Duties of the Vice President for Programs

The VP for Programs arranges and/or creates the program schedule for the third Monday of each month.

During the Year

- In December invite club members to participate in planning programs for year.
- Establish program calendar, beginning in January, using member input whenever possible.
- Inform the President, Newsletter Editor and Webmaster of program schedule and updates.
- Arrange to have meeting dates changed due to holidays if required.

Before each Presentation

- Send email reminder to presenter 1-2 weeks prior to the program.
- Follow up with phone call if no email confirmation is received.
- Contact the screen bearer if the screen is needed and arrange for a digital projector if needed. (Generally, the screen and projector are always needed; having them at the meeting can be setup as the default so that it is not necessary to make the arrangements for the screen and projector each time).
- Send out a reminder email to the club members shortly before the presentations, 1 day to 1 week before. This usually includes the presentation topic and presenter bio information along with any information the presenter might want sent to the members (links to websites, workshop info, book info, etc.). Earlier emails can also be sent to the members, this is a last minute reminder.
- Arrange for the treasurer to bring the payment check for the presenter. We pay $0.60/mile for the total mileage from the presenter's location to the club location + the mileage for the return trip or $30, whichever is greater. If the presenter has a round trip mileage greater than 150 miles, a different formula may be considered. For example, Hal Schmidt is based in Los Osos, CA. He presented to the club only because he was already in the area. His travel expenses were reimbursed at $30 since he was staying locally and not driving from Los Osos.
- Prepare an introduction for the speaker.

At Each Program Meeting

- Arrive no later than 7:00pm.
- Help set up the projector and screen, if needed.
- Assist the presenter with set up and program, if necessary.
- Introduce the speaker.
- Assist after the program, as needed.
- Get the payment check from the treasurer and give it to the presenter.
- Return the projector and screen to appropriate members.
- Thank presenter by note or email after the program.

Program Schedule and Information

- June - Club Picnic. VP for Hospitality arranges this event.
- December - Awards Dinner. VP for Hospitality arranges this event.
- Remaining Program Meetings
    - Presentations - technique; professional area photographers
    - Presentations - equipment; knowledgeable shop owners, members, professional photographers
    - Hands-on learning experiences

    - Photography/computer/digital lectures
    - Educational seminars/workshops
    - Members' Critique, Member Image presentation, Field Trip Results, Member challenges

Behind the Scenes

- Create Program Email
    - For Critique, Member Image presentation, Field Trip Results Flyer Needs to indicate "How it Works"
    - Program Name
    - Program Date
    - Program Presented By
    - Presenter Bio
    - Program Description
    - Link to Presenters Website

- Distribute Program Email
    - Send to Webmaster to link to calendar
    - Send email to all Club Members
    - Bring several printed copies to meetings

- Enter Basic Program Information to Website Calendar (Provide to Webmaster)
    - Name of Program with Brief Description
    - Presenter
    - Date

- Obtain Critique of all Programs
    - Critique Sheet Attached
    - Enter Critique Results into LGSCC Program Historical Documents.

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