



MOAA Ark-La-Tex Chapter Board Position Description

Title: Photographer

Importance of Position: Provide photographic coverage of chapter events and activities for media publication, inclusion in the Chapter website and as input into the historical record of the Chapter.

General Expectations:

- Current member of MOAA and Ark-La-Tex Chapter.
- Computer access and reasonably computer literate.
- Attend 85%-100% of Board meetings.
- Have working knowledge of local media outlets.
- Prepare and submit budget input as needed.

Position Qualifications:

- Knowledge of cameras, flashes, computers, lenses and films.
- Knowledge of how to control light and achieve different photographic effects.
- Skills in processing digital and/or film images.
- Knowledge of the latest photographic methods, equipment and trends.
- Computer software and technical skills.
- Communication skills.
- Good problem-solving and time management skills.

Responsible to: Chair, Public Relations and Newsletter Editor.

Major Responsibilities:

- Work as a team member with Chair, Public Relations and the Editor to meet dead lines.
- Attend chapter and other events to provide photographic coverage.
- Set and maintain precedents to maintain the high standard of MOAA publications.

Training/Preparation:

- Background in design and composition, photography techniques, equipment handling and photo processes.
- a “good eye,” imagination, and creativity, as well as a good technical understanding of photography

Average Time Commitment: 5 hours a month

Measures of Success:

- Photographic records of Chapter events are taken and maintained.
- Pictures that are taken convey intended message.
- Chapter receives 4 or 5 Star Level of Excellence award each year.

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Date Revised: