

## **HISTORIAN/PHOTOGRAPHER POSITION DESCRIPTION**

### **HISTORIAN DUTIES:**

1. Keeps records and photographs of RWOP luncheons and events by month reflecting activities and celebrations during the Historian's term(s) of office.
2. Exhibits strong writing skills used in creating the RWOP Scrap Book.
3. Possesses basic graphic design knowledge to create a two-year RWOP Scrapbook for competition at the AzFRW Fall Convention. Produce and coordinate sale of scrapbooks to RWOP members.
4. Designs the introduction page(s), collate photos, etc. for RWOP's 80th Anniversary publication.

### **RWOP PHOTOGRAPHER DUTIES:**

1. Proficient in using as well as owning the equipment (SLR/Phone camera, software to process/edit pictures) necessary to take pictures. Experienced in editing, filing and sending pictures. Understands that they need to be processed and sent to the RWOP Communications VP after being sized/edited properly and in a timely manner.
2. Attends all RWOP Meetings/Luncheons as well as other sponsored events to take photos. If she cannot attend, she will find a replacement and give him/her at least a three-day notice that she will need his/her help. This time requirement may not apply in an emergency, however, a backup should be identified that can be called on when there is a last-minute notice.
3. Files all RWOP pictures (especially the Caring for America pictures each month) for easy retrieval. If asked, pictures should be made available and sent in a timely manner to the requester (if it isn't an RWOP member, then pictures shared need to be approved by the RWOP President).
4. Understands that the Photographer is also the Historian and, therefore, should be able, with the RWOP President, to select the most appropriate pictures to be included in a club scrapbook for the AzFRW Convention Competition which is held every odd numbered year. The RWOP Scrapbook shall be of a high quality to compete in the AzFRW Scrapbook Competition.
5. Ensures that the following photos are taken during a luncheon:
  - President, 1st VP of Programs, Ways & Means VP, RWOP Membership, Merchandise Chair, Registration Chair, Americanism Chair, Chaplain, Sergeant at Arms, Current dignitaries in attendance, Members interacting at the luncheon tables, Featured Speakers, Candidates (lobby), additional speakers and candidates at the podium, Any groups on stage. i.e., RWOP Singers, Volunteer(s) of the Month.Note: Selected photos need to be converted to PowerPoint to show on slideshow at each luncheon as requested.