

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 Field Trip Coordinator:

Researches and selects sites for field trips to experience and share the art of photography in a new or familiar setting; plans ahead for outings.

Notifies members of the outings well in advance, allowing enough time to encourage member participation.

Presents field trip plans to membership, including information about photo opportunities, expected length of time, possible transportation modes, plans for meals, estimated costs, equipment to bring, etc.

Asks for number of photographers interested in participating. Records their names for contact later.

Acts as a contact source for facilitating arrangements.

Arrives early the day of the outing to organize any details, relate any change of plans, set the location and times to meet at the site, etc.

Provides photos/articles to the Webmaster and Editor of the *Foresters' Focus* newsletter to promote field trip activities.

May share the above duties with another member or members; may take turns coordinating trips.

