

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 Program Coordinator:

Selects and makes arrangements for programs well in advance of the second meeting of each month, September through May; may corroborate with the Banquet Coordinator to plan activities for the mid-December Holiday Banquet and the Awards Banquet in mid-May.

Provides programs of these types: media shows, hands-on demonstrations, seminar programs, workshops, product displays with usage information by company representatives, travelogues, or any other format for entertainment or educational purposes related to photography.

Receives a current list of CACCA Speakers from the website or CACCA Delegate; may supplement that list with independent photographers whose work is reputed to be of quality and interest to the club; may also enlist FCC members to offer entertaining or educational photography programs.

Arranges with selected program providers the dates, times, directions, necessary equipment, and compensation if required; discusses compensation with the Treasurer and/or President before finalizing arrangements.

Notifies the President, Webmaster, and Newsletter Editor of the scheduled activity as soon as it is confirmed; promotes programs.

Reconfirms at least one week prior to the date; if provider is unable to honor the commitment, notifies the President and attempts to obtain another provider.

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PROGRAM COORDINATOR

Introduces the provider to the assembled members, including name, club affiliation, background, purpose of program or title of show, and any other pertinent information.

Thanks the provider after the program; offers the members an opportunity to ask questions.

Arranges for compensation through the Treasurer, if previously arranged.

May follow up with an e-mail or other note of gratitude to program providers.

