

## **Position Description**

### **Practical Photography Chairperson**

#### **Position Purpose/Overview:**

The position of Practical Photography Chairperson is an appointed position. This person becomes a voting member of the OCC board of directors. It shall be the duty of the Practical Photography Chairperson to provide to the Club, a program once a month, for each scheduled monthly meeting. Those programs shall include, but not limited to, providing educational presentations, hands on learning and technical knowledge in the field of photography.

#### **Duties & Responsibilities:**

- 1) Attends Monthly Board Meetings
- 2) Provides a monthly article for the Club's newsletter
- 3) Arranges to provide one program for each scheduled monthly club meeting
- 4) On "Practical Photography" monthly meeting, will co-ordinate announcements, introduce the training material and oversee the meeting.
- 5) The Chairperson may bring in Instructors for the meeting from outside Club membership, use Club members as Instructors or be the Instructor for the meeting.
- 6) Updates the Club's online calendar with the upcoming meeting information as submitted to the newsletter.
- 7) Ensures email announcements of meeting are scheduled to be sent to club members

#### **Zoom Meetings:**

When club meetings use the zoom platform to do presentations, on the night of Practical Photography, it will be the Practical Photography Chairperson's responsibility to host the Zoom meeting.