

## Picture Director Description

A volunteer (or 2) is required to take on the role of picture coordinator for the 2017/2018 season.

Approx. time commitment for this role in 2016/2017 was 12-15 hours.

Role duties are complete before the holiday break each season.

Target to have pictures taken is the 2<sup>nd</sup> or 3<sup>rd</sup> week of October.

Core tasks (based on past seasons)

- 1) Arrange and book a photo provider for team and player pictures
- 2) Create a picture schedule (consider including a retake date)
- 3) Book a location (depending on availability we have used foyers and gyms of schools, Baymont Inn, Arena space etc)
- 4) Communicate schedule to coaches (or team picture rep) and arrange distribution of order forms
- 5) Proof the pictures and approve that team members appear correct
- 6) Receive or pickup pictures
- 7) Arrange distribution of pictures to teams
- 8) Arrange sponsorship plaque delivery (if applicable)

Based on feedback from prior years, the Executive would support this person investigating and recommending a new provider for the 2017/2018 season.

Tasks would include:

- 1) Soliciting new providers for costs and services
- 2) Following up on suggestions for alternates
- 3) Investigate alternate methods (on-ice versus studio setting, team picture for all, teams arrange their own, etc.)
- 4) Compare offerings and provide a summary with recommendation to the Executive and Association (preferably prior to or at the 2017 AGM for voting)

Please contact any member of the Executive if you are able to take on this role.