

# **NCEMGVA Photographer Position Description**

The **Photographer** is the pictorial historian for the Association.

## **Photographer Requirements**

1. Be a current NCEMGVA member.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. May be an officer, committee chair, or other Association member.
4. Appointed by the President to serve a two year term.
5. Be knowledgeable and experienced with the artistic and technical aspects of photography.
6. Be adept with the technology required to maintain a pictorial history of the Association.
7. Be available to attend all meetings and conference events for the purposes of photo documentation.

## **Photographer Responsibilities**

1. Take photos at NCEMGVA events, i.e., meetings, conferences, etc.
2. Load all photos to a central location designated by the President, such as an NCEMGVA Flickr account.
3. Load photos in a timely manner, preferably within two weeks.
4. Keep photos in an organized, historical format to allow counties to easily access photos pertaining to their county Master Gardener program.
5. Work in conjunction with the historian for the Association or may act as historian, if so agreed by the President and the Recording Secretary.
6. Is a voting member of the Board of Directors.

## **Photo Documentation Requirements**

Each photo should contain:

- Name or names of person(s) in the photo
- County name(s), if applicable
- Title and location of the event
- Date of the event
- Any additional pertinent information, i.e., recipient of a specific award, Association officer, guest speaker title and subject, etc.

