
PHOTOGRAPHY WEST OPERATING PROCEDURES

1. PHOTOGRAPHY WEST FACILITIES

Open Monday through Thursday (9:00 a.m. to 3:00 p.m.) from Sept to May.

Open Monday, Wednesday, and Thursday afternoons (12:00 noon to 3:00 p.m.) during summer.

Club Room Usage:

Studio -

Used by members to photograph stills and portraits.

Sign-up for classes & studio use on calendar on Studio Door

Photo lab monitor must be present to work in the Studio.

Video -

Used by Members to transfer movies to digital video or work on video editing. Photo lab monitor must be present if the door is closed.

Sign-up book for usage of equipment on Monitor's Desk

Transfers -

Equipment is available for members to transfer negatives and slides to digital format, VHS tapes to DVDs, and records and cassettes to CDs.

Sign-up book for usage of equipment on Monitor's Desk

Mat cutter-

Used for making mats to frame photographs

Supplies are available for purchase to club members.

Dry Mounting Press-

Boards and tissues (available for purchase)

enabling members to mount their photos to boards for display

Solo Shows -

Every two weeks from September through May, on Friday afternoons from 2:00 to 4:00 p.m., a member, or group of members exhibits their photography for the club membership to view. Guests are welcome.

Simple refreshments are served. The photography is usually in print form; however members have been able to see video and 3D presentations as well. Check the club website for dates at www.photographysew.org. The exhibit displays for two weeks in the lab before being moved to the SCW Library. Twenty-four (24) Solo Show prints remain in the Library for two weeks.

Other Activities in the Club Room for Members:

Sign up for workshops/classes

Enter prints for competitions

Purchase Mat boards and tissue

Sign up to Monitor (see Monitor Duties)

Club Board Meetings are held second Monday of the month from September through May

Print Competition Judging

New Member Meet & Greet

Classroom Usage:

Hands-on workshops/classes and/or lecture-style presentations, with a large screen and projector available
Members can use one of ten computers for photo editing
Members may get help with PS Elements or other software
Special Interest Group meetings (e.g., Lightroom Users Group)
Digital Competition Judging

Monitor Duties:

During season (mid-September through mid-May) - two monitors are needed per day, 9:00 a.m. to 12:00 noon, and 12:00 noon to 3:00 p.m.

During summer (mid-May – mid-September) – two monitors are needed on Monday, Wednesday and Thursday, 12:00 noon to 3:00 p.m.

Signing up to monitor is also available on-line through the website –

www.photographysew.org

- Sign-in all people who enter the room
- Collect monies for boards, tissue and CD/DVD sales
- Renew club members and collect renewal dues
- Enroll new members and collect new members fees (witness SCW Rec Card)
- Collect money for workshops
- Verify equipment usage sign-ups by members (sign-up book on desk)
- Answer the phone
- In case of an emergency dial 911 (from the outdoor hallway phone)
- Turn off computer(s) and the lights in classroom and photo lab, close and lock the door at end of day
- More information can be found in the Monitor Handbook located on the desk.

Stardust Theater

Club general meetings are held on Friday mornings from mid-September through mid-May at the Stardust Theater at 10:00 to 11:00 a.m. Various announcements and club news is given to the members, followed by a slide or video show by members or the occasional guest speaker. Digital competitions are also presented in addition to the Club's Monthly Themed competition.

2. CLUB OFFICERS:

President:

- Conducts meetings at Stardust Theater
- Conducts Board Meetings
- Performs liaison duties with Rec. Board and the Stardust Theater Group
- Advisory to Committees when requested or needed
- Acts as the Board representative for the following committees:
 - Programs
 - Projectionists
 - Photographer
 - Sunshine
 - Historian

V.P. of Photography Operations:

- Performs all duties of President when necessary
- Oversees operating conditions of the facility at Beardsley Rec Center
- Facilitates the monitoring needs of Beardsley facility
- Acts as Board representative for the following committees:
 - Arizona Camera Clubs Council (ACCC)
 - Photographic Society of America (PSA)
 - Grand Canyon Competition
 - Competition Committees (print, digital, points and standings)
 - Technical Advisory Committee
 - Facility Chair People (club room, studio, classroom, transfer room)
 - Safety chair
 - Responsible for print supplies
 - Library
 - Supplies
 - Points & Standings
 - Monitor Committee

V.P. of Education and Communication

- Oversees and acts as Board Representative for the following programs and committees:
 - Workshops
 - Ambassador program
 - New Member Orientation
 - Newsletter (FOCUS)
 - Internet and website
 - Mentoring program
 - Friday Meeting Information Slides
 - Webstite
 - E-Blasts (working in conjunction with Membership Committee)

Secretary

- Keeps minutes of all Board and Club Official meetings
- Conducts correspondence
- Maintains all club records
- Keeps club records for three years prior to current year
- Issues all notices with approval of President or Vice President
- Act as the board representative for the following committees:
 - Hospitality
 - Solo Shows & Receptions
 - Social Events
 - Library & Visitor Center Photo Displays
 - Friday Dinners

Treasurer:

- Becomes the custodian of all club funds including event finances
- Maintains a bank account in the name of Photography West
- Pays all club bills, as directed by the President or the Board
- Preserves club records for seven years
- Prepares IRS 990/990 EZ tax exempt form
- Prepares Recreation Center forms, such as CR7 and CR15
- Maintains membership lists and fees
- Acts as the representative for the following committees:
 - Membership
 - Publicity
 - Travel
 - Arts & Crafts Fair
 - Village Store
 - Inventory
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3. COMMITTEES AND CHAIRPERSONS: ****ACCC (Arizona Camera Clubs Council):**

- Reports to V.P. of Photography Operations
- Attends ACCC Board meetings as the club-voting representative
- Keeps club informed about ACCC events
- Collects all Print entries for competition
- Attends ACCC Round-Up
- Presents ACCC awards to club members
- Organizes Round-Up when it is our turn to host

Arts and Crafts Fair

- Reports to Treasurer
- Sets up a schedule for help during the Crafts Fair
- Prepares list for individual sellers
- Attends workshops with Rec Center
- Prepares tables in Social Hall for presentation of photos

Makes sure that all stands and easels are put away safely

Digital Competition:

Reports to VP of Operations

Chair and co-Chair(s):

Collects all entries

Secures judges and organizes judging

Prepares a visual presentation for the club

Presents all awards

Determines rotating subject for competition

Along with Print Chair and Board, updates competition rules

Print Competition:

Reports to VP of Operations

Chair and co-Chair:

Collects all entries

Secures judges and organizes judging

Prepares a visual presentation for the club

Presents all awards

Determines rotating subject for competition

Along with Digital Chair and Board, updates competition rules

Points and Standings:

Reports to VP of Operations

Keeps track of points and standings in competitions

Posts the points and standings twice a year, after fall and spring competitions

In conjunction with the Competition chairs, determines the points necessary to

achieve class B-Beginner, A-Advanced, or M-Master

Club Historian:

Reports to President

Maintains records of club activities

Club Photographer(s):

Reports to President

Events Photographer: photographs club activities, award winners and or other club needs.

Portrait Photographer: photographs members for posting of positions on website and Solo Show artists.

Education Committee:

Terms of Reference

Reporting to the VP Education and Communications, the Education committee will;

. Advise the VP on the operation and management of the Club's education program

- . Assess the education needs of the membership on an annual basis
- . Develop an annual framework to meet the educational needs of the membership
- . Assist the coordinator in identifying and securing the resources needed to offer the identified programs
- . Explore innovative ways to meet the educational needs of the membership
- . Other tasks as assigned

The Education Committee, normally chaired by the Vice President Education and Communications, will be composed of 5-8 Club members including the Coordinator of Workshops. All members will serve for a term of one year. The Committee will report regularly to the Board through the Vice President Education and Communications

Facilities Chairpersons:

Reports to VP of Operations

Club Room Chair:

Operates and maintains the Club Room
 Responsible for inventories of club supplies, maintenance of equipment
 Provides a method for members to learn to use the lab equipment
 Maintains the photo wall in the lab and programs for the window display

Studio Chair:

Operates and maintains the Studio with respect to equipment inventories and maintenance.
 Researches and purchases new equipment as needed for education program.

Video Chair:

Operates and maintains the Video Lab
 Inventories and maintains the equipment in the Video Lab
 Provides a method for members to learn film-to-digital transfer
 Ensures that video equipment, computers and other equipment are secure

Classroom Chair:

Operates, inventories and maintains the classroom equipment
 Ensures the appropriate programs are on the training computers
 Ensures computer security
 Provides a method for members to learn to use the equipment in the lab

Hospitality Committees:

Reports to Secretary
 Records membership attendance at functions
 Periodically checks members for valid Recreation Card
 Sets up refreshments for Solo Shows and Print Competitions

Internet / Website:

Reports to VP of Education & Communication
Posts all pertinent information concerning club activities
Keeps calendar, competition results, newsletter and other information current

Library & Visitor Center Displays:

Reports to Secretary
Changes Solo Show prints at the Library every two weeks (except summer)
Changes photographs at the Visitor Center

Membership:

Reports to Treasurer
Keeps accurate and up-to-date records of membership
Works in cooperation with Ambassador Program & New Member Info (reporting to the VP of Education & Communication)

Mentoring:

Reports to VP of Education & Communication
Recruits instructors, mentors and mentees
Organizes classes
Prepares agenda for the ten week program
Assigns mentees and mentors
Organizes the Mentee Solo Show (spring) and Projected Image Show (fall)

New Member Orientation:

Reports to VP Education & Communication
Periodically holds meetings for new members to familiarize them with the club

Friday Programs:

Reports to the President
Arranges for programs for the Friday morning meetings

Projectionists:

Reports to the President
Responsible for presentation of all programs (e.g., CD, DVE, flash/thumb drive)

PSA (Photographic Society of America) representative:

Reports to VP of Operations
Club liaison with the PSA

Publicity:

Reports to the Secretary
Writes and submits articles for local newspapers and Rec. Center News

Safety:

VP of Operations
Oversees condition of club rooms and warrants to be safe and free of hazards
Ensures monitors are aware of safety procedures and forms

Social:

Reports to Secretary
Organizes special holiday luncheons and/or dinners for club members/spouses

Solo Show and Reception:

Reports to Secretary
Organizes and helps set up Solo Shows and refreshments at Show openings

Sunshine:

Reports to President
Inform the membership of personal news and send sympathy or get well cards

Technical Advisory Committee:

TERMS OF REFERENCE

Reporting to the VP of Operations, the Advisory Committee will:

- Provide a process for club members to submit ideas and requests for hardware and software to enhance their club experience
- Evaluate the request for its impact on current equipment, cost, and fit
- Provide the VP of Operations with financial & technical information so he/ she can present it to the Board for consideration
- Recommend to the VP of Operations budgetary allocation to be presented to the Board for approval
- Advise the VP of Operations of items over \$300 to the membership for a vote after Board Approval
- Other tasks assigned by the VP of Operations

The Technical Advisory Committee is composed of 1 chair, selected by the VP of Operations, and 5-8 club members, one of whom will be secretary. A renewable one year term is served by each member of the committee.

Travel:

Reports to Treasurer
Organizes day, overnight or international trips for photographic opportunities

Village Store:

Reports to Treasurer
Acts as liaison between the Village Store and Photo West club
Delivers pictures to, and picks up money from, the Village Store
Keeps Village Store records

Workshops:

Reports to VP of Education & Communication
Recruits instructors

Sets up workshops for each month
Maintains the sign-up book in Photo Lab
Announces new workshops, keeps Sign-up book up to date
Sends information to class participants

** Current committee chairperson will review the files and records with incoming chairperson prior to new chairperson taking office.

Revision History

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