

Is selected and approached by the newly elected President or the 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 CACCA Delegate:

Acts as a liaison between FCC and the Chicago Area Camera Club Association.

Reports relevant CACCA news to the general membership.

Arranges with the Treasurer to pay the CACCA annual dues.

Assists in the selection of all entries to CACCA Inter-club competition.

Attends the CACCA meeting/competition, usually held on the 2<sup>nd</sup> Saturday of the month, October through May at the First Methodist Church in Palos Heights between 9:00 a.m. and 4:00 p.m.

Represents the FCC at the meeting and picks up the CACCA News issues and other information directed to the FCC.

Places entries for Inter-club competition, gathers the entries after the contest, and returns them to the entrants at the next scheduled FCC meeting.

Arrives at the CACCA meeting by 11:30 a.m. or early enough to insure that the competition chairmen have adequate time to prepare.

## CACCA DELEGATE

Collects entries for Individual competitions (Nature, Photojournalism, Alteration of Reality, etc.), submits them to CACCA competition, and returns them to the entrants at the next scheduled FCC meeting.

Completes the forms for Inter-club competitions only. FCC entrants of Individual competitions must complete their own forms. The preparation of any entry is the sole responsibility of the image-maker. The delegate does not add borders or change/adjust CACCA submissions.

Sends the results of Inter-club and Individual competitions to the editor of the Foresters' Focus and announces those results at the first FCC meeting that follows each CACCA competition.

Notifies the CACCA Alternate if unable to attend a CACCA meeting/competition, ensuring that the Alternate fulfills the necessary duties.

