

Is selected and approached by the newly elected President and/or Nominating Committee to serve; or may volunteer for the position.

Is selected for a two-year term, which may be repeated any number of times.

Attends all scheduled meetings for the general membership. Notifies the President or other responsible officer if unable to attend in order that duties can be delegated during absence.

Acts as a host toward all members, visitors, judges, and potential new members at all functions.

Provides coverage at any function, when asked, for any position left vacant by the temporary absence of another Board member.

Notifies Board if withdrawing from official position, allowing sufficient time and coverage for a temporary replacement to be selected.

Clarifies expenses with the Treasurer or President prior to incurring. Submits detailed receipts for reimbursement or arranges for prepayment.

As Image Coordinator (Prints):

Provides members with print identification stickers and entry forms.

Collects photography prints to be offered in competition at the first meeting of the month, September through May.

Sets up the print table equipment and supplies; puts these away at the end of competition.

Arranges entries in piles according to categories; prior to competition, arranges each pile according to the order of presentation in the light box (all of the prints listed first on the entry forms, followed by all of the prints listed second on the entry forms).

Assists with print check-ins; helps provide coverage or arrange for a substitute if the Print Assistant is unable to attend the competition meeting.

Supervises the Print Assistant.

Gives half of entry sheet to Scorekeeper for recording and returns the other half to the entrant.

Assists the CACCA Delegate with selection of monthly CACCA entries, if needed.

Obtains and applies ribbons to the backs of winning prints, e.g. Prints of the Month (POM), Awards, Honorable Mentions.

