

Heard Nature Photographers Club

Policies & Procedures



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I. BOARD POSITION RESPONSIBILITIES

A. The President shall perform those specific duties enumerated in Article VI (E) of the Club By-laws and in addition:

1. Prepare the Board of Directors meeting agenda and provide email notification of the meetings.
2. Submit a "President's Letter" (roughly 200 words) and optional photo for inclusion in the monthly Club newsletter.
3. Keep the Officers and Club apprised of matters concerning the Club.
4. Dialogue at least semi-annually via email or in person with the Heard Museum Director to identify how the Club can help the Heard Natural Science Museum and Wildlife Sanctuary to be successful. The Heard Director may ask the Club to take the lead on a specified project (for example, remove and replace wall coverings in Laughlin Hall).
5. Provide Heard Museum Director with ideas that the Club would like to implement.
6. Handle general inquiries about the Club.
7. Oversee strategic planning and implementation of purchases of equipment (computers, projector screens, etc.).
8. Champion the recognition of Club members as required, including the Honorary Life Membership award.
9. Appoint volunteer positions as needed (i.e. Webmaster, Gulf States Camera Club Council Liaison, Refreshments Coordinator, etc.).

B. The Vice President shall perform those specific duties enumerated in Article VI (F) of the Club By-laws and in addition:

1. Make arrangements with the Museum for the monthly meeting space or for other events/activities as needed by submitting the appropriate

facility rental form to the Museum (facilityrental@heardmuseum.org) or by calling 469/450-4772. (There is no charge to the Club related to the facility rental).

2. Provide a monthly program and introduce the speaker at the meeting.
3. Have a back-up program available every month in the event of a cancellation or no-show of the planned speaker.
4. Provide the Newsletter Editor with a description of the pending program before the upcoming meeting.
5. Coordinate the storage and set up of the equipment for each meeting.
6. Be responsible for controlling the lights at the programs or recruit a person to fill this job.

C. The Secretary/Treasurer shall perform those specific duties enumerated in Article VI (G) of the Club By-laws and in addition:

1. Prepare written minutes of all Board of Director's meetings and provide Board members with copies of the final minutes.
2. Keep a permanent record of Board of Director meeting minutes.
3. Balance the checkbook and maintain a permanent file of deposits and expense receipts.
4. Regularly update Directors on the Club's financial position.
5. Maintain a Club PayPal account that can be used by Club members to pay annual dues and/or make cash contributions to the Club for refreshments or other purposes. This account may also be used to pay for participation in fee-required Club activities.

D. The Membership/Marketing Coordinator shall perform those specific duties enumerated in Article VI (H) of the Club By-laws and in addition:

1. Hang the HNPC Banner from the sign-in table at all monthly meetings. Provide for the proper storage of the banner.

2. Set up the accordion Name Badge Folder on the sign-in table at monthly meetings and be responsible for its storage and availability. Keep the folder up to date.
3. Provide paid members with a name badge.
 - a) Provide paper badges free of charge to all members.
 - b) Order magnetic badges for members wishing to pay for them.
Magnetic badges must be paid in full by the member prior to being ordered.
4. Welcome new and prospective members at our monthly Club meetings.
 - a) Provide prospective members with the Club tri-fold handout.
 - b) Answer questions prospective members may have related to the Club and its activities.
 - c) If prospective member is interested in joining the Club, provide them with an Application Form and Waiver of Liability.
 - d) Direct applicants to the Secretary/Treasurer to pay dues.
 - e) Provide a temporary membership badge.
 - f) Designate a member to do the Membership/Marketing Coordinator's job if Membership/Marketing Coordinator is unable to attend a monthly meeting.
 - g) Formulate and propose to the Board for approval an annual marketing plan that is consistent with the Board's priorities.
 - h) Execute the approved marketing plan and provide the Board with periodic updates of progress.

E. The Field Trip Coordinator shall perform those specific duties enumerated in Article VI (I) of the Club By-laws and in addition:

1. Maintain Waivers of Liability and verify that a member has one before member can attend the any HNPC-sponsored outing.
2. Provide sign-up sheets at the monthly meetings for future field trips.

3. Keep the membership of the Club up to date on any changes or additions to scheduled field trips.
4. Write an article for publishing in the Newsletter in advance of any upcoming field trip itemizing the following as applicable:
 - a) Location(s) and expected photographic interests.
 - b) Start and finish dates.
 - c) Meeting locations dates and times.
 - d) Carpooling if appropriate.
 - e) General weather and environmental information.
 - f) Lodging availability and contact information.
 - g) Group meeting or meal plans.
 - h) Permits, specific costs or special requirements for trip.
 - i) Equipment and/or clothing recommendations.
 - j) Shooting location recommendations.
5. Provide a slide show of the field trip images captured by the attendees. Present the slide show at the following monthly meeting unless there is a time problem with the program at that meeting.
6. Appoint Assistant Field Trip Coordinator(s) as needed to:
 - a) Fulfill the duties of the Field Trip Coordinator when the Coordinator is not available.
 - b) Assist the Field Trip Coordinator in the selection of future field trips.
 - c) Provide any assistance needed by the Field Trip Coordinator to make field trips successful.

F. The Contest Coordinator shall perform those specific duties enumerated in Article VI (J) of the Club By-laws and in addition:

1. Appoint a committee to assist in executing the annual contest.
2. Be proficient in Excel and Word or have a member of the committee with those skills.
3. Have strong sense of follow-through and attention to detail.

4. Recruit three judges who are not members of the Club and ideally not familiar with our individual photographers' work. Funds for payment of the \$50/per judge fee come directly from the Museum.
 5. Determine appropriate organizations or websites for marketing the contest.
 6. Review contest rules and categories/category descriptions for updating each year as needed to attract participants.
 7. Manage digital submissions, monitor payments and track statistics for reporting to the Board of Directors.
 8. Determine number and type of awards to be given. The cost of these items is to be invoiced directly to the Museum.
 9. Maintain a PayPal account (separate from the Club's PayPal account) to receive contest-related fees.
 10. Conduct an awards ceremony after the contest.
 11. Interface with the Director of the Museum regarding contest-related issues.
 12. Ensure that contest-related net proceeds are presented to the Director of the Museum in a timely manner.
- G. The Newsletter Editor shall perform those specific duties enumerated in Article VI (K) of the Club By-laws and in addition:
1. Act as Editor and Publisher.
 2. Gather Club information, assemble and organize that information into the newsletter.
 3. Distribute the newsletter digitally on a monthly basis to the current members.
 4. Have available a printed version for distribution at the monthly Club meeting.

II. NON-VOTING VOLUNTEER POSITION RESPONSIBILITIES

- A. The Webmaster shall:
 - 1. Maintain the Club's website ensuring a professional window into the Heard Nature Photographers Club.
 - 2. Maintain the Club's domain name (heardnaturephotographers.com) and ensure that all registration fees or contract fees are current.
 - 3. Manage the overall design and layout of the website ensuring that any content added conforms to the selected design specifications.
 - 4. Encourage Club leaders to provide the content for the website in a timely manner.
 - 5. Select designated Site Administrators and Contributors.
 - 6. Train Administrators and Contributors in how to add content to the website.
 - 7. Report to the Board on an annual basis, about the status, issues etc. with the website.

- B. The GSCCC Representative shall:
 - 1. Act as liaison between the HNPC and the Gulf States Camera Club Council (GSCCC) facilitating communications.
 - 2. Maintain a library of HNPC member images for submission into regular GSCCC competitions.
 - 3. Assemble a team of three judges from the Club membership to judge GSCCC competitions when called upon by the Council.

- C. The Refreshments Coordinator shall:
 - 1. Maintain a volunteer refreshment sign-up list, which will be available at all regular meetings.
 - 2. Encourage members to volunteer to supply refreshments for meeting and/or events or provide donations to the Secretary/Treasurer.
 - 3. Give several days' advance reminders to volunteers who plan to provide refreshments for the upcoming meeting.

4. Provide drinks, plates, utensils, napkins, plastic cups and other specialty items required for each event.
5. Maintain receipts for purchases of supplies and submit them periodically (or no less than once a year) to the Secretary/Treasurer for reimbursement.

End of Policies & Procedures

Revisions to Policies & Procedures:

Revision Number	Change	Date Approved