

The Photographer is:

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation)
- Non-attendance must be excused by sending a request to the President.
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview/History – Established as a board position to provide photographs of the board members for a roster. Currently used to document meetings for use in *Golden Gardens* and social media.

Procedures

- Present a 2-minute oral report at all CGCI meetings during chairman reports.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings. Chairmen are notified when display space is available.
- Write an article for *Golden Gardens* at least once per term.

- Be ready with a camera/phone to capture important and interesting moments including the general atmosphere of the meeting or event.
- Report to the meeting/event chairman if unable to attend so they can find a replacement.
- Compile a photographic summary of the meetings and events to present at the end of the term.
 - Coordinate presentation with the President and Convention Chairman.

Suggestions

- Request to be informed of potential photo opportunities.