

MINNESOTA VALLEY PHOTOGRAPHY CLUB

Board Member Duties

PRESIDENT

- Preside over the General Membership Meetings and the Board Meetings
- General Membership Meetings (monthly – Sept-June)
 - Set agenda for business portion. This is easily done with a PowerPoint that includes:
 - Meeting agenda
 - Any announcements for the members such as upcoming programs and activities
 - Announcement of awards and recognition of members
 - Turns meeting over to the Program Chair for introduction of any guest speaker(s)
 - Delegate jobs and tasks as needed during course of evening
 - Sends meeting announcement to the membership. The announcement includes the ZOOM link if appropriate
 - At the annual May business meeting, presides over the election process. The election itself may be conducted online.
- Board Meetings (monthly)
 - Set date, time and location for meetings
 - Prepares the Agenda
 - Requests reports and new business from the board members
 - Sends the agenda to the board members prior to the meeting. The written agenda provides the starting point for the Secretary in preparing the minutes of the meeting.
 - Sends meeting announcement to the board members and the general membership. The announcement includes the ZOOM link if appropriate.
 - Appoints ad hoc committees as needed, for example:
 - Audit Treasurer Records
 - Treasurer Records are audited whenever the Treasurer position changes
 - Nominating Committee (also known as Talent Search Committee)
 - Search for nominees for election of officers in May, other committee positions as necessary
 - Education Committee
 - Arranges photography education classes for the membership
- May attend TCACCC Board Meetings (2nd Thursday of the month) as time allows
- Set dates for upcoming calendar year for monthly member meetings
 - Work with board on determining dates and with Eagan Representative and Facilities chairperson on filling out appropriate forms
- Promote Spring Break, N4C Convention, PSA/N4C/Interclub competitions and other educational and competitive programs
- Review quarterly and year-end treasurer's report
- Communicate with membership regularly to promote upcoming meetings, share photographic information and events (such as a weekly email encompassing all the various information received from club members, board members, etc.)
- Provide support and coaching as necessary to all other club officers and committees.

VICE-PRESIDENT

- Attend Board Meetings
- Take over for President in his/her absence
- Seek and give assistance at meetings
- Help organize set-up and take-down at member meetings
- Greet visitors and members at meetings
- Attention to miscellaneous needs of club and President
- Arrange the logistics/judges for other club judging obligations – N4C, Spring Break, etc.
 - N4C
 - Keep current with dates and documents for MVPC's judging obligations for N4C (3 to 4 times per year).
 - Manage MVPC's N4C inbox and acknowledge receipt of entries.
 - Provide a judging timeline to meet N4C's deadlines.
 - Post images to judge and provide judging scoresheets to MVPC's judges.
 - Provide head judge with tie-breaking report.
 - Finalize N4C's Excel workbook and provide N4C and participating clubs with results reports.
 - Interclub Spring Break
 - Assist MVPC's council representative in preparing to council specifications and entry form for MVPC's 20 images for the Club competition.

SECRETARY

- Attend Board meetings
 - Record meeting minutes using the standard club format, distribute a PDF document of the minutes to Board Members within one or two days of the board meeting
 - Revise meeting minutes as needed to ensure board agrees on content and redistribute a new PDF document of the meeting minutes to the Board Members
- Distribute a PDF document copy of the board minutes that are to be approved a few days prior to the board meeting where approval is anticipated to take place
- Ensure the Board approves the minutes of the previous board meeting via a motion with a second and a vote during the secretary report portion of the board meeting
 - Distribute approved minutes as a PDF document to the club Members following board approval (within one or two days)
- Attend general May meeting and any special club Member business meetings
 - Record meeting minutes using the standard club format, distribute minutes as a PDF document to the club Members
- Ensure that the club historian receives a copy of the minutes
- Answer the emails received from website inquiries – info@minnesotavalleyphotoclub.org (do a reply all)
- Update other club documents as directed by the board of directors
- Procure and send any cards and letters as directed by the board of directors
- A budget for expected expenses will be submitted to the board yearly.

What Should Be Included in Meeting Minutes?

Note: Microsoft Word is the preferred software for recording the minutes. Other software may be used so long as the MVPC minutes format can be approximately maintained, the file

can be translated to and from Microsoft Word with minimal effort and a PDF document can be produced.

Before you start taking notes, it's important to understand the type of information you need to record at the meeting. MVPC has required minutes content and a specific minutes document format that you'll need to follow, but generally, meeting minutes usually include the following:

- Date and time of the meeting start and time of meeting conclusion
- Names of the meeting participants and those unable to attend
 - Include names of visitors
- Acceptance or corrections/amendments to previous meeting minutes
- Officer and committee reports shall be included in or appended to the meeting minutes
- Decisions made about each agenda item, for example:
 - Actions taken or agreed to be taken
 - Next steps
 - Details regarding who made motions; who seconded
 - Voting outcomes (whether or not the motion passes or fails)
 - Items to be held over
 - Old business
 - New business
 - Next meeting date and time (optional as most meetings are pre-scheduled monthly)

TREASURER

- Attend Board meetings
- Present monthly treasurer's report of account balances at Board meetings
- Arrive 30 minutes prior to start time in order for members to sign-in, get name badge or to check-in visitors or sign-up new members
- Create member name tags and distribute name tags at general meetings
- Collect membership dues
- Issue salon numbers
- Maintain bank accounts and balance statements
- Assist in providing documents for financial audits
- Keep current list of paid members and membership count
- Pay bills and retain receipts
- Pay PSA, N4C and TCACCC memberships
- Provide updated list of members, addresses and phone numbers to board
- Provide new member information to the Salon Chair and others as needed
- Maintain email distribution lists for membership and board members.
- A budget for expected expenses will be submitted to the board yearly.
- Add monthly Treasurer's report, Bank Statement and receipts to Dropbox

PAST PRESIDENT

- Attend Board Meetings

PROGRAM CHAIR**

- Attend Board Meetings
 - Keep the board up to date at each board meeting regarding the status of Programs
 - Request Board approval for Program Presenter fee (if any) prior to making an agreement with the Program Presenter
- A budget for expected expenses will be submitted to the board yearly.
- Attend Club Membership Meetings
 - Introduce the Program Presenter at club meetings
 - Help keep Program Presenter on schedule during the presentation
 - Help moderate questions for the Program Presenter
- Be the point of contact between the club and the Program Presenter
 - Coordinate the date and duration of the Program with the Program Presenter
 - If possible, obtain a PDF of the presentation
 - Provide PDF to club webmaster for inclusion on the club website after the program has been presented
 - Present a thank you (if applicable) to Program Presenter
- Select Programs and Program Presenters to meet needs of the club
 - While remote presentation is acceptable, select programs with a preference for in-person presentation
 - Eight programs are needed per year
 - Consider coordinating programs with the upcoming salon topics
 - Recruit instructors, guest speakers, professionals and members for programs
 - TCACCC and PSA have lists of potential programs that may be used
 - Review past programs to avoid duplication of recent (past two years) programs

SALON COMMITTEE**

- Requirements
 - Committee members are proficient in the use of Windows including Microsoft Office (Excel and Word).
 - At least one member must be proficient in maintaining and modifying computer software, specifically the Upload Images app (PHP) and Gator (C#)
- Maintain and update as necessary
 - Salon Rules and Salon FAQ
 - Salon Process Guide and Gator – User Manual.
 - Software used by the salon committee
- Acquire judges for the monthly salons
- The tasks performed by members of the Salon Committee are performed for the most part using “homegrown” computer applications. With the computer doing all the work, these tasks actually take very little time. These tasks include:
 - Collect salon entries from the club members
 - Email to the club members announcing upcoming salons – includes due date, media, topic and any special requirements if applicable
 - After the due date, download the submitted images from the server. FTP (e.g., FileZilla) is used for this task.
 - Prepare the photos and all necessary paperwork for the judge with Gator
 - Review photos for possible technical rules issues. As much as is possible, software will be used to do this but not all technical requirements can be checked by software. The ultimate responsibility is that of the members to ensure the image meets the rules.
 - Deliver the photos to the judge

- Digital images are easily given to the judge via Dropbox
- Provide instructions to the judge. If the critique is in-person, provide a map to the meeting location. If the judging is virtual, provide the ZOOM link to the judge.
- Receive and incorporate the salon results from the judge (Gator)
- Prepare the monthly webreport (Gator) and provide to the club Webmaster
- At the meeting, aid the judge in critique of the submitted photos by displaying them for all to see (Gator)
- Choosing salon topics for the following year
 - Maintain a “list” of possible salon topics
 - Request additions to the list from the membership
 - From this list generate the ballot for the monthly topics
 - Above steps are aided with the Choose Topics application
- Keep records:
 - Points accumulated by club members in the various categories (see Competition Rules sheet) (Gator)
 - List of entries and their placements at the various competitions throughout the year, including the year-end salon (Gator)
- Determine Year End Awards (Gator) and obtain required medals/ribbons.
- Prepare a year-end report of awards (Gator) and provide this to the club historian and the webmaster.
- Present any salon issues to the club membership at the May meeting for their approval and/or direction for future salons
- Attend Board Meetings
- A budget for expected expenses will be submitted to the board yearly.

MY MEETING TEAM**

The purpose: Fostering education, companionship, commitment, enthusiasm, and a broader vision of the scope of Photography through the exploration of new and different ideas.

- The Team solicits ideas, suggestions and presenters from MVPC club members and from outside sources.
- The team will present sessions and hold them in the same months as other club meetings (September - November, January - May). When followed up with an activity directly related to a class it will be presented under My Meeting. The cost of the activity will be charged directly to attending members when not funded by the club.
- A budget for expected expenses will be submitted to the board yearly.
- The team will choose its own topics, while taking into consideration MVPC’s agenda, to facilitate a cooperative effort creating programs that are interesting and substantive for members.

PUBLICITY

Responsible for heightening awareness of MVPC and increasing membership. The committee’s duties comprise marketing the Club via traditional and social media; greeting new and prospective members at Club meetings and other events; and helping to organize Club photo exhibits.

- Promote Club meetings and activities to the public via advertising in newspapers, online forums and social media, including MVPC’s public Facebook Group
- Advertise links to the Club’s website and public Facebook group
- Work with members to establish an MVPC presence on Instagram

- Develop other promotional channels such as outreach to photographic classes and workshops
- Greet new members and visitors at club meetings and community photography events such as Spring Break
- Maintain a current Membership Packet in print and on the Club website
- for new members
- Encourage Club members to exhibit their photos in community forums
- Help members to identify venues for exhibits and prepare for and take down photo displays as needed
- A budget for expected expenses will be submitted to the board yearly.

ACTIVITIES CHAIR**

- Attend Board Meetings
- Plan club activities for year with an emphasis on upcoming salon topics
- Bring suggestions to board about activities and vote when needed
- Set up places to meet for activities, e.g., Park and Rides
- Take suggestions from club members about activities and try to coordinate with club programs and salons

WEBMASTER

- Update website each month with the salon results and YTD accumulative scores
- Update website each month with the N4C salon results
- Update website for each round of PSA Club competition
- Update club's gallery of winning entries
- Update website with educational material provided by our programs/"My Meeting"
- Keep the club calendar up-to-date
- Keep the club's website up-to-date
- Maintain the Website documentation
- A budget for expected expenses will be submitted to the board yearly.
- Attend Board Meetings

N4C REPRESENTATIVES (Digital)

- Attend Board Meetings
 - Provide a monthly report on the status of the membership participation in the monthly N4C competitions
- Forward emails containing the monthly N4C Bulletins to the club membership upon receipt from N4C
- Forward other N4C communications to the club membership or the board of directors as appropriate
- Advise membership of N4C activities as appropriate
- N4C digital contests
 - Ensure that the club membership has access to the N4C contest rules (link to website)
 - Remind club membership of upcoming N4C contests via email
 - Receive and process for entry images submitted by the club membership
 - Best way to download entries is using FileZilla FTP Client software
 - Participants should use the Upload Images application

- Submit N4C entries for judging
- As contest results are received, email the contest results to contest participants only
- Provide N4C digital contest chair an updated club membership spreadsheet that includes club member numbers and does not include dues payment status information. This will need to be acquired from the Treasurer whenever a member departs the club or joins the club
- Maintain a record in an Excel spreadsheet of entries submitted and awards received. Note that macros have been developed for Microsoft Excel to partially automate spreadsheet creation each month. This reduces the necessary record keeping effort from hours to just a few minutes.
- Provide a monthly update of N4C awards (Excel spreadsheet) and provide the winning images to the club webmaster (best via Dropbox)
- Maintain the N4C server folder by removing entries once downloaded and submitted
- Fill out and return the N4C club information sheet to keep N4C updated on MVPC club officers. This is an annual task upon request from N4C
- MVPC Judging of N4C contests
 - Keep the President / Vice President / Past President aware of upcoming N4C contest judging that is to be conducted by MVPC. (Usually, a table for the board meeting minutes is all that is required)
 - Coordinate between N4C and Vice President / Past President to determine which digital contests MVPC will judge and in what months
- For the monthly club meetings
 - Prepare a PowerPoint presentation each month highlighting the awards received for the previous month's N4C contests. Present this presentation each month at the monthly program meeting (first Thursday)
 - Show the picture, list the image title, contest, member name and award received
 - Send this PowerPoint file to the club President for inclusion in the meeting PowerPoint
 - Present N4C awards to club members at the monthly membership meeting
 - If an award recipient is not present, send the award via USPS mail
- Order new award supplies from N4C as required when supplies run low using the N4C supplies requisition form

EAGAN REPRESENTATIVE (Parks & Rec Volunteer Photographer)

- Review and sign the MVPC Volunteer Photographer Agreement with the City of Eagan annually
 - Dates for Meeting Nights are accurate
 - Signed agreement returned to Eagan for their signature of approval
 - Give PDF of signed agreement to Webmaster for posting
- Promote the photo opportunities for the City of Eagan to the club via emails, and meetings
 - Provide PowerPoint slides to the President for inclusion at monthly meetings
- Provide information to the webmaster for posting to encourage members to support this service agreement with the City of Eagan Parks & Rec Department

TCACCC CLUB REPRESENTATIVE

- Attend Board Meetings
- Attend TCACCC board meetings once a month (2nd Thursday of month); if unable to attend, make arrangement for an alternate delegate or club president for representation at meeting)
- Participate at TCACCC Round Table discussion
- Receive mailings from TCACCC secretary and distribute to board
- Bring issues and information of TCACCC activities to MVPC board meeting
- Make TCACCC Councilor newsletter available to members
- At members' meeting, report highlights of TCACCC activities
- Serve on TCACCC committees as possible

PSA REPRESENTATIVE

- Attend Board Meetings
 - Provide a report on the status of the membership participation in the PSA competitions – three rounds
- Forward other PSA communications to the club membership or the board of directors as appropriate
- Advise membership of PSA activities as appropriate
- Receive PSA Journal; bring current ones to member meetings
 - Submit link to Webmaster for posting each month
- PSA digital contests
 - Ensure that the club membership has access to the PSA contest rules (PSA page on website)
 - Remind club membership of upcoming PSA contests via email
 - Receive and process for entry images submitted by the club membership
 - Best way to download entries is using FileZilla FTP Client software
 - Participants should use the Upload Images application
 - Work with the PSA Team to select 6 images for each Round, if needed
 - Upload Image Release forms for each photographer on the PSA Competition Software
 - Submit PSA entries for judging
 - As contest results are received, email the contest results to contest participants only
 - Maintain a record in an Excel spreadsheet of entries submitted and awards received.
 - Provide a monthly update of PSA awards (Excel spreadsheet) and provide the winning images to the club webmaster (best via Dropbox)
 - Maintain the PSA server folder by removing entries once downloaded and submitted
- For the monthly club meetings
 - Prepare a PowerPoint presentation each month, when applicable, highlighting the awards received for the previous PSA Round contests. Present this presentation each month at the monthly program meeting (first Thursday)
 - Show the picture, list the image title, contest, member name and award received
 - Send this PowerPoint file to the club President for inclusion in the meeting PowerPoint
 - Present PSA awards to club members at the monthly membership meeting
 - If an award recipient is not present, send the award via USPS mail
- Communicate viewpoints and highlights from MVPC when requested to PSA

FACILITIES CHAIR

- Arrange for meeting space for any in person meetings; enter into contract for space with prior approval by Board
- Arrive early and verify setup meets meeting requirements; greeting tables, tables for projector and sound system, tables for display of photos, podium, etc.
- Setup any equipment, if needed
- Liaison with facility management and staff
- Arrange location of Year-end Banquet, meals, etc.
- Arrange for location for December holiday meeting location, volunteers, paper products, etc.
- Clean up after meetings
- A budget for expected expenses will be submitted to the board yearly.
- Attend Board Meetings

HISTORIAN

- Maintain a record of programs presented
- Maintain a record of competition results per year
- Document special events from year
- Maintain and store history files on club
- Attend Board Meetings

**These positions should work together to coordinate activities, focus nights and programs that work with the current year salon topics