

# **PSA HISTORICAL PROJECTED IMAGE COLLECTIONS COMMITTEE**

## **Master Operating Manual**

September 9, 2019

### **INTRODUCTION**

This Master Operating Manual for the PSA Historical Projected Image Collections Committee provides a summary of the Historical Projected Image Collections Committee's 1) general responsibilities; 2) term of office; 3) responsibilities; 4) required meetings; 5) specific duties; 6) budget; 7) equipment required; and 8) time required. The process used by the Historical Projected Image Collections Committee to acquire images is presented in Appendix A.

### **I. GENERAL RESPONSIBILITIES**

The PSA Historical Projected Image Collections Committee is responsible for the Collections from all Divisions except for the images from the Pictorial Print Division (PPD). The Image Collections VP is the ex-officio member of the PSA Historical Projected Image Collections Committee. The PSA Historical Projected Image Collections Committee members will include personnel from each Division for acquiring new images in that Division. It is expected the Chairs of the Historical Print Collections Committee and the PSA Historical Projected Image Collections Committee work together to coordinate the new image acquisition with Untitled.

### **II. TERM OF OFFICE**

The Historical Projected Image Collections Committee Chairperson is appointed by the President of PSA for a two-year term. Members of the Historical Projected Image Collection Committee are appointed by the Projected Image Collections Committee Chairperson.

### **III. REPORTING RESPONSIBILITIES**

The Historical Projected Image Collections Committee reports to the PSA Image Collections Vice President.

### **IV. REQUIRED MEETINGS**

- The Historical Projected Image Collections Committee annual review meeting is in the spring at PSA headquarters.
- At the annual PSA Conference Historical Projected Image Collections Committee meeting. The Image Collections Vice President generally briefs the Historical Projected Image Collections Committee on any messages from the Board, reviews the overall work of the Committees and provides support and assistance for any special needs requested by the Committees.

### **V. SPECIFIC DUTIES**

The specific duties of the Historical Projected Image Collections Committee include:

- acquiring the Historical Projected Image Collections existed in each Division and transfer them to HQ
- acquisition management of new digital images and slides into existing PSA Division Collections such as CPID Collection, Nature Permanent Collection, etc. each year
- Oversee the transfer of the Division Collections to Headquarter.

- Provide digitalize slides of these Collections if needed.
- Acquire new digital images for Historical Projected Image Collections; for example, request the International Directors in overseas countries, especially those in Asia to help to collect outstanding projected images from the photographers in their countries. Provide support and assistance to transfer those new projected images form oversea to PSA Headquarter.
- Review newly acquired projected images for the possible inclusions into each PSA Collection.
- Digitalize the slides in those Collections into digital images if needed.
- About two months before the semi-annual Board meetings, the Historical Projected Image Collections Chairperson submits a semi-annual report on the Committee's operation and emails the report to the Image Collections Vice President.
- The Historical Projected Image Collections Chairperson submits an article(s) outlining the Committee's operations as required (about once every twenty-four months).

## **VI. BUDGET**

The Historical Projected Image Collections Committee prepares an annual budget (or estimates expenses) and submits it to the Image Collections Vice President and Treasurer, prior to the PSA annual BOD meeting in the spring.

## **VII. EQUIPMENT REQUIRED**

The Historical Projected Image Collections Committee members shall have E-mail capability for exchanging ideas and voting when requested on Committee business

## **VIII. ESTIMATED TIME REQUIRED**

The Historical Projected Image Collections Committee is required to allow sufficient time to serve the Committee operations primarily to acquire projected images from PSA members and other sources along with time to review and recommend the inclusion of specific images in the PSA Permanent Collection.

Approved Sept 9, 2019

## Appendix A: Historical Projected Image Collection Process

The following describes the process used by the Historical Projected Image Collection Committee members to acquire new images.

