

## Committee Job Descriptions and Needs

### STANDING COMMITTEES

- **Competition.** Two or three additional dedicated 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 competition via Zoom or in person, c) preparing and guiding the judge through competition, d) scoring and announcing the awards, e) entering and storing the results on our club laptop; and g) sending the results and winning images to relevant club chairs.

- **Education.** One or two people to help backstop the chair with enrollment requests for groups and with survey tabulations.
- **Exhibits.** 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, organize, publicize, and lead field trips. Each committee member selects a trip s/he will lead during the year.
- **Judges.** A person to help select, organize, and facilitate club/judge relations for our monthly competition assignments.
- **Membership.** Chairperson needs to a) be a detail-oriented person adept at spreadsheets to help manage membership applications and data, b) coordinate and facilitate the orientation for new members, c) interact with other chairs who need to know about members/wait listers (e.g., education, field trips).

Other duties (not chairperson) include a) maintain and produce name tags (supplies provided), b) count attendance at meetings (virtual or real) and notify the affected persons, c) when meeting in person, assist in setting out and collecting name tags, and d) help make members welcome.

- **Programs.** One new person to help committee chair recruit, publicize, and manage guest speakers for monthly programs. Needs a second new person

to help coordinate and facilitate our in-house programs, such as Member Expo. Familiarity with Lightroom and PowerPoint needed.

- **Mid-Atlantic Photo Visions (MAPV).** Two or three people to talk through the issues currently facing MAPV virtually or in person with our chair. Also, to sometimes attend MAPV monthly meetings on Monday nights (currently virtual).

We have a long-standing history with MAPV (formerly Nature Visions), which is a major annual event organized by several camera clubs, including ours.

- **Maryland Photography Alliance (MPA).** A co-chair or alternate to help attend monthly MPA zoom meetings (Tuesday evenings during the program year), 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 supporter.

## SPECIAL COMMITTEES

- **Community Outreach**

*Focus on Climate.* Any member or wait lister interested in joining our outreach group of environmentally concerned NBCC photographers wishing to use their expertise in photography to further the efforts on climate change. Focus on Climate partners with community, non-profit and government organizations which, as part of their mission, pursue ways to address climate change, and protect and restore our natural environment.

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

- **Equipment:** Two people to help distribute the work of the committee. The members help with setting 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.** Four to five people to coordinate snacks provided by members for in-person and hybrid meetings, as well as to set up and take down snack tables and to serve as hosts.
- **Photo Essays.** A few people who are experienced in doing photo essays to help train members to plan and produce photo essays for our annual show, and for personal use.

## OTHER APPOINTMENTS

- **Lens and Eye Newsletter.** Two people who have excellent grammar and spelling skills and can catch tiny details to help edit and proof articles.
- **Website.** Seeking people to assist in maintenance of the club's website. Prepare monthly updates in the event of unavailability of the current website administrator. Knowledge equivalent to using PowerPoint will be sufficient. Website administrator will provide training and supervision.