

**Photographer (Appointed)**

**Term:** One year

**Time Required:** Average 4 hours per month

**Responsibilities:**

- Take photos at each Branch event and membership meeting
- Coordinate with appropriate members to make photos available to the newsletter, website, social media, and news media
- Create and maintain a library of Branch-related photos
- Coordinate with Historian/Archivist to assure archiving of significant photos
- Keep track of activities and update the Operations Manual as needed

**Qualifications:**

- Ability to take pictures of individuals, groups, candid shots
- Possessing appropriate photography equipment
- Ability to work well with others in coordinating availability of photos, posing subjects
- Willingness to attend Branch events to take photos
- Delegation of taking photos at specific events upon notice to the Communications Chair