

# Greenville Woodworkers Guild, Inc.

## Position Description

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<b>Title:</b>	Audio/Visual Chairman	PDE No.:	17
		Revision:	3
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

### **General Responsibilities:**

The Audio/Visual Chairman is, on behalf of Greenville Woodworkers Guild, Inc. (the "Guild"), responsible for management and maintenance of audio/visual equipment owned by the Guild; for use of such equipment as appropriate at Guild events and functions; for recording and documenting events of the Guild; and, for providing a system for accessing that information for the benefit of the Guild and its members.

### **Authorization:**

The Audio/Visual Chairman is appointed by the Vice President, Educational Activities and serves at the pleasure of the Vice President, Educational Activities. The Audio/Visual Chairman is an Agent of the Guild and will sign an Indemnification Agreement with the Guild He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Audio/Visual Chairman may appoint such assistants and project coordinators as may be necessary to assist with the duties of the Audio/Visual Chairman. Any such assistants shall serve at the pleasure of the Audio/Visual Chairman.

### **Specific Duties and Responsibilities:**

The Audio/Visual Chairman's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Recruit, select, and train audio/visual equipment operators
- Arrange for equipment operators to be assigned to cover events and functions as required
- Provide for storage and maintenance of audio/visual equipment
- Secure approval of the Facility Building Manager for temporary and/or permanent modification to A/V wiring within the facility.
- Prepare budget recommendations for submission to the Board of Directors by the Vice President, Educational Activities.
- Purchase and receive audio/visual equipment, materials, and supplies with the approval of the Board
- Record interesting and instructional events as they may occur. Such events may include, but not be limited to:
  - monthly membership meetings,
  - special programs,
  - visitations and special trips,
  - mentoring sessions for the purpose of self-training,
  - safety rules/procedures,
  - tool and equipment operating procedures,
  - charitable events,
  - events in which the Guild participates ,
  - public presentations/publicity videos, and
  - member orientation programs.
- Establish and coordinate procedures with the Website Manager, Vice President, Communications, Librarian, Woodworking Shop Manager, Mentoring Chairman so as to see that recordings are made and are available to Guild members.
- Provide monthly reports of Audio/Visual activities to the Vice President, Educational Activities for submission to the Board of Directors.
- Perform all the duties incidental to the office of Audio/Visual Chairman and such other duties assigned to such office by the President or the Board of Directors.