

DUTY MANUAL

PRESIDENT

1. **At Regular Club Meetings**
 - a) Officially opens each regular Club meeting.
 - b) Welcomes visitors and new members and has them introduced by Membership Chair.
 - c) Relays various information of interest to Club members.
 - d) Asks for reports from any Officer or Committee Head or other persons having information/news for the Club.
 - e) Calls for any other old business.
 - f) Turns meeting over to the appropriate Chair for the night's activity.
2. **Procedure at Board of Directors Meetings**
 - a) Sets time and place for Board meeting.
 - b) Calls meeting to order.
 - c) Has Secretary read minutes of the last Board Meeting. Any corrections, additions, or deletions are inserted into the Minutes by Board if shown that such is required. Asks that Minutes be approved.
 - d) Asks Treasurer for financial statement.
 - e) Calls for reports from any Officer or Committee Head present.
 - f) Opens floor for old business (proceed one subject at a time).
 - g) Asks for new business.
 - h) All business being taken care of, declares meeting adjourned.
3. **Throughout the Year**
 - a) Presides at regular meetings.
 - b) Arranges for a minimum of four Board meetings a year.
 - c) Represents Club interests to other groups.
 - d) Attempts to maintain a good image for the Club.
 - e) Appoints special committees for performing various functions of the Club.
 - f) Organizes annual competition and awards banquet.
 - g) The Past President is a member of the Board or Directors.

VICE PRESIDENT

1. Assumes President's duty when the President is unable to fulfill his/her duties due to illness or other reasons.
2. Becomes President the following year.
3. Observes the operating procedures of the Club.
4. Arranges outside judges for each competition at least two months in advance.

SECRETARY

1. Takes the Minutes of all Board of Directors meetings. Makes two copies: one copy is retained by the Secretary and second copy is given to the Editor for publication in the Club newsletter (to be named).
2. Sends cards to Club members during time of illness or death in the family.
3. Handles any necessary correspondence for the Club or its officers when pertaining to the Club business.

4. Sends out thank-you notes to any guest lecturer, judge or commentator.
5. Attends all Board of Directors meetings.
6. Keeps records of past years Minutes and passes on to the successor.

TREASURER

1. Collects dues at the beginning of each calendar year and from new members at their time of joining.
2. Sends out a bill for the next year's dues to the membership by December first of the current year.
3. Keeps accurate record of income received and expenses paid during his/her term of office.
4. Provides a financial statement at each Board of Directors meeting.
5. Attends all monthly meetings in order to pay the judge/lecturer and to collect dues from new members.
6. Publishes Annual Financial Statement at Annual Banquet.
7. Keeps all records of past years, including bank statements, and passes on to the successor.

PRINT CHAIR/6C REPRESENTATIVE

1. Takes care of all print competition activities. Always arrives early (with assistants) to have chairs, tables, print box/easel, cropping L's, and a pointer ready in advance.
2. Designates and marks the area where the contestants can place their entries according to the category: Monochrome, Color Pictorial, Nature, Photojournalism and Commercial.
3. **Co-Chair**
 - a) Reads the title from the back of the print and places on print box/easel.
 - b) Keeps records of scores similar to the 6C's system: First 20 points, second 18 points, third 16 points, honorable mention 14 points, entry 10 points.
 - c) Marks the score on the back of the print.
 - d) Sends scores to the Editor to be published in the Club Newsletter. Running scores may be sent to the Editor periodically to be published in the Club Newsletter. Announce aggregate points at the Annual Banquet.
 - e) Becomes Print Chair the following year.
 - f) Passes on all files to the successor.
4. Has the judge select first, second, third and honorable mention(s) for each category and announce them at the end of the meeting.
5. At the end of meeting, collects top scoring entries from each category, including at least one entry from Level B, to be entered in the next 6C inter-club competition.
6. Attends all Board of Directors meetings.
7. Attends all 6C Competition meetings.
8. Attends all 6C Board of Directors meetings representing Milpitas Camera Club and reports to the Club on all matters discussed at the meeting.
9. Keeps all records of past years and passes on to the successor.

SLIDE CHAIR

1. Takes care of all slide competition activities. Always arrives early (with assistants) to have chairs, tables, projector, screen, and a pointer ready in advance.
2. Designates and marks the area where the contestants can place their entries according to the category:

- Pictorial, Nature, Photojournalism, and Travel.
3. Sorts and load entries into carousel.
 4. Operates the projector.
 5. **Co-Chair**
 - a) Reads the title from the entry card.
 - b) Keeps records of scores similar to the 6C's system: First 20 points, second 18 points, third 16 points, honorable mention 14 points, entry 10 points.
 - c) Marks the score on the entry card.
 - d) Sends scores to the Editor to be published in the Club Newsletter. Running scores may be sent periodically to the Editor for this purpose. Announce aggregate points at the Annual Banquet.
 - e) Becomes Slide Chair the following year.
 - f) Passes on all files to the successor.
 6. Has the judge select first, second, third and honorable mention(s) for each category and announce the at the end of the meeting.
 7. At the end of meeting, collects top scoring entries from each category, including at least one entry from Level B, to be entered in the next 6C inter-club competition.
 8. Attends all Board of Directors meetings.
 9. In 6C Representative's absence, attends 6C Board of Directors meetings representing Milpitas Camera Club and reports to the Club on all matters discussed at the meeting.
 10. Keeps all records of past years and passes on to the successor.

EDITOR OF CLUB NEWSLETTER (to be named)

1. Shortly after each regular meeting, publishes the Club newsletter through e-mail to all members with following contents:
 - a) President's message
 - b) Competition results
 - c) Synopsis of the meeting and the most current Board of Directors meeting.
 - d) New members
 - e) Other news and useful information sent by members or committee or found by Editor.
2. Attends all regular Club meetings and Board of Directors meetings.
3. Keeps all records of past years and passes on to the successor.

PROGRAM DIRECTOR

1. Appoints a committee and together plans a field trips, picnics, guest lecturers, workshops, etc.
2. Submits the program schedule for the coming year to the President no later than January meeting. After the President approves, a copy of the schedule is sent to the Editor for publication in the February issue of the newsletter.
3. Reminds workshop presenter(s) of upcoming session at least one month in advance.
4. Provides the Editor with a brief comment about the upcoming workshop for publication in the current issue of the newsletter.

5. Attends all Board of Directors meetings and all Club Workshops in order to introduce the workshop and its instructor.
6. Keeps all records of past years and passes on to the successor.

EXHIBITION DIRECTOR

1. Appoints a committee and together plans exhibitions of members' work at least once a year.
2. Submits the exhibition schedule for the coming year to the President no later than January meeting. After the President approves, a copy of the schedule is sent to the Editor for publication in the February issue of the newsletter.
3. Handles all logistics of exhibition: preparation of prints, labeling, renting racks, pricing (if appropriate), reservation of space, and appointing tending members.
4. Provides the Editor with all the necessary information on the upcoming exhibition for publication in the Club newsletter for three months.
5. Keeps all records of past years and passes on to the successor.

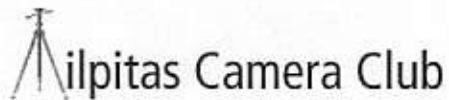
PUBLIC RELATIONS/MEMBERSHIP CHAIR

1. Promotes the Club whenever possible.
2. When the membership reaches fifty (50), places applicants on waiting list. Milpitas residents are exempted from this rule.
3. Keeps a complete roster of the membership, updates annually with the help of the Treasurer.
4. Maintains all Application forms.
5. Introduces and presents the new member(s) with a Member Packet.
6. Maintain a Guest Book.
7. Keeps all records of past years and passes on to the successor.

PSA REPRESENTATIVE

1. Promotes individual membership.
2. Obtains PSA programs for workshops, as requested.
3. Keeps membership advised of PSA functions which they may attend.
4. Distributes PSA literature to members.
5. Be ready to counsel and/or approve correspondence from members to PSA headquarters or various division heads.
6. Sends PSA publicity to Club Newsletter.
7. Encourages participation of PSA members in the Club taking advantage of slide and print study groups and annual contests.
8. Shares Slide Study Groups and Portfolios when they are available.
9. Keeps all records of past years and passes on to the successor.

Note: PSA stands for Photographic Society of America. There are numerous chapters and affiliates throughout the world. 6C belongs to Yerba Buena Chapter. Together with Gold Rush Chapter, Yerba Buena Chapter holds annual joint rally one weekend usually in March at Asilomar Conference Ground in Pacific Grove. PSA publishes *PSA Journal*.



DIGITAL COMPETITION CHAIR RESPONSIBILITIES

7/19/06

1. Ensure each member's submitted images are within the Digital Image Requirements. If any submitted image is not within the Digital Image Requirements, the Digital Competition Chair (DCC) can ask the maker to modify the image to conform with the requirements OR the maker can give the DCC permission to make the corrections.
2. Prior to the Milpitas Camera Club (MCC) Competition, the DCC shall
 - Copy all submitted MCC digital images onto a blank CD media labeled with
 - "Milpitas Camera Club"
 - Number of images on the CD
 - Month, Date, and Year of the MCC competition session the images are intended for.
3. At the MCC competition, the DCC shall
 - setup the laptop and digital projector.
 - load the prepared image CD onto the laptop.
 - run the slideshow and announce each image's title and maker.
 - announce the judge's selection of 3 "winning" images which will proceed to the 6C competition.
4. Prior to the 6C competition, the DCC shall
 - Add the prefix "MI" in front of each of the 3 winning images file names.
 - Prepare the Digital 6C interclub competition form.
 - A week prior to the 6C competition, email the 3 winning MCC images along with the Digital 6C interclub competition form to jerry@m2assoc.com
5. After the 6C competition, the DCC shall
 - Identify if there were any MCC digital image winners from the 6C competition.
 - Inform the *Tripod Times* editor of the winners for publication in the next edition.
 - Present any ribbons to the digital image winners at the next MCC meeting.