

# Chair Job Descriptions

## Publicity Chairperson

1. Have the general meeting announced in the paper and on radio and TV each month
2. Coordinate with the officers and the Exhibit Chairperson to publicize club activities in newspapers and on radio and TV in a timely fashion.
3. Maintain TMCC website and facebook pages.
4. Attend monthly Board meetings

## Competition Chairperson

1. Announce club competition for the following month at each club meeting.
2. Post reminder to website during the weekend preceding the 3rd Tuesday deadline for entries.
3. Post all digital image entries for competition to the website no later than the 3rd Tuesday of the month. Or collect prints from appointed drop-off location.
4. Arrange for 3 judges for each competition.
5. Provide judges with instructions and form for scoring and comments no later than the Wednesday of the week before the 4th Tuesday club meeting.
6. Collect judges scoring and comments no later than the Saturday before the 4th Tuesday club meeting.
7. Calculate top four scores and honorable mentions, and record scores into yearly summary form. Provide Secretary with results.
8. Show all entries, results, and lead discussion of judge's comments at club meeting on 4th Tuesday
9. Post judge's comments to website.
10. If necessary, obtain points awarded from exhibits from Exhibit Chairperson.
11. Attend monthly Board meetings

## Exhibit Chairperson

1. Plan and make all arrangements for club exhibits, including securing judges if it is necessary.
2. Seek out exhibit opportunities to promote the Club
3. Write contracts for exhibits, providing 1 copy of said document to both the President and Secretary.
4. Provide exhibit information to the Publicity Chairperson in a timely fashion.
5. Provide cards with/for titles, names and print prices (if applicable) for each entry in an exhibit.
6. Hang, and remove, the exhibit- with the assistance of club members.
7. Send "Thank You" notes to the judges (providing there are any).
8. Provide the Competition Chairperson with a complete list of entries and any place awarded and points awarded as a result of any possible judging.
9. Provide a summary of competition and exhibit results to the President and to the Competition Chairperson, as needed.
10. Provide each participating member with a summary of their competition, and any judged exhibit results, showing those photographs which are eligible for the "Year-End" competition.
11. Attend monthly Board meetings, if requested.

## Scavenger Hunt Committee Chairperson

1. Announce the categories at the February club meeting
2. Collect submissions at the August meeting
3. Prepare foam boards with submission for presentation at September meeting
4. Purchase awards for categories within a budget
5. Tally votes and award prizes at September meeting
6. Select committee members to assist with the scavenger hunt

## Picnic Committee Chairperson

1. Select park for Club's summer picnic
2. Communicate picnic date, time and place to members
3. Organize potluck
4. Select committee members to assist with the picnic

## Banquet Committee Chairperson

1. Select place to hold January banquet
2. Possibly run Silent Auction
3. Prepare and present program for banquet
4. Select committee members to assist with the banquet