

## FRANKSTON PHOTOGRAPHIC CLUB POSITION DESCRIPTIONS | as of 2013

### 1.0 COMMITTEE OF MANAGEMENT

(1) The officers of the Association shall be:

- A President
- The Vice-President(s)
- A Secretary
- A Treasurer and
- Up to 10 other general committee of management members

(2) The officers shall form the Executive Committee of Management of the Association.

(3) The President may hold office for a maximum period of two consecutive years; all other Officers are eligible for re-election.

(4) The Immediate Past President may be re-elected to the committee and may hold any portfolio.

(5) The Committee of Management members shall be assigned portfolios and be guided by these by-laws.

(6) In the absence of the President and Vice President the Secretary may preside at meetings provided there is a quorum in place.

(7) All meetings shall be convened in accordance with the Constitution of the Association.

### 2.1 PRESIDENT

The President of the Association shall:

(1) Report to the Association's Committee of Management

(2) In accordance with the Constitution of the Association, act as Chairman at each general meeting or committee meeting and to uphold the Constitution and by-laws of the Association.

(3) Provide to the committee, the objectives and plans for the year.

(4) Perform all ceremonial duties and to represent the Association as necessary.

(5) Be a nominated delegate to VAPS and attend the VAPS General meetings as a representative of the club.

## 2.2a VICE PRESIDENT (Program) (where Appointed)

The Vice President (Training) of the Association shall:

- (1) Report to the Association's Committee of Management and President.
- (2) In accordance with the Constitution of the Association, act as Chairman at each general meeting or committee meeting in the absence of the President, and uphold the Constitution and by-laws of the Association.
- (3) Provide advice and assistance to the President and Committee as required.
- (4) Develop a training and skills development program in the art of photography for our members (the weekly program). The Vice President will Chair and be assisted by a Sub-Committee for this purpose.
- (5) Notify the President in good time, details of the upcoming guest speaker in order that this can be announced to the meeting.
- (6) Be a nominated delegate to VAPS and attend the VAPS General meetings as a representative of the club.

## 2.2b VICE PRESIDENT (Member Support) (Where Appointed)

The Vice President (Member Support) of the Association shall:

- (1) Report to the Association's Committee of Management and President.
- (2) In accordance with the Constitution of the Association, act as Chairman at each general meeting or committee meeting in the absence of the President, and uphold the Constitution and by-laws of the Association.
- (3) Provide advice and assistance to the President and Committee as required.
- (4) Focus on the needs of our club members, provide a direct link to the Committee on member needs, identify areas where we can provide better value and service to our membership.
- (5) The specific areas of responsibility would include management of the following club functions:
  - Mentoring Process
  - Member surveys – to better understand why our members join or leave the club.
  - New Member Induction Process
- (6) The VP – Member Support would take an overview role of the following:
  - Member communication through newsletters, emails, etc.
  - Member feedback including suggestion box, etc.
  - The balance of club activities to provide value to both our new and experienced members.
  - Advise the committee on how to achieve cohesiveness of the various club activities, such as evening meetings, day time group meetings, Facebook group and social functions. (This is 1 club).
- (7) Provide a membership information facility containing sufficient club documents as an introduction for new members, these should include, a Welcome letter from the President, the club Charter, Competition Form, Competition labels and any other relevant information
- (8) Be a nominated delegate to VAPS and attend the VAPS General meetings as a representative of the club.

## 2.3 SECRETARY

The Secretary of the Association shall:

- (1) Report to the Association's Committee of Management
- (2) Keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting, together with a record of the names of persons present at Committee meetings.
- (3) Conduct and keep records of all correspondence on behalf of the Association.
- (4) Make available the books referred to in clause 5 of the Constitution for inspection by members.
- (5) Maintain the Yahoo Email system and Excel Data Base of membership listings.
- (6) Prepare and send welcome letters to all new members.
- (7) In conjunction with the Treasurer, prepare renewal information and distribute this to all members at the appropriate time each year.
- (8) Prepare the annual financial return for Consumer Affairs and make this available to the President and Treasurer in time for the annual return.
- (9) Make a recommendation to the committee on the individual who should be appointed as Assistant Secretary.

## 2.4 TREASURER

The Treasurer of the Association shall:

- (1) Report to the Association's Committee of Management
- (2) Collect and receive all monies due to the Association and make all payments authorized by the Committee. (This may be done in the Treasurers absence by the Assistant Treasurer/Secretary)
- (3) Keep correct accounts and books showing the financial affairs of the Association with full details of all income and expenditure connected with the activities of the Association.
- (4) Make available the accounts and books referred to in clause 5 of the Constitution for inspection by members.
- (5) Maintain the Clubs On Line data-base in conjunction with the Website Assistant and Secretary.
- (6) Make a recommendation to the committee on the individual who should be appointed as Assistant Treasurer.

## 2.5 OTHER COMMITTEE ROLES

### Competition Steward

The Competition Steward represents an expanded role from the previous Print Steward position. The Competition Steward, with the assistance of other club members shall;

#### 1. Report to the Association's Committee of Management

#### 2. Monthly Club Competitions

- Prepare a program for monthly competition subjects well in advance and in conjunction with the Vice President -Programme for approval by the committee
- Be responsible for maintaining the definitions of the Club competition subjects. Draft and secure committee approval for definitions of any new subjects and for changes to existing definitions where required
- Secure the services of suitable judges for the monthly competitions, and be responsible for briefing and managing these judges
- Manage the collection of prints and digital images for the monthly competitions and arrange for them to be forwarded to the appropriate judge with appropriate judge's sheets
- Coordinate the preparation of the CD for projecting the images on the competition night.
- Collate the judge's scores and advise the Newsletter editor.
- Maintain a data base of competition images and scores.
- Collate scores for annual awards as required
- Notify the President in good time, details of the upcoming competition judge(s) in order that this can be announced to the meeting.

#### 3. Inter-Club and VAPS Competitions

- Be the Club's prime contact with other competing clubs
- Advise the Club, Newsletter and weekly e-mail editors of upcoming competitions.
- Coordinate Club entries to these competitions including the collection and selection of images.
- Advise the Club and Newsletter editor of the results of these competitions

#### 4. National and International Competitions

- Advise the Club of upcoming National and International competitions, particularly those we wish to target as a Club
- Provide assistance to Club members to enter targeted National and International competitions.
- Advise Newsletter editor of the results of Club Member's entries in these competitions (acceptances and awards)

#### 5. Assistance with Role

- Co-opt other committee members or Club members to assist with this role

## Social Secretary

- (1) Report to the Association's Committee of Management
- (2) Prepare a list of social activities that contain an element of tuition and present these to the President and Committee.
- (3) When approved circulate the list to the Newsletter Editor for inclusion in the Newsletter.
- (4) Each month coordinate the social activity and arrange meeting times and places ensuring that all activities fit with our Public Liability Insurance cover.
- (5) On each excursion maintain a record of members attending and their signatures, forward the completed record of attendance to the Secretary after the event.
- (6) Compile records of the event and forward a description of the activity, outcomes and sample images of the members on the activity to the Newsletter Editor for publication.

## Newsletter Editor

- (1) Report to the Association's Committee of Management and Liaise with the Vice President (Support) as required.
- (2) Gather information from members and committee members on the various Social and other member's activities.
- (3) Prepare a draft of the Newsletter containing all reports, images and member contributions and forward to the President (or Vice President -Support in the President's absence), for approval.
- (4) When approved send a completed copy to the club email address for on forwarding to members.
- (5) It is not critical that this person be a formal member of the committee, or attend committee meetings.

## Website Manager

- (1) Report to the Association's Committee of Management. Liaise with the Treasurer and Vice President – Support as required.
- (2) Assist the Treasurer and Secretary in maintaining the information on the club website.
- (3) As requested add or delete information from the site to maintain it up to date, to ensure consistency of information between the Newsletter, weekly emails and website, and be consistent with other club activities.
- (4) It is not critical that this person be a formal member of the committee, or attend committee meetings.

## Assistant Secretary

- (1) Work with the Secretary to assist him/her in club duties.
- (2) Be familiar with the duties of the secretary and the information systems used by the secretary.
- (3) To fill in for the Secretary if he/she is temporarily unavailable.
- (4) It is preferable that the Assistant Secretary be a General Committee Member.

## Assistant Treasurer

- (1) Work with the Treasurer to assist him/her in club duties.
- (2) Be familiar with the duties of the treasurer and the information systems used by the treasurer.
- (3) To fill in for the Treasurer if he/she is temporarily unavailable.
- (4) It is preferable that the Assistant Treasurer be a General Committee Member.

## General Committee Members

- (1) Report to the Association's Committee of Management
- (2) Support the Officers of the Association as required by the Committee
- (3) Some General Committee Members will also fill a support role as assistants for the Secretary, Treasurer, or other Committee positions.

## 3.0 SUB-COMMITTEES

- (1) The Executive Committee may from time to time appoint subcommittees to manage specific functions of the Association.
- (2) Sub-committees will comprise a Chairperson and as many members as are required.
- (3) The President shall preside, ex-officio, on all sub-committees; however, he may delegate any member of the committee to preside on sub-committees (for example the Program Committee as Chaired by the Vice President – Training).
- (4) The Secretary shall be an ex-officio member of all sub-committees.
- (5) All sub-committees report to the Executive Committee.