JOB: Face Pages

JOB TYPE: Computer – word processing and photo editing

VOTING MEMBER OF BOARD: Reports up to Board via Communications Director who leads team

DURATION OF SERVICE: Not limited

RESPONSIBILITIES: Edit previous year's Face Pages and publish in Fall of year. Tasks include:

- End of September solicit Membership Co-Chairs to obtain current list of branch members from the membership data base

- Copy into new year's folder and review previous year's Facepages photo folder and MS Word merge document (2x2) to identify members who need a photo. Add spaces in merge doc to accommodate all members listed by Membership.

- Obtain photos – as needed photograph members and/or solicit digital headshots by email

- In photo software, edit photos. This may include:

  - Crop photos to head shots, using 8:10 aspect ratio.

  - Adjust color, light levels, and contrast so that skin tones look normal on the page.

  - Minimize size to thumbnail – approx. 2 x 2.5"

- Name photo image files in lastname firstname format.

- Enter names and photos into Face Pages Book Word 2x2 file in alphabetical order by last name.

- Open Face Pages Word 5x5 file. Choose Mailings, then Merge, then Edit Individual Files.

- Update header and footer, as needed.

- Save 5x5 file with updated name.

- Publish the Face Pages as a compressed PDF, and email it to Co-Presidents, webmistress, and Membership Co-Chairs.

- Arrange to have paper copies printed and mailed to members who do not use email.

SIGNIFICANT CALENDAR MILESTONES:

- Face Pages should be published in the Fall, after the Membership Directory and before the holiday gathering.

- If a significant number of new members join after the Face Pages are published, and if the additional photos are available, publish a supplement in March or April (after the half-year dues take effect).

- The best opportunities to capture photos of members are the September and October branch meetings, the December holiday gathering, and the New Member events.