

Foresters Camera Club      Description of the Duties for MENTOR COORDINATOR

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 Mentor Coordinator:

Solicits volunteers to mentor new members.

Attempts to pair new members with suitable mentors based on similar camera equipment, specific needs, personality, and gender.

Follows up and reassigns pairs if needed.

May facilitate the education of new members by offering trainings, workshops, outings, or other appropriate activities.

Encourages growth in photography by making mentors and mentorees aware of photography seminars and programs available outside the club.

