

## CAISTER PHOTOGRAPHY CLUB OFFICERS AND DUTIES 2018

### COMMITTEE MEMBERS

Chairperson

Vice Chair

Secretary

Treasurer

Judges Secretary

and up to 4 others.

There are also Club Assistants (who are not committee members)

### CHAIRPERSON

2018 TONY BUSHKES

To facilitate all club meetings.

To oversee the good running of the club.

To introduce visiting lecturers and thanking them at the end of the evening.

To introduce all visitors and new members.

To ensure members are aware of times and locations of meetings especially those not held at the usual venue.

To chair all Committee meetings.

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 ensure that contingency plans for the programme are in place.

To be a signatory to the club account.

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## TO ACT AS PROJECTIONIST

To receive Projected Image (PI) files from members by Wednesday night meeting prior to competition or by email by the Sunday night (midnight) prior to competition unless they are otherwise advised.

Ensure all members are aware of the email address to which to send PI files.

Reply to all senders of emails to acknowledge receipt of their PI's and advise them whether they were in accordance with competition rules. Advise them of errors.

Ensure that all files are loaded and randomised into the Film Free Projection Programme (FFPP) and are ready for projection at the competition.

To check that all necessary equipment, laptop, cables, projector, screen are all in working order.

Train others to use the FFPP so that they can substitute the Projectionist in his absence.

The Projectionist need not be a member of the committee.

To stand-in for the Chairperson when he/she is not able to be present and fulfill their duties until the Chairperson is able to resume his/her duties.

To note the scores during competitions and publish them (via email) to all members within a reasonable time.

To be a signatory to the club account.

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#### TO ACT AS MEMBERSHIP SECRETARY...

To liaise with the Treasurer to maintain a full and accurate list of club members and their details

To make all new members to the club welcome.

To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales.

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 are from possible new members, to pass their contact details to the Committee.

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, to send out information to the club members.

To set the agenda for and chair the club AGMs, EGMs and SGMs.

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.

Archive previous and old records of club activities

Organise and publish the Club Programme

To let the members know of changes in the programme, as necessary, and to provide programme details, as and when requested.

To keep a backup copy of website passwords, FTP passwords, and any other pertinent information regarding the website.

To be a signatory to the club account.

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#### TO ACT AS A PRESS LIAISON OFFICER

To promote club events through appropriate media

To be the main point of contact within the club regarding the liaison with the press or other advertising/marketing media

To raise awareness of the club in the local community

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

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 and the Membership 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 purchase the club raffle prizes as required

To purchase club trophies and have them duly inscribed

To be the prime signatory to the club account

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#### TO ACT AS THE WEBSITE SECRETARY

Create and maintain 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. Welcome page
2. Times and date of regular club meetings
3. The programme
4. Club contact page
5. Membership fees
6. Club documents.

7. Committee members

8. Guest book

9. Members web site information

10 Gallery ...and any other information/images as decided by the committee

Receive information regarding website passwords, FTP passwords, and any other pertinent information regarding the website and its administration from past club web secretaries and keep such information for future web secretaries

Back up the website and ensure the website is updated and maintained

Clean out excess/obsolete files on web server

To ensure that internal competition digital image (10's) are available on the web site (author permitting). Other images may be published as required.

To provide all details of individual successes in order to recognise individuals and to promote the club

The Website Secretary need not be a member of the committee.

To undertake to plan (with the Committee) a varied and balanced competition programme.

To ensure that the appropriate judges are booked in good time to ensure a successful programme.

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

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

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

To ensure Club meeting places are booked in good time

To be a signatory to the club account.

#### COMMITTEE MEMBERS WITHOUT PORTFOLIO 2017

Terry Stringer

Louise Dolan

Terry Stringer will write articles for the Club Life section in the Yarmouth Mercury and thus help the Secretary/Press liaison officer.

## CLUB ASSISTANTS (NOT COMMITTEE MEMBERS)

### CLUB EDITOR

2018 ALAN NOVAK

To keep all club documents up to date and ensure the members have access to all documents.

To liaise with the Treasurer, the Vice Chair (Membership secretary) and the Chair to maintain a full and accurate list of club members and their details.

To share with all members the names and emails of all new members.

To send a 'Welcome Pack' for new members via email.

To ensure that all members are aware of the club constitution and the rules of the club competitions.

To liaise with the web site secretary 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.

The Club Editor need not be a member of the committee.