

Calendar Manager Director

Position Purpose: The most significant way that RCA reaches the public is through our website, and the number one item they check when they visit it is the calendar. The Calendar Manager reaches not only our membership, but also the greater public. It is vitally important to the smooth functioning of the club that our calendars, in all their forms, be current and accurate. Additionally, the calendar we publish every year is a vehicle for displaying our members' accomplishments in astro-imaging and raises money for the club. The calendar also allows our members to make their travel and observing plans in advance. The Calendar Manager is, in a sense, the glue that holds the club together.

Responsibilities:

1. Communicates with all SIG directors and officers who plan events for the calendar in August for proposed scheduling for the coming year. Requests not only dates of events but also times and locations. Sets a deadline for those decisions.
2. Manages the creation of the printed calendar with all events accurately recorded to go on sale at the RCA Sales Table no later than November, and preferably October.
3. Works with the selection committee to choose the images taken by our members for inclusion on the calendar.
4. Manages the calendar section of the website, keeping it accurate and timely.
5. Publishes a one-page pdf of club star parties in January so members can print it out.
6. Amends mistakes on the web page calendar if necessary.
7. Adds items to the calendar during the year as they are created.
8. Maintains all "landing pages" linked to web page calendar events for accuracy.
9. Works with V.P. of Communications to keep RCA web-based technology up-to-date.

Practices:

Establish and maintain good working relationships with the people who create events for the calendar: OMSI liaison, V.P. of Observing, V.P. of Programs, Astro-Imaging SIG Director, Cosmology SIG Director, Telescope Workshop Director, Downtowners Hostess, Youth Program Director