

## **Club Officers and Duties**

### ***Chairman***

The responsibilities of the Chairman are:

- To facilitate all club meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership. When lecturers are present at a meeting, this also involves introducing the lecturer and thanking them at the end of the evening.
- To facilitate and chair all Committee meetings. This involves setting the agenda to 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.
- To set the agenda for and chair the club AGMs and SGMs when required.
- To 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.
- To ensure that the best interests of the club and the membership are addressed at all times.
- To be a secondary signatory to the club account (as long as the Chairman is not related to the Treasurer or Secretary).

### ***Vice-Chairman***

The responsibilities of the Vice-Chairman are:

- To stand-in for the Chairman when he is not able to be present and fulfil the same duties until the Chairman is able to resume his duties.

### ***Honorary General Secretary***

The responsibilities of the Secretary are:

- To 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. When there are enquiries from possible new members, to pass their contact details to the Membership Secretary in good time for the Membership Secretary to respond appropriately in order to promote a good view of the club.
- To co-ordinate the distribution of information to all club members (via e-mail and post where appropriate)
- To act as main point of contact for members of the Committee (Chairman, Programme Secretary, Member Representatives and the web site manager) to send out information to the club members.

To liaise with the Chairman on club matters arising, to undertake to write and maintain a full record of all formal Committee activities and forward Committee calling notices and agendas as required.

To be the third signatory to the club account (as long as the Secretary is not related to the Treasurer or the Chairman).

### ***Honorary Programme Secretary***

The responsibilities of the Programme Secretary are:

To undertake to plan a varied and balanced programme to meet the needs of the membership (in conjunction with the Committee).

To liaise with the Competition Secretary to ensure that all club competitions, including judges and closing dates where appropriate, have been captured within the programme

To ensure that the appropriate speakers/presenters are booked in good time to ensure a successful programme.

To establish the requirements of the speakers/presenters in good time prior to at the meeting so that their needs can be addressed and to confirm attendance

To ensure that contingency plans for the programme are in place

To liaise with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance

To brief the Chairman, as appropriate, prior to the start of a club meeting when a speaker/presenter is in attendance.

To appraise the membership of changes in the programme, as necessary, and to provide programme details, as and when requested

To liaise with the web site manager to ensure that the master programme is held on the web site and is current and complete.

### ***Honorary Internal Print Competition Secretary***

The responsibilities of the Internal Print Competition Secretary are:

To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with the club internal competitions identified in the programme.

To maintain a record of all prints submitted to internal competitions (club,).

- To ensure that all submitted prints to the internal competitions are properly identified and recorded prior to the internal competition and to undertake delivery of same (where necessary).
- To brief the Chairman, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- To liaise with the competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- To liaise with the web site manager to ensure that all internal competition details are available on the web site.
- To liaise with the web site manager to provide all details of individual successes in order to recognise individuals and promote the club.
- To be the fifth signatory to the club account (as long as the Competition Secretary is not related to the Treasurer, the Chairman or the Secretary).

### ***Honorary External Competition Secretary***

The responsibilities of the External Competition Secretary are:

- To liaise with the Programme Secretary to ensure that External competitions are identified in the programme.
- To maintain a record of all prints and/or Digital Images submitted for External competitions. **Note:** *Pictures and Digital Images submitted by individuals in national and international competitions where they have not been submitted on behalf of, or by, the club shall be exempt from this activity.*
- To ensure that all submitted prints and /or digital images to the External competitions are properly identified and recorded prior to delivery to the sponsoring club or judge and to undertake that delivery (where necessary).
- To maintain a list of all External competitions requiring club entry to during the year, the entry dates and the criteria, and to apprise the Committee in good time for picture and digital image selection and submittal (**Note:** *or any other procedure used for selection followed by the club*).
- To liaise with the External competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- To liaise with the web site manager to ensure that all External competition details are available on the web site.
- To liaise with the web site manager to provide all details of club and individual successes in External competitions in order to recognise individuals and promote the club.

To be the sixth signatory to the club account (as long as the Competition Secretary is not related to the Treasurer, the Chairman or the Secretary).

### ***Honorary Digital Image Competition Secretary***

The responsibilities of the Digital Image Competition Secretary are:

- To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with Digital Image competitions identified in the programme.
- To maintain a record of all Digital Images submitted to Internal competitions. **Note:** *Images submitted by individuals in national and international competitions where they have not been submitted on behalf of, or by, the club shall be exempt from this activity.*
- To ensure that all submitted Images to the Internal competitions are properly identified and recorded prior to the internal competition.
- To brief the Chairman, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- To liaise with the Internal competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- To liaise with the web site manager to ensure that all Internal competition digital image details are available on the web site.
- To liaise with the web site manager and provide all details of individual successes in order to recognise individuals and to promote the club

### ***Honorary Webmaster Secretary***

The responsibilities of the Webmaster Secretary are:

- Create a website on which club information can be organized in an easy to navigate structure .
- Maintain updatable sections of the website with the following information:
  1. Important dates
  2. Events
  3. Meeting and programme information
  4. copy of programme on Website with updates
  5. Information on club events, joining fees and forms
  6. Update both internal and external competition results
  7. Keep record of competition league and trophy tables
  8. Archive previous and old records of club activities
- Ask Committee as to what is seen as necessary for the website

- Maintain a calendar of events on the website
- Take pictures or work with other officers to get pictures for use on the website
- Ask the committee what literature needs to be posted on the website
- Receive information regarding website passwords, FTP passwords, and any other pertinent information regarding the website and its administration from past club webmasters
- Back up the website in case of server crashing or other loss of data
- Work on large working components of the website such as new designs or new functional sections of the website
- Clean out excess/obsolete files on web server
- To ensure the website is updated and maintained

### ***Honorary Membership Secretary***

The responsibilities of the Membership Secretary are:

- To liaise with the Treasurer to maintain a full and accurate list of club members and their details
- To respond to possible members either from direct contact or via the club Secretary in an appropriate manner and in good time, in order to promote a good view of the club.
- To maintain a 'Welcome Pack' for new members or those who have shown an interest in the club.
- To make all new members to the club welcome.
- To ensure that all members are aware of the club constitution and the rules and guidelines of the club competitions and to ensure that these are updated appropriately.
- To liaise with the Treasurer regarding attendance details and to maintain a link to those people who have not been to the club for a number of meetings
- To liaise with the web site manager to ensure that the constitution, the rules and guidelines of the club competitions and other information as required are current and available on the web site.
- To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales

### ***Honorary Treasurer***

The responsibilities of the Treasurer are:

- To liaise with the Membership Secretary to maintain a full and accurate list of club members and their details
- To provide the members list to the Secretary, Membership Secretary and the Competition Secretary as necessary
- To collect all membership fees (including door money), and pay all expenses, within agreed timescales
- To maintain an accurate and auditable record of all club income and expenditure (petty cash and bank account) and to liaise with the appointed independent accounts auditor to ensure that all records are fully audited prior to AGM (or EGM as required)
- To be the main point of contact with regards to matters associated with club finances.
- To be the prime signatory to the club account
- To purchase the club raffle prizes as required

### ***Honorary Press Liaison Officer***

The responsibilities of the Press Liaison Officer are:

- To promote club events through all appropriate mediums
- To be the main point of contact within the club regarding the liaison with the press or other advertising/marketing mediums
- To raise awareness of the club in the local community
- To identify to the committee, opportunities to advertise or market the club
- To 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