

Position Description: Club Photo Coordinator

The Photo Coordinator provides support to the Managers Coordinator in arranging the Club's Photos. Activities include:

- a. Arrange for a quote and select photographer on recommendation to the Committee.
- b. Book photographer with sufficient lead time to ensure preferred date are met.
- c. Arrange photo schedule for all teams, committee and Auskick group.
- d. With support from volunteers, coordinate on the day photo activities.
- e. Arrange for managers to review photo proofs and provide player/parent names.
- f. Arrange for soft copies of photo to facilitate yearbook.
- g. Facilitate timely ordering and delivery of photos so they can be distributed at end of season activities.

The Photo Coordinator is a member of the General Committee and reports to the Managers Coordinator.

Reports to	Member of Standing Committee	Expected time commitment
Managers Coordinator	N/A	2-4 Hours per month