



CAMERA CLUB

## **Job Title: PROGRAM DIRECTOR**

### **Reports To**

The Program Director reports to the Board of Directors

### **Job Overview**

The Program Director liaisons with and provides support to the following Program Group team members:

- **Program Development:** This individual researches, contacts, negotiates presentation conditions and fees, provides guidance to and recommends presenters for Thursday meetings on the club's Program.
- **Meeting Setup:** This individual is responsible for the setup, operation, removal and storage of the electronic and other equipment required for Thursday meetings.
- **Show Off:** This individual leads and gives basic assistance to club members to create short audio visual presentations (named Show Off's) for Thursday meetings.
- **Annual Banquet Manager:** This individual plans and coordinates all activities included with the club's annual banquet.

### **Responsibilities and Duties**

- Attend monthly Board of Directors Executive Meetings
- Oversees and provides support to the Program Group team members listed above
- Ensures the Program for the following season is completed in a timely manner
- Ensures presenters, club members and resources are available for Thursday meetings
- Emails presenters to remind them of their upcoming presentation
- Greets, coordinates equipment & evening activities with the presenter at Thursday meetings
- Introduces and thanks presenters at Thursday meetings
- Coordinates presentation and activity timing during the Thursday meeting
- Ensures cheques are prepared for the presenters and gives cheques to the presenters
- Emails presenters to thank them for their presentation
- Ensures all club equipment is in working order and safely stored
- Develops a succession plan and finds a replacement person to fulfill the Program Director position at the end of the 2 year Director term. (3 year option)
- Assists team members to develop a succession plan for their positions

### **Skills Required**

- Organizational and people management skills
- Written and oral communication skills
- Computer skills
- Problem solving skills
- General knowledge of digital equipment including projectors, audio and laptops
- Knowledge of photography
- Public speaking skills