



## Nevada Camera Club Committee Chair Positions

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*Revision: September, 2023*

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## INTRODUCTION

Reviewing Nevada Camera Club (NCC) appointed standing committees will help determine which committee positions are *important by relevance* to help successfully grow the Nevada Camera Club.

Currently, the Nevada Camera Club Constitution and By-Laws revised November 01, 2016 under *Article VIII Committees* states:

**Section 1.** The following appointed standing committees shall be established to conduct Club activities:

|                                 |  |
|---------------------------------|--|
| <b><i>Programs</i></b>          | <b><i>Education</i></b>                  |
| <b><i>Membership</i></b>        | <b><i>Public Relations</i></b>           |
| <b><i>House</i></b>             | <b><i>PSA Liaison</i></b>                |
| <b><i>Competition</i></b>       | <b><i>Community Liaison</i></b>          |
| <b><i>Merits</i></b>            | <b><i>Specific Interest Group(s)</i></b> |
| <b><i>Club Publications</i></b> | <b><i>Web Site Administrator</i></b>     |
| <b><i>Field Trips</i></b>       | <b><i>Club Apparel</i></b>               |
| <b><i>Club History</i></b>      |  |

Standing committee chairpersons shall *present reports of activities and progress* periodically to the Executive Board or to the membership at Club meetings.

**Section 2.** The chairperson of the Past Presidents' Advisory Council shall be designated by the Past Presidents. Following the election in November, and prior to the Executive Board meeting in January, other standing committee chairpersons for the succeeding year shall be selected by the President-elect subject to majority approval by the current President, President-elect, Vice President-elect, Secretary-elect and Treasurer-elect.

**Section 3.** Following the Executive Board meeting in January, chairpersons of standing committees other than the chairperson of the Past Presidents' Advisory Council shall be appointed or discharged by the President with approval of the Executive Board.

**Section 4.** Special committees may be appointed by the President as required and discharged by the President when they have completed their assignment.

**Section 5.** The activities of Club committees shall be determined by the Executive Board. The activities decided upon shall thereafter be carried out by the committee chairpersons and members appointed by the chairpersons to their respective committees.

## GOALS

1. Clarify appointed standing committees with position duties, approximate volunteer man hours and length of service time.
2. Publicly announce volunteer committee positions through Nevada Camera Club monthly newsletter, E-notices and in-house meetings

## SCOPE OF CURRENT COMMITTEE CHAIR POSITIONS

### 1. Length of Service

Each appointed NCC standing committee chair should be filled for **one (1)** calendar year. Current committee chair has the option to extend his/her tenure with Executive Board approval.

### 2. Volunteer Man Hours

Volunteer man-hours are approximate hours needed to complete Committee Chair duties per month. On occasion, volunteer hours may be greater or less than listed for special events and activities.

### 3. General Duties for all Committee Chairs

- Each Committee Chair is required to attend NCC monthly Executive Board (E-Board) meetings. Currently, E-Board meetings are virtual meetings using Zoom on the 1<sup>st</sup> Tuesday of each month.
- Committee Chairs are responsible for submitting monthly updates on activities for their respective Committee Chair positions to Secretary.
- Committee Chairs are responsible for writing articles for NCC newsletter, *Focal Expressions*, if there is something to publicly announce to NCC members.
- Each Committee Chair will be provided with everything needed to accomplish their duties. Out of pocket expenses will be reimbursed. Anything over \$50, requires prior approval by Executive Board (E-Board).

## CURRENT APPROVED COMMITTEE CHAIR DUTIES

### Programs: (~30 hrs/month)

- Program chair is responsible for NCC Monthly Program meetings. Program meetings are held on the 2<sup>nd</sup> Friday of the month.
- This can include contacting guest speakers through e-mail or phone calls. An understanding of the speaker's needs, such as video or projection electronics for presentation.
- Introduction of guest speaker at in-house meetings.

### Membership: (~ 4 hrs/month)

- Most membership duties occur at the monthly meetings.
- Membership Committee Chair will be responsible for writing a blurb about new members for the monthly newsletter, *Focal Expressions*.
- Membership Chair works closely with Treasurer, especially at in-house meetings.

- At each monthly meeting set out a sign-in sheet for members and visitors to sign.
- Count heads and verify that everyone has signed in.
- After the meeting give the sign-in sheet to the Merit Chair.
- If a visitor wants to join, new member will fill out an application, Chair will assign new membership number, and ask new member to meet with Treasurer to pay membership dues. Usually, Treasurer and Membership Chair are sitting together to make this process seamless. You will also issue their ID Badge and give them Welcome Packet that contains the latest newsletter, Constitution and By-laws (if you have copies available, otherwise inform them where it can be found on website). Give sample letter of what to look for from NCC.
- During the announcements portion of the meeting, announce the visitors and new members. It's very important the visitors and new members feel very welcome.
- The Nevada Camera Club maintains a Master Membership Record (MMR), this is where you will work with the treasurer to ensure all the information in the MMR is current and accurate. The MMR is an Excel spreadsheet that contains information for all members (Past and Present).
- Beginning of each month, email the MMR to the Treasurer and President (currently done by Treasurer).
- The membership chair is also a member of the Nevada Camera Club Executive Board and will attend monthly E-Board meetings. Currently, E-Board meetings are virtual meetings using Zoom on the 1st Tuesday of each month.
- Enter the new member's information into the Nevada Camera Club website and e-mail new member a password so they will have access to the Members Section of the website.
- The ABSOLUTE Best Part of Membership is you get to meet everyone, and you will be their first impression of the Nevada Camera Club!

**House:** (~3 hrs/month) – *Vacant*

- On occasion may need to find alternate meeting location if the current location is unavailable.
- Ensure meeting location is open.
- Assist with setup, tear down and clean-up if needed before and after each in-house meeting.
- Setup and tear down Mobile PA system if needed.

**Competition:** (~8 hrs/month)

- Responsible for Monthly Print, Monthly Electronic, Annual Print, Annual Electronic, and Annual Juried Competitions
- In most cases Monthly Print and Monthly Electronic has their own Chair Positions, and a Chair Position for Special Competitions
- Responsible for coordinating Judges, Print Handlers, Take In, Light Box Setup for in-house Monthly Print Competitions, announcer, scorer, merits and ribbon recorders.
- Responsible for coordinating judges for Monthly Electronic Competition, announcer, scorer, merits and ribbon writers.
- Responsible for coordinating outside judges, judging location, display locations (Courthouse, Library, etc), set up and tear down at display locations, ordering special competition ribbons, and presenting checks to the winners of Special Competitions. Take-in and prepare images to hang for Special Competitions.

- Prepare all paperwork for monthly competitions.
- Coordinate with treasurer for check to present to the winners for Annual Open Print and Electronic Best of Show Competitions

**Merits:** (~5 hrs/month)

- Record each member's merit points per NCC Merit Awards System
- Award members with their milestones and publish milestone in the newsletter when appropriate.
- Responsible for ordering merit awards
- Informs members as they move up to the next class level.

**Club Publications:** (~15-20 hrs/month)

*Publisher duties for monthly NCC newsletter include:*

- Responsible for creating layout for NCC Monthly Newsletter, *Focal Expressions*
- Responsible for collecting content (articles, competition images, competition results, etc.) for monthly newsletter.
- Some knowledge using Adobe's InDesign software.
- Ensuring newsletter content is proofread and free of grammatical and spelling errors.
- Upload final PDF version of newsletter to NCC website for electronic viewing.
- Responsible for mailing newsletter to members requesting a hard copy.
- Responsible for emailing electronic copy of NCC newsletter to paid advertisers.
- Contact at least one Perfect Score or Blue Ribbon winner for write-up to be featured on cover of newsletter and ask permission to include their article on social media platforms.

*Other Publisher duties include:*

- Work with the special competitions chair to update entry information for the Annual Open Print, Annual Open Electronic, and Juried Exhibition. Once the results have been finalized, copies are printed and taken to NCC advertisers and included in *Focal Expressions*.
- Responsible for printing certificates to be given to guest speakers at monthly program meetings, and for the annual awards celebration,
- Print Certificates of appreciation for committee chairs, Photographer of the Year (POY), runners up, and President's Maximum Effort Awards (goes to those who entered the maximum number of entries in all the monthly and special competitions)
- Present Certificate awards and plaques for Kaleidoscope of Blues Award, 27s Award and Ace Awards at Awards Celebration in December.
- Publisher also sends out E-Notices to members that the newsletter is available for viewing on NCC website, reminders of NCC happenings, special events and/or notifications.

**Field Trips:** (~2-3 hrs/month)

- Coordinate Date, Time, and Location for an NCC Field Trip
- Announce details at monthly meetings and in the newsletter
- Have a sign-in sheet available for members to sign in for Merit Points
- After field trip email or hand in sign-in sheet to Merits Chair to record merit points for members attendance.
- Coordinate yearly multiday field trip

**Club Historian:** (~4-6 hrs/month) - *Vacant*

- Responsible for writing an article for the newsletter, highlighting something from NCC.
- Provide content (articles, photos) regarding NCC functions, such as our Awards Celebration, awards ceremonies for Annual Electronic Image Competition, founding anniversary picnic.

**Education:** (~? hrs/month) - *Vacant*

- Provides educational Programs and monthly articles for our members.

**Public Relations:** (~? hrs/month)

**No information regarding this position**

**PSA Liaison:** (~? hrs/month)

- Keep club updated with PSA Events for club/member interests (Inter-Club Competition, Available Courses, Available Webinars).
- Keep club updated with PSA Events (Photo Festival, Volunteer Opportunities....etc).
- Encourage club members to join PSA.
- Help club members with any questions or issues with PSA.
- Coordinate through PSA the Annual World-Wide NCC Competition

**Community Liaison:** (~? hrs/month)

- Facilitate a close working relationship between Las Vegas schools, businesses, and interest groups through communication about NCC.

**Specific Interest Group (SIG):** (~? hrs/month) - *Vacant*

- Specific Interest Group Chair should be familiar with member's photography specialties or genres. For example, a member may be knowledgeable with astrophotography, street photography, portrait/glamor photography, sports and action, Beginner's Group, Alternate Processes, etc.
- Work with Education and/or Field Trip Chairs to promote specific interests.
- Lead Judges Corner sessions

For example:

**Sports and Action:** (~? hrs/month)

- How to get the best images in a fast-paced environment
- Look for events around the Las Vegas Valley that has a lot of Sports and Action and coordinate access for NCC Members (if needed)
- Constantly be on the lookout for Sports and Actions events that will give members an opportunity to shoot
- Assist members in the basics of shooting sports and action events. Explain safety and other professional courtesies involved in the event

Examples of Events:

- a) Las Vegas Corporate Challenge
- b) Local Flag Football
- c) Local Football (there is even a Woman's Tackle Football team in Vegas)
- d) UNLV Soccer, Softball, Baseball (Granted, some UNLV Sports may be very difficult to get access)
- e) CSN Soccer and Baseball (CSN Access is a lot easier than UNLV)
- f) Las Vegas Aviators Baseball (This used to be very easy but has become extremely difficult. Will be hard to get into most professional events)

**Internet/Web Site Administrator:** (~? hrs/month)

- Maintain the NCC Website, E-Mail, and Listserv
- Ensure domain name is paid when up for renewal
- Provided links for online Zoom meetings (E-Board, Judges Corner, Monthly Electronic Competition....etc)

**Club Apparel:** (~? hrs/month)

- Responsible for items to be easily branded for NCC. Everything from Ink Pens, Pins, T-shirts to Rain Jackets
- Works with local embroiderer (Fantastic Embroidery at the Boulevard Mall) to ensure they have our logo if members want a personal item(s) embroidered.



## SCOPE OF UNAPPROVED COMMITTEE CHAIR POSITIONS

### Advertising: (~? hrs/month)

- Reach out to local businesses to sell ad's for the NCC Newsletter and NCC Website and prepare invoices for Advertisers
- Update Treasurer with any ad's sold.

### Registered (Resident) Agent: (~? hrs/month)

- This is the NCC Point of Contact on file with the State of Nevada Secretary of State office to receive official government and tax documents on behalf of the NCC
- Each year the Resident Agent files Annual Report and List of Officers with the Nevada Secretary of State office. Filing fees will be reimbursed.

### Exhibit Display Modules: (~? hrs/month)

- Responsible for a 12' (maybe 15') trailer which stores all Display Racks used while displaying NCC images at the courthouse or other locations.
- Chair must be in attendance for setup and take down of Annual Print Competitions

### Welcoming Committee: (~? hrs/month) - *Vacant*

- Greet all visitors when they arrive at a meeting.
- If they want to join, take them to the Membership/Treasurer table.
- At earliest convenience, introduce visitor or new member to the President and Vice President
- It is encouraged that Vice President then introduces visitor or new member to other members.
- If it can't be done prior to the meeting, then make introductions after the meeting.

## CONCLUSION

As shown, Nevada Camera Club has several Committee Chairs approved by the Constitution and By-Laws as well as unapproved positions which need to be addressed for the size of the camera club. In the past, several of these positions have not been filled which led to current Committee Chairs to wear several *"hats"* along with their current Committee Chair duties.

The Executive Board should prioritize these positions based on the need and growth of the Nevada Camera Club and publicly announce vacant positions to members through Newsletter publications, E-notices and verbal communication at in-house meetings.