

Volunteer Job Descriptions

<p>Carson Mall Display Coordinator</p> <p>Current Volunteer <u><i>Anke Simpson</i></u></p>	<ul style="list-style-type: none"> • At end of the monthly Photo Club meeting, load the new group of photos for posting into the wheeled carrying folder, with a pillow case protecting every other photo. Make sure that each photo has, taped to it, the identifying card: the photographer's name, the photo title, and the notation that it is 1st, 2nd, 3rd, Winners' Choice, or other. • Before going to the Carson City Mall, print or hand-write a label for each photo, with the picture name and the name of the photographer • Unlock the glass case in the Carson City Mall (the key is in a bag in the wheeled container). • Take old photos down and place in the wheeled carrying box, to bring to the next meeting for pickup by their owners. Place new photos along with identifying title and photographer's name, and ribbon or Winners' Choice placard. • Place other members' photos with their name and the name of the photo. • Lock glass case. • Ensure that brochures are available
<p>Digital Photo Sharing</p> <p>Current Volunteer <u><i>Shellie McMasters</i></u></p>	<ul style="list-style-type: none"> • Secure the basic information (name of photo and photographer; technical details of each photo) and a digital copy of each month's winning photos. • Supply the needed information to the editor of the Nevada Appeal; the Photo Club newsletter; Facebook; Carson Now.
<p>Facilities Coordinator</p> <p>Current Volunteer <u><i>Anke Simpson</i></u></p>	<ul style="list-style-type: none"> • Reserves the Ormsby room annually. • Ensures a key is available to open Ormsby Room each month. • Stores materials for photo competition judging, name badges, and other items used monthly, and distributes them prior to each meeting.
<p>Webmaster</p> <p>Current Volunteer <u><i>Jerry Adkins</i></u></p>	<p>Maintains website. Posts monthly winners and up to 10 photos from each member. Keeps a PDF copy of each newsletter on the website. Deletes photo albums posted for individuals who are no longer members.</p>

<p>Field Trip Coordinator</p> <p>Current Volunteer <u>Trent Pitsenbarger</u></p>	<ul style="list-style-type: none"> • Determines, with membership input, which field trips will be scheduled, • finds out how many people are interested in a proposed field trip; • decides who will lead it.
<p>Field Trip Leader (If appointed by Field Trip Coordinator to lead a particular trip, in the absence of the Coordinator)</p>	<ul style="list-style-type: none"> • Handles the "day-of" details of the field trip - determining meeting place and time, • Makes any required reservations, • plans specific activities at the site, and does final coordination with participants.
<p>Holiday Party Coordinator</p> <p>Current Volunteer Shellie McMasters</p>	<ul style="list-style-type: none"> • Identify, with input from members, a location, date, and time for the event • Find out how many people will be coming, to help in the planning. • Determine menus available • Select and wrap appropriate gifts
<p>Newsletter Editor</p> <p>Current Volunteer <u>Jim Murch</u></p>	<p>Each month, the editor receives digitally from</p> <ul style="list-style-type: none"> • President (AJ Depew): President's Message • Secretary (Cathy Carney): Report from last month's meeting and plans for next month's meeting • Digital Editor (Shellie McMasters): Digital copies of winning competition photos • Presenters (varies): Handouts from the presentation, if appropriate • Field Trips participants (varies) Reports and images from Field Trip coordinator, or someone he designates. • Treasurer (annually in January) List of registered members and e-mail contacts <p>The task of the newsletter editor is to combine this information into a single document, and e-mail it to the membership.</p>
<p>Library Display Coordinator</p> <p>Current Volunteer Monique Giron</p>	<ul style="list-style-type: none"> • Secure in March of each year the two display cases in the library, eighteen months in advance. (for October). • Complete the library release forms prior to using the display cases. • Obtain photos taken in the past few years from members. • Mat photos, put them in the cases on October 1, and remove them October 31. • Put up in the display case on October 1, and remove them October 31.

