

## Role Description

### Practical Sub Committee

The success of the Practical programme depends on a pro-active Practical Sub Committee.

A. The Sub Committee members shall hold an end of year Planning meeting in order to produce the practical programme for the following year. They shall work in close liaison equally with each other in order to plan and organise each practical evening and a set of minutes recorded and sent to the webmaster for inclusion on Dropbox.

B. The sub Committee shall work closely with the programme secretary to establish available dates ensuring that the final programme shall be ready in time for inclusion in the printed FCC Booklet and website.

C. Sub committee members should hold a further 2 interim planning meetings throughout the year in order to ensure plans are met and inconsistencies captured early. In the event that a speaker or presenter cannot attend last minute due to, for example illness, a contingency back up plan should always be available. A short summary of the interim meeting should be composed and sent to the webmaster for inclusion on Dropbox.

D. Sub Committee members are responsible for planning each Practical evening, including all speakers and presenters. This should be done as far in advance as possible so that club members who have volunteered to speak on a subject have time to prepare. They are responsible for organising objects to be brought in and correct lighting erected (if applicable using club equipment) on evenings that members are required to bring in their cameras. Sub committee members should also ensure that they liaise with relevant club members at least one week in advance to organise projectors and or print stands.

E. Sub Committee members should inform the Chairman at least one week in advance, of the practical agenda for the following week. This is to enable the topics and presenters to be announced at the club the previous week as well as time for the Chairman to circulate a members email. It is noted that on rare occasions the programme may need to be altered. In such circumstances the Chairman and webmaster should be notified at the earliest opportunity.

F. A report shall be prepared and presented at all full committee meetings

Julie Francis