



Starlight Quilters Guild Policies and Procedures

Guild Photographer

Description of Role –

Manage photography of Guild events and the storage of those photos.

Annual Responsibilities –

Take photos and store photos in a manner available to other Coordinators and the Board of Directors.

Responsibilities at Guild Meetings –

Take photographs at Guild events. May delegate to other members, as needed.

Responsibilities to the Board of Directors -

Provide an update of activities to the Secretary before each Board of Directors meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Upload photos to a cloud storage area, so that they are available for the website, newsletter and Facebook.

Label photos by month and year.