

PHOTOGRAPHER / HISTORIAN

JOB DESCRIPTION

The Historian/Photographer Chairperson is appointed by the Tinker Officers' Spouses' Club President. The Historian/Photographer Chairperson is responsible for maintaining scrapbooks and photographing all OSC activities.

COORDINATING OFFICER:

The Second Vice-President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the Second Vice-President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Photograph all OSC activities. The OSC President, the Advisors and Honorary President should be photographed at all events. The program speaker or guest should also be photographed.
5. Be responsible for collecting articles and other things suitable as scrapbook memorabilia, pertaining to the OSC.
6. Prepare the scrapbooks by using an outline digital photo service such, such as Shutterfly.com if desired by the recipients.
 - a. One scrapbook should cover the term of each Honorary OSC President that serves and be presented to h/her upon their departure. Publicity photographs, news releases, articles and other information may be used.
 - b. The second scrapbook should cover the term of each OSC President that serves and should be presented to h/her at the completion of h/her term. Publicity photographs, news releases, articles and other information may be used.
 - c. The third scrapbook will record the events for the year including photos, press clippings, and a yearly report from the Welfare Treasurer. The album will be the property of the OSC will be kept in the OSC closet after printing.
 - d. The Advisors should also receive a scrapbook covering the term of each individual and should be presented upon departure.
7. Serve as the photographer for all functions. Supply all of the names in the pictures, especially of Hails and Farewells.

8. Work closely with the *Smoke Signal editor* to ensure the pictures are available for use and with the *Hail and Farewell Chairperson* for names of incoming and outgoing members.
9. Place photographs from OSC functions in the OSC bulletin board in the Tinker Club. These pictures may be taken down after the next function and then can be made available at the next function for people to have.

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

Revised 01/2012