

Club Role Descriptions

Chairman

Focus of the club.

- a. To be Master of Ceremonies at club meetings and ensure its smooth running of meetings.
- b. To welcome and look after visiting speakers and judges.
- c. To inform members of coming events, and notices or ensure that someone else does.
- d. To chair committee meetings, and call them at regular intervals.
- e. Control the agendas for committee meetings.
- f. Initiate new projects and encourage ideas from others.
- g. To represent club in local affairs where applicable.
- h. To speak for the club at external events.
- i. To oversee other roles in the club and take over or arrange for someone to take over any task if the need arises. The chairman should know how each task works.

Vice-chairman.

Standby

- a. To take over Chairman's duties when necessary.
- b. To learn how each part of the club works and be able to take over if necessary.

Secretary

The hub of the club

- a. Circulate agendas for committee meetings and other meetings
- b. To take minutes of these meetings.
- c. To send and receive correspondence.
- d. To ensure that the relevant person gets correspondence as soon as possible.
- e. Deal with enquiries from new and potential members.
- f. Send a copy of club programme to SCPF treasurer for insurance purposes.
- c. Keep other relevant members up to date with the deadline calendar.
- d. Keep the notice board up to date and remove old notices.
- e. Inform the SCPF handbook secretary of any changes, whether names addresses telephone numbers of emails have changed asap.
- f. Organise the printing of programme.
- g. Organise the printing of membership cards.

Treasurer

Chancellor of club exchequer

- a. Keep all accounts and keep committee informed of financial situation.
- b. Administer bank accounts and investments in the name of the club.
- c. Hold cheque books and pay bills.
- d. Collect all monies due to the club, subscriptions, tea money raffle money or money from sale of club assets.
- e. Arrange adequate insurance particularly for public liability.
- f. Advise committee on investments.

- g. Arrange and audit and prepare books in readiness.
- h. Prepare a budget for next season.
- i. Book hall for next season.

Membership Secretary

- a. Enroll new members, provide a point of contact and welcome.
- b. Collect fees, issue membership cards and other information.
- c. Maintain membership list.
- d. Remain in contact with members.
- e. Gather meeting statistics.

Southern Counties Photographic Federation Representative

Link between club members and Federation.

- a. Attend the SCPF Quarterly meeting and give report to club and committee.
- b. Encourage members to attend SCPF events and follow the club in League competitions.
- c. Remind club members about PAGB exhibitions and encourage contributions.
- d. Remind members about PAGB distinctions.

Stour and Avon Photographic Alliance Representative. SAPA

- a. Attend the SAPA Quarterly meeting and give report to club and committee.
- b. Encourage members to attend SAPA events and follow the club in League competitions.
- c. Remind club members about SAPA competitions and encourage contributions.

Web Master

- a. Maintain the club website and keep it current.
- b. Display the internal competition images.
- c. Display results from external competitions.
- d. Encourage contributions from the members.

Programme Planning Secretary

The success of the club depends on a good programme.

- a. Arrange the next season's programme.
- b. Book judges and lecturers initially by phone or email and confirm in writing asap. (suggestions for confirmation sheets can be found in the PAGB handbook.)
- c. To ascertain the costs of speakers and lecturer at time of booking.
- d. Check with the treasurer whether the club can afford any particular speaker.
- e. Check with competition secretary the dates when hosting inter club matches to fit in the programme.
- f. Check that a speaker/judge can make the meeting at least a week before hand.
- g. Be prepared for last minute problems. Illness can strike at short notice and speaker/judge may not be able to make the meeting.
- h. Have contingency plans in case a speaker cannot come.

- i. Give speaker/judge a mobile phone number that can be reached in case of emergencies en route, e.g. Traffic hold ups.

Internal Competition Secretary

- a. Check all competition rules and ensure all club members know them. (particularly new members).
- b. Collect work for competitions and maintain comprehensive records, including scores. This will make it easier for finding work for outside events later, and not duplicate former entries.
- c. Arrange for display and handling of work during competitions.
- d. Arrange a projector with screen and a competent person to operate it for slide competitions.
- e. Arrange digital projector for digital projection competitions
- f. Keep a record of trophy winners and ensure they are returned in time.
- g. Provide web master with external results for the website.

External Competition Secretary

- a. Check outside competition rules carefully as these may not be the same as our club.
- b. Organise transport of prints to external competitions.
- c. Organise PDI transfer to external competitions.
- d. Organise representation of our club at competitions where possible.
- e. Ensure the Programme Secretary is aware of any external commitments.
- f. Provide web master with external results for the website.

Property Officer

- a. Keep an inventory for all club property, with values for insurance purposes.
- b. Check that all equipment is well maintained, and arrange repair or renewal as needed. Particularly by having and appropriate electrical safety checks.
- c. To ensure the correct equipment is at each meeting, and correctly set up. Ensure that all electrical leads are laid safely and will not cause a hazard. Plastic cable protectors can be obtained easily.
- d. To ensure all equipment is stored safely.
- e. Advise the committee as to potential replacements required and suggest replacement.

These are basic roles that need to be done in a club. Depending on whether yours is a large or small club there will be variations.

Social secretary

Tea bar officer

Raffle organiser