

# Sonora Photo Club Roles and Responsibilities

And 2019 Openings

# Club President

- Create meeting agenda and distribute a week before each meeting.
- Facilitate club meetings.
- Keep an ear open for suggestions from club members.
- Solicit sign-ups for the Photographer of the Month (PoM) - agenda item. Maintain a running list on the club website. Remind each PoM a month ahead, and if anyone is unable to participate, solicit alternates.
- Periodically solicit ideas for the next set of Theme of the Month -- agenda items. Maintain a running list on the club website.
- Field questions from members during the month.
- Retrieve voicemail messages from club's Google Voice account and respond as appropriate.
- Respond to the emails sent to website club address.
- Review and edit meeting minutes before distribution.
- Act as the point of contact when a someone would like the club to participate in an event or activity.

# Club Vice President

- Assist the President with club leadership activities as needed/requested/possible
- Provide backup coverage for meeting facilitation (when possible)
- Consult with President in planning for club business as requested
- Handles coordination with club committees that are formed. Does not have to be a member, but will coordinate/follow-up as needed.

# Secretary

- Act as scribe during club meetings to record activities, discussion points, decisions, and action items.
- Provide meeting minutes to the club President for distribution.

# Treasurer

- Collect member dues.
- Maintain club bank account (receiving dues, paying out for expenses)
- Coordinate with Membership Coordinator to identify new (or departing) club members and dues payments.
- Provide periodic reporting of club financials to club membership.

# Activities and Education Coordinator

- Keep track of ongoing activities such as slideshows, extended displays, presentations, contests, holiday party, etc. These need to be included as sign up items and/or scheduling items on the agenda developed by the club President.
- Maintain page(s) on the club website to track these activities
- Solicit ideas from club membership, and/or suggest ideas for, and organize periodic “extracurricular” club activities (e.g. photo walks, photo day trips, etc). Organization of the extracurriculars can be delegated to an interested club member (this individual doesn’t have to “do it all”).
- Work with club membership to identify and plan guest speaker or other activities in months where there isn’t a slideshow or contest.
- Solicit club membership for extended display or something similar to provide varied content during meetings.

# Facilities Coordinator

- Maintain working relationship with the facility (currently the Sonora Public Library) to arrange for continued use for monthly meetings.
- Work with facilities owner to identify and resolve any equipment failures or other facility issues.
- Book the room on an annual basis in the libraries online booking system.

# New Member Mentor

- Develop and maintain printed new member welcome packet, and provide to new and prospective members.
- Develop and maintain content for new member information page(s) for website and provide to Webmaster to post online.
- Maintain club roster and provide to Webmaster to post online.
- Maintain member “badges” for use at club meetings and events



# Webmaster and Assistant Webmaster

- Maintain web hosting contract with service provider.
- Design and maintain web pages.
- Configure and maintain credentials for password protected site content.
- Configure and maintain Email hosting software and club mailing lists.
- Identify & solicit membership feedback on potential new website features to make use of advancing technology to meet current and future needs of the club and other interested parties.

## 2018 Roles Filled By...

President - Zack Levey

Vice President - Bill Heiser

Secretary - Pat Jennings

Treasurer - Laurie Lehmann

Facilities - Pat Jennings

Webmaster - Bill Heiser

Asst. Webmaster - Zack Levey

Education - Steve Brooks

New Member Mentor - Zack Levey

Display - Zack Levey

# 2019 Openings...

**President - OPEN**

**Vice President - OPEN**

Secretary - Pat Jennings

**Treasurer - OPEN**

**Facilities - OPEN**

Education - Steve Brooks

**New Member Mentor - OPEN**

Webmaster - Bill Heiser

Asst. Webmaster - Zack Levey

**Display - OPEN**