in the Section as well as help employees to stay current and connected.
5. **Consider inviting your company to become a Corporate Member** of OSA-RS. For details on the benefits of corporate membership, please contact the President or another member of the Executive Council.
6. **Encourage interested colleagues to sign up for (or renew) membership** via the OSA-RS website, osarochester.org, and to pay online. If needed, collect membership forms, Annual Meeting RSVPs, and payments from OSA-RS members at your company, and forward these to the OSA-RS Treasurer promptly. Inform the Treasurer or Secretary of any known changes in members' e-mail addresses or other contact information.
7. **Make your best effort to attend** OSA-RS meetings and be an active member. You are an important contact between the Council and your company, and your service will be acknowledged on our website.