

## **Position Description**

### **Member Sharing Night Coordinator**

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

The position of Member Sharing Night Coordinator is an appointed position. This person becomes a voting member of the OCC board of directors. Develops and facilitates monthly meeting to include in person meetings and virtual meetings.

#### **Duties and Responsibilities:**

- Attends monthly Board meeting to report Member Sharing activities and obtain any approvals for program changes or any financial actions.
- Develops program/themes for Member Sharing meetings, to include virtual meetings.
- May utilize an advisory committee and select committee members from current club membership.
- Ensures equipment required for image presentation is available.
- Sets up Dropbox monthly meeting folder for members to submit images for sharing virtual meeting.
- If meeting virtually, opens the meeting at least fifteen minutes prior to scheduled meeting time to allow members time to log into the meeting platform.
- Facilitates meeting to encourage member participation. May rotate the monthly moderator role, selecting moderators from within the current membership.
- Submits an article monthly to the Newsletter editor to announce the topic for the meeting and requirements for members submitting images.
- Updates the club's online calendar with the upcoming meeting information as submitted to the newsletter.
- 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 Member Sharing, the Member Sharing coordinator will be responsible for hosting the Zoom meeting.