*Category Chairs*

The four category chairs of each of our competition categories – B&W, People, Nature and Creative – are responsible for getting volunteers for and running each of our 12 regular Friday competitions. There are approximately 4-5 volunteers needed to run a digital submission competition, and approximately 10 volunteers needed to run a print competition.

Each category chair, therefore, is responsible for three competitions a year.

The category chairs shall solicit these volunteers before competition night.

The “B” competition chair has the added duty of finding judges from among the membership for those competitions. I would also encourage the “B” chair to visit each CPS beginners class 1-2 times during the course to encourage participation in the “B” competitions

Once the category chair is given the names of judges for the respective competition, he shall be responsible for all further emails/communications. That includes, but is not limited to, notifying judges for a digital submission competition that judging links are available, and the deadline by which judging must be completed. The category chair will monitor the progress of the judges on Shutter Score, and if a judge(s) seem to be lagging or starting late, the category chair will send a friendly reminder of the judging deadline.

The category chair will present a check to the judges at the end of the print competitions, or be responsible for sending a check in a thank you card following digital competitions.

After print competitions, four copies of the scoresheets need to be made. The competition chairman and the category chair will keep these for the competition year as a backup should they be needed.

Category chairs will attend – or find someone who can – the meeting after EOY submissions to catalog all EOY print submissions.

At the end of the regular competition year, each category chair will compile a list of all people who participated in a competition which will include any points earned. This list will be used to determine points awards during the year, and a copy will be submitted to the competition chair so he can then determine the “photographer of the year” from all the point totals. Because all the lists are used to determine the photographer of the year, ALL points earned during a competition year in the categories must be included. Don’t just determine the top 4-5 point winners.

During the awards night in mid-May category chairs should try to attend to present the awards in their respective category.