

# **GRAND HAVEN WOMAN'S CLUB – JOB DESCRIPTION**

**Position:** Photographer Chairperson

**Date:** September 2024

## **Qualifications:**

- Access to or own a camera
- Experience with and knowledge of operating a camera
- Organized and good communication skills
- A member of the Woman's Club for one year and in good standing

## **Responsibilities:**

- Able to attend all Woman's Club Activities to take pictures of each event which includes monthly luncheon meetings and fundraisers
- Forward pictures of events to the Web Master to post on the Woman's Club Website and the monthly newsletter when applicable
- Submit pictures to the FB Administrator for posting when applicable
- Track activities and associated hours and report them monthly
- Collaborate with Communications and Public Relations Committee Chairperson regarding photos for external communications
- Serve on ad hoc committees when applicable

## **Term Limit and Voting Privileges:**

- This position is a Standing Committee and appointed by the President
- This position is a two-year commitment. This position does not have term limits
- This position has voting rights at monthly board meetings
- Attendance at board meetings is necessary to ensure quorum