



Established September 2014

Job Description

Photographer/Historian: Responsibilities include, but are not limited to:

Bi-monthly:

- Attend all general meetings, take photographs, and maintain an on-line historical record.
- Attend all sew-ins on opposite months, photographing any highlights.
- Attend additional events or workshops, photographing highlights.
- Photographer may appoint a replacement if unable to attend an event.

On-going:

- Maintain digital files of all photographs for historical records.
- Look for continuous improvement suggestions and bring these to the attention of the board.
- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

Revision (bsb) 2016-10-25