

## Bangalow Garden Club

<b>Communications Team Photographer</b>	<b>Effective Date:</b> February 2023
<b>Written by:</b> Adelina Linardon	<b>Version:</b> Draft <b>Date:</b> 9 February 2023
<p>The Bangalow Garden Club (BGC) has as a web page <a href="https://bangalowgardenclub.com/">https://bangalowgardenclub.com/</a> as well as a social media presence. The Photographer provides photographic content for these platforms. This position is a part of the Communications team administered by the Communications Co-ordinator.</p> <p><b>Photographer:</b></p> <ul style="list-style-type: none"><li>○ Takes photos at the monthly meetings specifically the Flora of the Month and the Guest Speaker.</li><li>○ Takes photos at garden club functions.</li><li>○ Emails photo files to the Communications co-Ordinator in a timely manner for inclusion in the monthly newsletter and in posts on the website.</li><li>○ Posts photos to the club's Facebook page.</li><li>○ Creates a slide show of all photos taken at club functions to be played at the yearly Christmas Party</li><li>○ Notifies the co-Presidents if they are unable to take attend a function so that an alternate photographer can be found.</li></ul>	