

Sub- Committee Terms of Reference

Sub- Committee Name: Photography sub-committee

Chair: Member elected by the HBOC Management Committee

Responsible to: HBOC Management Committee

Purpose: **Oversee the management and curation of the HBOC Bird Image Library and associated online galleries.**

Authority: Reports to the HBOC Management Committee

Timeframes, Reporting and Deadlines:

- The sub-committee will meet at least twice each year and when required
- The sub-committee will provide a report or written minutes to the Management Committee after every meeting or at least twice a year.
- All positions on the sub-committee will be deemed vacant after the AGM each year. (ie. March)
- The sub-committee chairperson will ask for expressions of interest to remain on the sub-committee and the names of the proposed members tabled at the March Management meeting for endorsement
- The sub- committee will be reappointed annually by the HBOC Management Committee, and the Terms of Reference will be reviewed at this time.

Composition:

- Consists of four (4) HBOC members
- The HBOC President or delegate is an ex-officio member.

Specific Areas of Responsibility:

1. Manage HBOC collection of photographic prints and digital images.
2. Encourage members to contribute to and utilise the Library (BIL) and Galleries
3. Monitor usage of images as per policies developed and approved by the HBOC Management Committee
4. Promote photography and the sharing of images to members as an adjunct to birding.
5. Organise printing of photographs as required for HBOC Activities. (up to \$300). All amounts in excess of \$300 to be referred to Management Committee for approval.

Other Resources:

Annual subscription to Photographic website SmugMug.