

# BIDEFORD CAMERA CLUB ROLES AND RESPONSIBILITIES OF OFFICERS

## **Committee Members**

Chair

Programme Manager (& Deputy Chair)

Secretary

Competition Manager

Treasurer

Publicity and Media Officer

Webmaster

Member Representative

The responsibilities of the Club's Committee Officers are to:-

### **1. Chair**

- Facilitate all Club meetings. This includes opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership. Introduce external speakers or judges at a meeting and, at the close of meeting thank them.
- Chair all Committee meetings. This includes setting the agenda for the meetings, ensuring that the meeting runs to schedule, that the Committee stays on agenda and that all members have a chance to air their views. Where required, the Chairman shall also act as final decision maker.
- Set the agenda for, and to chair, the Club AGM (and EGMs when required).
- Support the other Committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the Club.
- Ensure that the best interests of the club and the membership are addressed at all times.
- Represent the Club at the Western Counties Photographic Federation and Photographic Association of Great Britain as necessary.
- Be a secondary signatory to the Club account (as long as the Chairman is not related to the Treasurer or Secretary).

### **2. Programme Manager (& Deputy Chair)**

- With the assistance of and input from the other Committee members to produce the initial draft of the following seasons programme by the end of the second week of February of the current season.
- After confirmation by the Committee, to produce the final version of the next season's programme for circulation to members by the first week of March of the current season.
- Deputise for the Chair is not able to be present and fulfil the Chair's role until the Chair is able to resume his duties.
- Initiate, make recommendations for and assist with the organization of events in support of the programme particularly workshops and photoshoots.

- Engage with members who have specialist photographic skills in order to create added value for members through workshops, training, and Special Interest Groups.
- Promote and administer the running of any Club Special Interest Groups (SIGs) in association with the SIG Leaders,
- Consider options for and investigate fund raising opportunities for the Club.
- Assist the Chair with the general growth and well being of the Club.
- Attend Committee meetings, report on any programme or other issues and follow up any actions agreed, and at the AGM introduce the next programme to members.

### **3. Secretary**

- Be the main point of contact for the Club for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the club. Where enquiries are from possible new members, to respond promptly with all the information they need or have requested.
- Set the dates for Committee meetings in consultation with the Chair and circulate the agenda in good time.
- Attend Committee meetings, report on any relevant correspondence in and out and other items that may impact the Club.
- Record and circulate the minutes of Committee meetings.
- Ensure that Committee members are aware of any pertinent Club Constitution requirements related to matters under discussion.
- Set the agenda for and notify all members of the Annual General Meeting dates and co-ordinate nominations for vacant Club Officer positions.
- Notify members of the date of any Extraordinary General Meetings and provide the reasons why it/they need to be held together with details of the proposal(s).
- Before Club meetings, to ensure that any external speakers have been contacted and are familiar with arrangements.
- During Club meetings ensure that members are informed of any key news items, Club activities and relevant upcoming events.
- Co-ordinate the distribution of information to all Club members.
- Act as main point of contact for members of the Committee when required to send out appropriate information to the Club members.
- Liaise with the Chair on Club, and if necessary other Committee members on matters arising from meetings, correspondence or related to the Constitution or effecting the running or reputation of the Club that need a decision made between Committee meetings,
- Book speakers for the following season talk evening dates set by the Programme Manager and within the budget set by the Treasurer, taking into account feedback from the members provided by the annual survey carried out by the Member Representative.
- Inform the Programme Manager of booking confirmations and the Treasurer of speakers fees.
- To be the third signatory to the Club account (as long as the Secretary is not related to the Treasurer or the Chairman).

## **4. Competition Manager**

- Liaise with the Programme Manager to select and book judges for Club, and inter-club competitions identified in the draft programme.
- Set the themes for the following seasons Club competitions in time for the Programme Manager to include them in the draft programme. At least half of these should accord with members preferences revealed by the annual survey carried out by the members Representative.
- Maintain a record of all pictures submitted to Club internal. and with the assistance of the External Competition Secretary, external competitions.
- Ensure that all submitted pictures for internal competitions conform to the Club's Competition Rules and are properly identified and recorded prior to delivery to the judge. to undertake or arrange the delivery, where necessary, of the images and
- Liaise with the competition judges to; agree a time frame for delivery of images, explain the Club's scoring requirements, state the theme description given to members and, send them a reminder two week before the event.
- Make an accurate record of the competition results and email a confirmation of success to members who gain awards from judges.
- Liaise with the web site manager (Webmaster) to ensure that all competition details and results are available on the web site.
- Keep a copy of members prints and DPI images that win places in competitions ready for use in inter-club competitions, calendars etc.
- Maintain alignment between Club competition rules and those of the WCPF and PAGB
- Attend Committee meetings, report on any competition issues and follow up any actions agreed seek assistance if required and produce an a report for the AGM.

## **5. Treasurer**

- Maintain a full and accurate list of Club members and their details.
- Maintain and administer the member database system
- Provide the members list to the Secretary, Chairman and the Competition Secretary as necessary.
- Collect all membership fees (including door money), and pay all expenses, within agreed timescales.
- Maintain an accurate and auditable record of all Club income and expenditure (petty cash and bank account) and liaise with the appointed independent accounts auditor to ensure that all records are fully audited prior to the AGM.
- Set a draft budget for the following season that does not exceed the Club's projected income and take this to Committee for approval.
- Set a subscription fee for members that ensures the agreed budget expenditure will be covered by income and submit this for agreement by the Committee.
- Provide a budget allocations within the overall budget for the payment of speakers and judges for the use of the secretary and Competition Manager respectively.
- Be the main point of contact with regard to matters associated with Club finances.

- Be the primary signatory to the club bank account.
- Attend Committee meetings, report on any financial issues and follow up any actions agreed seek assistance if required and produce a report for the AGM.
- Act as the Club's Data Protection Officer in accordance with The Data Protection Act 1998

## **6. Publicity & Media Officer**

- Promote club events through all appropriate mediums including social media.
- Be the main point of contact within the Club regarding the liaison with the press or other news/advertising/marketing mediums.
- Raise awareness of the Club in the local community.
- Identify to the Committee, opportunities to advertise or market the Club.
- Work with all the other Committee members, where necessary, regarding the provision of articles and information for the purpose of advertising the Club or promoting Club activities.
- Act as the manager for the Club's social media presence including the Facebook page.
- Arrange the hosting and running of on-line meetings when required .
- Attend Committee meetings, report on any issues and follow up any actions agreed seek assistance if required and produce an a report for the AGM.

## **6. Webmaster**

- Maintain and update as appropriate a website on which relevant Club information can be readily available to members and non-members.
- Maintain the galleries of placed competition entries and any others requested by the Committee for other purposes.
- Provide specialist input to the Committee on the options for developing the Club website to offer greater value to members.
- Prioritise content including welcome information about the Club for potential new members; meeting place, dates and content; competition entry dates; subscription amounts; relevant forms and rules.
- Other content can include relevant information that creates an helpful customer focussed website to attract new members and be useful to members and potential new members.
- Liaise with the Treasurer to ensure that the site complies with the requirements of the The Data Protection Act 1998
- Maintain information regarding website access details, provide copies of such information to the Chairman and Vice-Chairman as contingency, and have arrangements for back up of the website content in case of data loss at the host.
- Liaise with the Publicity and Media Officer and Facebook Administrator to ensure that content is consistent and correct across all mediums.
- Maintain the Club email accounts.
- Maintain records of web-based mailing lists if appropriate and discussion groups that are relevant for the Club's activities.

- Attend Committee meetings, report on any issues and follow up any actions agreed seek assistance if required and produce an a report for the AGM.

## **7. Member Representative**

- Assess and represent the views of the general membership of the Club at all Committee meetings.
- Undertake an annual survey of members via a questionnaire, and collate the responses to produce a report for the Committee by the end of October.
- Produce a slideshow covering the key findings of the annual survey to be shown to members.
- Undertake to support the Committee members and undertake ad-hoc tasks if required.
- Assist the Competition Manager and External Competition Secretary in the delivery of images to judges and the running of inter-club competitions.
- If requested to by the Committee, to canvas members on their views on specific matters and report back to the relevant Committee officers..
- Attend Committee meetings, issues members have and follow up any actions agreed, seek assistance if required.

## **Non-Committee Officers**

The Committee may appoint and call on the following non-voting ancillary Officers:-

External Competitions

Equipment

Facebook Administrator

Summer Programme Organiser

The responsibilities of the these officers are to:-

### **1. External Competitions Secretary**

Whenever the Committee agrees to enter an external or inter-club competition they will seek to appoint a Club member to act as the competitions secretary for that specific competition.

- Liaise with the Secretary to establish the requirements for entering the competition and keep them informed of progress.
- Attend Committee meeting if requested.
- Collect entries from members, arrange for their delivery to the organisers of the competition and return of any prints.
- Ensure that the Webmaster has the results and DPI files of placed entries.

### **2. Equipment Officer**

- Maintain a register of Club equipment, physical documents and licences owned.
- Set up and run the projector on Club evenings.

- Attend Committee meeting if requested or request attendance if action is required to replace or maintain any item.

### **3. Facebook Administrator**

- Carry out administrative tasks to keep the Club's Facebook page up to date, relevant and compliant with the ethos of the Club.
- Liaise with the Publicity and Media Officer and Webmaster to ensure that content is consistent and correct across all mediums.
- Remove any postings or images that may reflect poorly on the Club.
- Add posts to promote coming Club evenings and other events and to report on meetings held.
- Liaise with the Treasurer to ensure that the site complies with the requirements of the The Data Protection Act 1998
- Attend Committee meeting if requested.

### **4. Summer Programme Organiser**

- Develop the itinerary for out of season activities.
- Establish the date time and meeting point for each activity and provide location information in OS grid references, post code (urban areas) and what3words formats.
- Identify and describe the nature of the terrain where the activity is located and if particular clothing would be useful e.g. boots/wellingtons.
- Identify the type of photographic opportunities available at each location.
- Submit the draft programme to the Programme Manager by the third week of March.
- Check that the location is still available and viable three days before each activity and inform that Secretary if there is any issue.

### **5. Special Interest Group Leaders**

At the start of each season the Club will request volunteers to run photographic Special Interest Groups (SIG).

There is a separate document, "SIG Leaders Guide" dated August 2020, that provides guidelines for the SIG Leaders to operate by.

NOTE.

This document to be reviewed and amended, if required, on an annual basis by the Committee.