**Boxwood Garden Club**

**Photography Exhibits Chair/Committee Job Description/Responsibilities** **February 2023**

* Coordinates the photography exhibits at monthly membership meetings with the First VP (programs) for location and set-up requirements.
* Meet with First VP, Horticulture Exhibit Chair and Artistic Chair after the May Annual meeting to plan the year.
* Creates the annual photography schedule for the monthly meetings. Deadline July/August.

This is done in coordination with the Horticulture & Artistic Exhibits Chairs

* Schedule will be printed in the Greenbook. Use already established format for typing the schedule.
* Send to the First VP (Programs) to incorporate into her program listing.
* Send to 2nd VP for inclusion in the annual Green Book.
* When GCV establishes judges for photography- schedules a photography judge for each meeting. This will be a different judge than artistic & horticulture. As of 2023 there are no GCV judges, so the judges are the members of the photography committee.
* Arrives at meeting location early to set up: places entry slips, provides pens, sign-up sheets by category etc.
* Meets judge on their arrival when the exhibits are in place (when we have GCV judges)
* (Accompanies judge) CURRENTLY the photography chair and committee members act as judges and award the ribbons, records the comments, places stickers on the blue, red, and yellow winners, and records the awards in the book for the permanent record.
* Stays in exhibit area to assist exhibitors in placing arrangements, signing in properly and filling out exhibit cards.
* Awards
* Announces ribbon awards of the photography classes to the membership at each meeting for 1st (blue), 2nd (red), 3rd (yellow) and those who received credit.
* Awards list is immediately sent to Recording Secretary for the minutes, Photography Chair records the winners in the XL spread-sheet on the Boxwood Google Drive
* Determines winners of the annual silver awards to be given out at annual meeting by evaluating the points as tallied in the XL spreadsheet.
* Two awards:

1. **The Photography Award of Merit** = the member with the most accumulated points
2. **The Phhotography Award for Participation** = the member who has placed the highest number of exhibits, regardless of the points they received.

* Communicates with last year’s silver award winners to retrieve the silver item, ensure it is polished, wrap it up as a present for gifting to the new winner.
* Coordinates display location and needs with First VP and hostesses prior to arrival of exhibitors, preferably well before the meeting date so set-up is arranged with facility
* In January Chair attends the new member orientation at Kent Valentine House and give instruction on exhibiting. Bring photography ‘gifts’ to new members to get them interested.
* Writes an annual report that will be included in the annual meeting minutes. Includes in the report the schedule for the year, monthly exhibitors and awards, annual silver awards winners and any other information regarding other events for photography interest.
* Mid-year coordinates with the Recording Secretary and President to review all members exhibit totals. Three per year is required in any combination of artistic, horticulture and photography. Recording Secretary & President will determine who will contact those needing to exhibit to fulfill their requirement.
* Keeps all documents up to date on Boxwood Google Drive in coordination with the Google Drive Administrator
* Chair meets with GCV Photography Region Representative as zoom meetings as called.
* Sits on the GCV Photography Committee if asked.  Because this committee does not require too much work, it is very possible to be on this committee and chair the Boxwood Photography Exhibits Committee.
* Photography Chair is chief cheerleader for all things photography for the members.

Examples below of possible activities to coordinate as desired by the membership.

* Organizes fun photography ‘things’ to do
* Creates photography contests within the club for prizes when appropriate
* Organizes photography trips.
* Trips to a location to practice taking pictures (with a theme or with-out a theme)

These trips can be coordinated with GCV photography library needs

* Trips to museums to view photography exhibits

**Photography Chair Timeline**

**May-July**

Create exhibits  
Look up accompanying quote if you’d like to include one for each exhibit month  
Send to Second Vice President for inclusion in the Greenbook and first Vice President for programs information

**Each Meeting**

Arrive 45 minutes before judging time  
Set up sign in sheets  
Set out exhibit cards and pens  
Judge with Horticulture Committee  
Tally awards to announce at the end of the meeting  
Send results to recording secretary for inclusion in the minutes

Update Google Drive tally sheet

**April**

Get final tally of exhibits  
Determine winners according to the rules  
Get awards from previous year winners for presentation at May Annual Meeting  
Send final results to Recording Secretary for minutes and Second Vice President for programs

Write annual report and update google drive