

Carshalton Camera Club Committee Member Functions

This document provides information on the roles of the committee members and also some non elected non-committee roles, which can aid the running of the club if required.

COMMITTEE MEMBERS

Pre-amble

Committee members are elected annually at the AGM following posting of a nomination form by the secretary. The committee meets 5-6 times a year. Duties include approving previous minutes and dealing with matters arising, receiving reports from Committee members and reviewing the immediate past programme and agreeing tasks up to the next committee meeting. Committee members should make themselves 'visible' to members, particularly those new to the club, and to visitors. Members carry out an elected role and/or take on tasks on an *ad hoc* basis. Upon resignation members must forward relevant club documents to an appropriate committee member.

President (ex-officio)

- Appointed by Committee recommendation
- Appointment usually in recognition of the individual's contribution to the club over a number of years, and his/her high profile in the wide photographic community, based not just on reputation for photographic skills but also, for example, whom he/she knows and whom he/she is known by
- Duration of tenure: Open; generally for as long as the holder wishes to be the President
- The "public" face of the club, representing the club at major photographic events, when available Part of the "welcoming committee" at club events
- Is ex-officio a member of the Committee, i.e. – may attend committee meetings, but is not compelled to do so; is entitled to be kept up to date on matters affecting the club and committee discussions and decisions; is therefore entitled to receive invitations, agendas to committee meetings and minutes of such meetings
- Acts as a referral point for the committee. Undertakes a variety of tasks on an *ad hoc* basis

Chair (club officer)

- Normally restricted to a term of 3 years but can under some circumstances be extended by a further term
- To Chair main committee meetings, AGM and club evenings
- To ensure the smooth execution of the published programme in collaboration with relevant committee members
- Responsible for leaving Lower Park Hall in a tidy and locked state (may be delegated)
- Responsible for organising and hosting Chairman's evening (first event in annual programme)

Past Chair

The previous Chair may advise the new Chair and committee members and will receive committee minutes. They are invited to committee meetings and may attend if they wish.

Vice-Chairman (ex-officio)

- There is no requirement for a Vice-Chairman although recommended. Normally (but not a requirement) this is someone prepared to take on the role of Chairman after the normal term of the Chairman finishes
- To deputise for the Chairman when required
- Does not need to be specifically nominated and elected at AGM. The position can be allocated to an elected member of the committee.

Secretary (club officer)

- To circulate notices received from outside the club to the committee and/or the general membership as appropriate
- To send information to club members regarding upcoming meetings and deadlines via Mailchimp
- To arrange and organise the AGM as well as routine Committee Meetings
- To communicate with the clubs of the FSLPS and SPA regarding appropriate notices (where not within the remit of the FSLPS delegate and SPA contact)
- Responsible for accurate minute taking at AGM and committee meetings (may be delegated to a 'minute taker')

Treasurer (club officer)

- To maintain accurate financial records for the club.
- To undertake all club financial transactions including payment of judges, lecturers, hall hire, insurance, federation fees etc.
- To present properly audited accounts to the club AGM
- Maintaining the register of paid up club membership and circulating details of new members to relevant committee members

Programme secretary

- To develop a programme of lecturers, competitions and judges and to present updates at committee meetings
- To book judges for competitions during the season, and consult with the President, Chair and Exhibition sub committee regarding the selection for opening and judging of the AE.
- To delegate, if thought necessary, various tasks relating to competitions to a 'Competition / Judge's secretary' (see below).
- To pass relevant information regarding upcoming meetings and deadlines to the Secretary in order to inform the membership via Mailchimp.
- To remind and thank external judges and lecturers

Publicity Secretary

- To advertise club events using a variety of media
- To co-ordinate distribution of Annual Exhibition advertising material
- To maintain publicity on the website through the webmaster

Print Secretary

- Responsible for the running of the league and non-league print competitions
- To post competition results on the website via the webmaster
- In collaboration with the Chairman of the Competition Committee be responsible for the submission of print panels to the SLF or other organisations for inter-club competitions
- Collect Annual Exhibition print entries and prepare for exhibition

Digital Secretary

- The Digital Secretary is responsible for digitally projected work. It is recommended that a deputy (deputies) is identified and trained in using the software and hardware and share some of the responsibilities defined below.
- To maintain the computer and back-up devices so that a record of the club's digital work is archived
- Responsible for the running of the DPI league and non-league competitions
- To post competition results on the website via the webmaster
- In collaboration with the Chairman of the Competition Committee be responsible for the submission of DPI panels to the SLF or other organisations for inter-club competitions

OTHER **NON COMMITTEE** ROLES (may be combined with existing or delegated to another)

Minute Taker

- The secretary may delegate this function to a 'minute taker' ie a "spin off" from the Secretary
- Responsible for accurate minute taking at AGM and committee meetings
- Does not need to be specifically nominated and elected at AGM.

Competition / Judge's Secretary

- The Programme Secretary may delegate this function i.e. a "spin off" from the Programme Secretary.
- To book, remind and thank judges for the league competitions. Advice for suitable judges may be sought from committee members
- Does not need to be specifically nominated and elected at AGM.

Webmaster

- To maintain the website and to consult regularly with other committee members
- Does not need to be specifically nominated and elected at AGM. Position can be allocated to an elected committee member.
- Probably a natural addition to the role of Publicity Secretary (subject to having suitable IT skills)

Keeper of the Records

- To maintain a digital, and where necessary a hard copy record of major club events, press or magazine articles, and examples of members work including prints, DPI and A/V. This work may be shared between relevant people.
- To transfer archives to new media if and when necessary
- Does not need to be specifically nominated and elected at AGM.

Audio-visual (A/V)

- The digital secretary is overall responsible for the storing of A/Vs on the club devices but may delegate A/V functions when appropriate articles, and examples of members work including prints, DPI and A/V. This work may be shared between relevant people.
- Co-ordinate the club A/V evenings
- Present A/V external shows
- Does not need to be specifically nominated and elected at AGM.

Chairman of the Competition Sub-Committee

- To chair the Competition sub-committee (members are not necessarily committee members). The primary functions of this committee are recommendations of promotions, choosing the SLF or other competition panels and recommending rule changes to the main committee
- Responsible for ensuring that revisions of the competition rules are updated when necessary and posted onto the website
- Does not need to be specifically nominated and elected at AGM.

Chairman of the Exhibition Sub-Committee

- To co-ordinate the advertising, acceptance of work and hanging of exhibitions
- To organise the Annual Open Day associated with the Annual Exhibition
- The work of smaller exhibitions may be delegated to others such as the print or publicity secretary
- Does not need to be specifically nominated and elected at AGM.

FSLPS (SLF) Delegate

- Represents the club at FSLPS Delegates' Meetings and at the AGM.
- Is the channel of communication between the club and the SLF. In particular communicates proceedings at Delegates' Meetings and AGM to the club committee, and communicates the club committee views or requirements to the SLF committee
- Note - matters relating to SLF competitions (including Finals Day) are communicated by the SLF Competition Secretary directly to our club Competition Secretaries (cc'd to Delegate for information)
- Does not need to be specifically nominated and elected at AGM.

SPA Representative

- Represents the club at SPA Club Officers and Officials meetings and at the AGM
- Should be the first line of communication between the SPA and the club. In practice, the club Secretary should also receive similar communication from the SPA
- Does not need to be specifically nominated and elected at AGM.

TASKS OR NOTES NOT LISTED ABOVE

- Managing refreshments and rotas – Currently Ann Stuart
- Key Holders to Hall, storage room and cupboard - Currently Dave Rayers, Gareth Curtis
- Key Holder – Cupboard only – Steve Lenearts
- Trophy Engraving. Currently John Cheshire
- Raffles – currently Gareth Curtis
- Trained in digital software and projector who will act as deputies for the digital secretary currently Derek Murray