

Committee Descriptions  
Updated March 15, 2024

**STANDING COMMITTEES**  
**COMPETITION**

**Competition Chair** Oversees each competition. Coordinates actions with judges and various committee members. Acts as moderator at meetings. Prepares GordieGram reminders and invitations. Conducts reviews of entries for assignments. Requests, collects, and proofreads comments of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place winners for Lens & Eye. Saves all winning images from each year (since going electronic) to spot check dates and prior wins. Prepares Year-End results including updating Star Awards. Etc. etc.

**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 and necessity!

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

**Year-End Members Choice Coordinator**

This coordinator collects the winning electronic images each month and prepares them for the Year-End Competition. (Members Choice allows members to review all winning electronic images from the year and to vote for 20 of those images. The 10 images that accrue the most votes are honored at the Year-End Event.) In addition, one or two people will be asked to verify that all winning images are correct and ready to be posted. \*Remember to request that the Member's Gallery be disabled during voting.

**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(s). Examples of assistance are; review of class templates, enrollment documentation, and finding new instructors among the membership. Familiarity with Excel and Google drive helps but not essential.

## **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**

A few people to select destination, plan, and lead one field trip during the year.

## **Judges**

Four to six members to share in the responsibilities of planning and facilitating judge-related needs for monthly competitions. Duties include identifying and securing judges for monthly competitions, communicating with judges via email in the planning stages, inviting judges to dinner and attending when possible, introducing judges at competitions, and following up with judges after the competition to say thank you.

## **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. No one person has to do all the tasks!

## **Programs**

One or two people to help recruit, publicize, and manage guest speakers for monthly programs. Three people to coordinate and facilitate our in-house programs (e.g., Member Expo, Bodies of Work). Familiarity with Powerpoint and Lightroom needed for internal programs.

## **Mid-Atlantic Photo Visions (MAPV)**

Two people to serve as our club representative and alternate representative. We have a longstanding 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 27 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**

*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).

### *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.

### Montgomery County High School Photography Program

One or two people to make photo presentations to classes, judge photo contests, and give awards to deserving students at one of the Montgomery County Public Schools high schools. The club in general donates film cameras, lenses, cases, etc.

### **Equipment**

Two to three people are needed to help set up and operate the projector, video camera and audio equipment for scheduled competitions, programs and special events. Responsibilities for equipment setup and storage will be shared among committee members. Experience with video and audio equipment would be helpful but is not required. Hands-on training and guidance will be provided.

### **Hospitality**

For our regular meetings, we need two to three 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 writing, 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.