GRAND HAVEN WOMAN'S CLUB – JOB DESCRIPTION

Position: Photographer Standing Committee Chair

Date: May 2026

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 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**