**UECPC Board of Directors**

**The President** - shall provide leadership and direction to the Club, its membership and the Board of Directors. The President shall preside at all meetings of the Club and the Board of Directors. The President shall appoint all non-elected chairpersons of committees. The President shall act as the Club spokesperson.

**The Vice President** shall preside in the absence of the President. The Vice President assumes the responsibility to welcome new members.

**The Secretary** will be responsible for taking the minutes at each meeting. The Secretary also reports the minutes of the previous months meeting. Should the Secretary be unable to attend a meeting, it is the responsibility of the secretary to forward the minutes to the president for reporting.

**The Treasurer** collects the dues of the members.
- Annual dues are paid in September
- If new member joins after February, dues will be 50% of the annual rate.

The Treasurer will give a monthly report of the club’s financial statement at the monthly meeting. It is also the duty of the Treasurer to pay the club membership dues to PSA & WACCO as needed, maintain a working relationship with the UEC Business Manager, and create and maintain, the club membership database and attendance sheet. The Treasurer will, working in concert with the authority of the president, approve all club expenses.

**The Program Coordinator(s)** is/are responsible for listing the various special events and develops monthly programs and special activities for the club. The Program Coordinator also schedules the Photographers of the Month and the monthly photo challenges. The Program Coordinator supplies new members with nametags.

**The Newsletter Coordinator(s)** produces the monthly newsletter. The Newsletter Coordinator will assemble and publish the newsletter from the various contributions made by the board and the club members. The Editor will mail/e-mail the newsletter to all members two (2) weeks prior the next scheduled meeting.

**The Technical Coordinator(s)** will work with the Program Coordinator to provide technical support as it relates to audio/visual needs for each meeting.

**The Web Master** will be responsible for maintaining the club's website with current information regarding the club's activities.

**The Exhibition Coordinator(s)** is/are responsible for procuring public venues for the members to display and sell their work. The Exhibition Coordinator will act as a liaison between club and venue and will assist members to get work prepared as required by venue.

**The WACCO Representative** will represent the UECPC at the WACCO meetings and report back to the club about events that are taking place.

**PSA Region 21 Representative** will represent the UECPC at the PSA Wisconsin Region 21 and report back to the club about events that are taking place.

**Hospitality Coordinator** Reminds members if it’s their turn to be a Photographer of the Month, and who is responsible for bringing food.