

## Vice President for Programs

The Vice President for Programs is an elected officer of the association as authorized by Article V of the Constitution. This person shall serve on the Executive Committee. The duties of the Vice President for Programs are briefly listed in Article III of the By-Laws.

The Vice President for Programs shall:

Assume the duties of President in the absence of the President.

Attend Board meetings, making appropriate reports thereto.

Attend regular meetings.

Be responsible for all programs presented at the club. Exceptions: Any program presented by another person designated by the Board.

Prepare and present to the Board in December a schedule of programs for the first half of the coming year. Schedule shall then be announced to the membership and provided to the Editor of [WebsiteCLICK!](#). The second half of the year schedule of programs should be presented to the Board no later than the last Board meeting prior to the summer program night recess.

Respond to any cancellation of a scheduled program with a reasonable effort to find a replacement. It is suggested to have training videos readily available or a discussion topic as a last minute back-up plan.

Funding for programs may or may not be provided within the club budget for the year. This must be considered in all planning.

For each program month, the Vice President for Programs shall:

- Prepare a brief program description for the CLICK! newsletter and provide useful reference links for the website.
- Make a brief informative presentation at several meetings prior to the program.
- If possible, pre-screen the presentation content or at least provide the presenter with some guidelines on what is acceptable/objectionable content for the Club.
- Pre-arrange for equipment (projector, screen, computer speakers, etc.) needed by the presenter and ensure the Equipment Custodian is aware of the equipment to bring to the meeting. Assist in the set-up and dismantling of the equipment.
- Introduce the program and do whatever is necessary to aid the presenter
- Serve as the Host for the evening.

- If the program guest(s) for the evening (Speakers and Judges) are to be compensated with a fee, then arrangements should be made with the Treasurer for payment.
- If possible, have the presenter provide paper and electronic copies of the presentation. Electronic presentation copies should be submitted to the Webpage Editor for posting.
- Send a thank you note to the presenter on behalf of the Club.

Note: In keeping with the purpose of the Club, the programs shall be useful and informative to the photographer so as to improve his/her skills and broaden his/her outlook. Keep in mind that the club membership consists of beginners as well as those who have become quite skilled. Caution should be exercised to avoid programs which are so highly specialized in equipment or that they are of little interest to most of the membership.

Revised: March, 2015