

**Thunder Mountain Camera Club
Chairperson Job Descriptions
Revised November 2018**

Publicity Chairperson

1. Have the general meeting announced in the newspaper, radio and television each month.
2. Coordinate with the officers and the Exhibit Chairperson to publicize club activities and exhibits in local newspapers, radio and TV in a timely fashion.
3. Create (or have created) posters for special events or exhibits, when necessary.
4. Email club visitors (non-members) of special events upcoming and encourage membership.
5. Monitor Website and Facebook page to be sure events are updated as well.

Web Master

1. Maintain TMCC website.
2. Post reminder to website competition deadline for entries.
3. Post digital images to the website as requested by the Board
4. Assist competition Chair with photo entries as needed, such as, download photos from club competition email and put in club dropbox folder, provide competition photo link to club member hosting competitions.
5. Post judges comments and winning photos to the website as per Competition Chair.
6. Add all club outings and meetings to the events on the website.
7. Attend Board meetings.
8. Coordinate with Social Media Chairperson.

Social Media Chairperson

1. Maintain Club Facebook Page and Group page.
2. Rotate club page cover and profile photos, and group page cover photos.
3. Add all club outings and meetings to the events on the club page. Share events when upcoming as well as sharing within the Facebook group. Coordinate with Web Master.
4. Maintain club group with discussions and posts that are thought provoking and educational for members.
5. Maintain other social media sites (as needed or deemed appropriate by Board members).

Competition Chairperson (Recommend minimum of 2 committee members for this role)

1. Announce club competition for the following month at each club meeting.
2. Collect prints from appointed drop-off location for print competitions.
3. Arrange or appoint a club member who will host each competition to do the following.
 - a. Use standardized club voting process or set an alternative discussion.
 - b. Provide judges with instructions and form for scoring and comments.
 - c. Collect judges scoring and comments.
 - d. Calculate top four scores and honorable mentions, and provide Secretary with results.
 - e. Show all entries, results, and lead discussion of judge's comments at club meeting on 4th Tuesday

4. Work with treasurer and banquet chairperson to arrange for awards and prizes for end of the year banquet.
5. Appoint a PSA Competition Committee Member or maintain PSA Submissions, have judges or club members vote for top 6 and submit to Photographic Society of America for the Club entries in the Interclub Projected image division four times per year (or as per the PSA rules).
6. Maintain point systems from individual club competitions, print competition(s), PSA Competitions to calculate prizes for the annual banquet.
7. Attend Board meetings.

Exhibit Chairperson

1. Seek out exhibit opportunities to promote the Club
2. Plan and make all arrangements for club exhibits.
3. Write/sign contracts for exhibits, providing copy of said document to both the President and Secretary.
4. Provide exhibit information to the Publicity and Social Media 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 assistance of club members.
7. Attend Board meetings, if requested.

Scavenger Hunt Committee Chairperson

1. Announce the categories at the October 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 set by board
5. Tally votes and award prizes (if available) at September meeting
6. Select members to assist with the scavenger hunt (if needed)

Picnic Committee Chairperson

1. Select location for Club's summer picnic (work with treasurer for budget)
2. Communicate picnic date, time and place to members
3. Organize potluck in advance
4. Work within budget provided by Board
5. Select members to assist with the picnic (if needed)

Banquet Committee Chairperson

1. Select place to hold January banquet
2. Run Silent Auction (if applicable)
3. Work with President and Secretary to prepare and present program for banquet
4. Work within budget provided by board
5. Select members to assist with the banquet