

Committee Job Descriptions and Needs

STANDING COMMITTEES

- **Competition**

Competition Coordinators Members with advanced, technical PC skills to help coordinate receiving, running, and scoring monthly competitions. Must be detail-oriented and fluster proof! Patience is a virtue!

Tasks include a) receiving and entering images; b) projecting images during meetings via Zoom or in person; c) preparing and guiding the judge during competition; d) scoring and announcing the awards; e) entering and scoring the results on our club laptop; and f) sending the results and winning images to relevant committee chairs.

Year-End Members Choice Coordinators (Members Choice allows members to review all winning electronic images for the year and to vote on 20 of those images. The 10 images that accrue the most votes are honored at the year-end event.) One or two people to proofread the output of spreadsheet forms, fill out names of approximately 250 images and help to post the images to an online gallery.

Year-End Awards Presentation Coordinator One or two people to produce the PowerPoints documenting all the awards of the year.

- **Education.** One or two people to help backstop the chair with enrollment requests for groups.
- **Exhibitions.** A few people to solicit entries for, arrange, and manage external exhibits a few times a year as well as select and coordinate with jurors.
- **Field Trips.** People to select, organize, publicize, and lead one field trip a program year.
- **Judges.** A person to help select, organize, and facilitate club/judge relations for our monthly competition meetings.

- **Membership.** A few people to help with various tasks: a) manage membership applications and data on spreadsheets (Must be detail-oriented and adept at Excel b) help facilitate our new member orientation c) maintain and produce name tags (supplies provided) d) count attendance at meetings and notify relevant board members e) assist in putting out and collecting name tags at hybrid and in-person meetings f) help make members welcome.
- **Programs.** One or two people to help recruit, publicize, and manage guest speakers for monthly programs. Another person to help coordinate and facilitate our in-house programs such as Member Expo. (Familiarity with Lightroom and Photoshop needed.)
- **Mid-Atlantic Photo Visions (MAPV)** Two people to serve as our club representative and alternate representative. We have a long-standing history with MAPV (formerly Nature Visions), which is a major annual event organized by several camera clubs, including ours. Club representatives are expected to attend monthly MAPV meetings on Monday nights (currently on Zoom) and to help our members participate in the annual photo contest and event.
- **Maryland Photography Alliance (MPA)** A co-chair or alternate to help attend monthly Tuesday-night MPA zoom meetings and to publicize MPA events to our members. MPA is an association of 25 Maryland clubs dedicated to enhancing photography as a hobby. It has a lot going on and NBCC is its most active partner.

SPECIAL COMMITTEES

- **Community Outreach**
Focus on Climate Anyone interested in joining our group of environmentally concerned NBCC photographers who use photography to further our climate change efforts. We partner with community, non-profit and government organizations which

address climate change and seek to protect and restore our natural environment in the DMV (DC/MD/VA) metro area.

Phabulous Photographers Two or three caring members to (once a month for one hour) help critique assignments and teach basic photographic skills to teens and adults with developmental differences. This ongoing outreach program is in partnership with Potomac Community Resources (PCR).

- **Equipment.** One or two members to set up audio-visual equipment for scheduled competitions, programs and special events. No experience is necessary; the equipment is well documented and hands-on training and guidance will be provided. The only requirement is a willingness to help.
- **Hospitality.** For our regular meetings, we need people to help buy snacks and bring them to the church, set up and take down snack tables and serve as hosts. For our annual picnic, we also need the coordination and handling of snacks provided by attendees.
- **Photo Essays.** A few people who have experience doing digital photo essays to help train members to plan and produce them for our annual show (and for personal use).

OTHER APPOINTMENTS

- **Lens and Eye Newsletter.** Detail-oriented people who have good editing and layout skills.
- **Website.** One or two people to help maintain our club website. Knowledge equivalent to using PowerPoint is sufficient. Our website administrator will provide training and supervision.