

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 a Publicity Coordinator:

Sets goals for the growth and advancement of the club.

Initiates new ways to promote the club.

Designs a flyer during June and July for distribution in early August throughout the season; includes information such as the name of the club its purposes and goals, location, meeting dates and times, activities, contact persons, and a general invitation to attend meetings; arranges for printing of flyers; arranges for distribution of flyers to places such as camera stores, local colleges, community/recreation centers, libraries, workshop locations, and other appropriate locations.

Prepares press releases for local newspapers, e.g. the Regional News, the Southtown Star, the Orland Park Prairie, Tinley Junction; submits them throughout the club season, as required by individual newspaper editors.

Establishes a rapport with local newspapers; obtains permission to submit Prints of the Month for publication; obtains from the members the appropriately sized JPEG images of the POMs and submits them for publication.

