

WAIKATO PHOTOGRAPHIC SOCIETY COMMITTEE ROLES AND JOB DESCRIPTIONS

General Responsibilities of all Committee Members

- To represent and maintain the good name of the Society at all times.
- To be involved in all Society decision making processes and to abide by the consensus decision for the good of the Society
- To network at all events in order to provide the Society with new contacts
- To be accountable for Society equipment and to provide appropriate storage for the same.
- To support the other members of the Committee in providing articles and other information for the purpose of events, advertising and promotion of activities or the Society in general.

There are two types of roles. The Roles of the Executive Committee which are elected positions on the Committee; these are President, Vice President, Secretary and Treasurer. The other roles may be taken by members who preferably are on the Committee or would report to the Committee monthly.

President

- Is the official representative of the Society
- Facilitate all Society meetings. This includes opening and closing the meeting, ensuring the meeting runs to schedule and relating information, as required to the membership. When guest speakers and judges are present this includes introducing and thanking them.
- Facilitate all Society Committee meetings. This includes setting the agenda to the meetings, ensuring the meetings run to schedule, that the Committee stays on agenda and that all members have a chance to air their views. Where required the President shall also act as the final decision maker.
- Set the agenda for and chair the AGMs and SGMs when required.
- Support the Committee members, as required and to ensure that all actions are addressed in good time to ensure the smooth running of the Society.
- Ensure the best interests of the Society and the membership are addressed at all times.
- Be a secondary signature to the Society account (as long as the President isn't related to the Treasurer or Secretary)
- The President is responsible for the decision making procedures of the Society; both routine and strategic. Routine decisions are those dealt with everyday and don't require Committee approval. Strategic Decisions affect the future of the Society and require discussion and approval by the Committee.

Vice President

- Support the President by sharing duties as appropriate
- Stand in for the President at meetings and events when the President is unable to attend
- Contribute to the strategic planning of the Society
- Help organise the judges in coordination with the Competition Secretary
- Make sure letters of thanks are given/sent to judges

Secretary

- Attend and minute all Committee, AGM and SGM meetings.
- Be the main point of contact for the Society for all information and enquires and to respond to these enquiries in good time in order to maintain the good reputation of the Society. Where enquiries are from possible new members, to pass on their details to the Membership

Secretary in good time for the Membership Secretary to respond appropriately in order to promote a good view of the Society

- Co-ordinate the distribution of information to all Society members (via email and post where appropriate)
- Act as main point of contact for members of the Committee to send out information to the Society members.
- Liaise with the President on Society matters arising and forward Committee notices and agendas as required.
- Be the third signatory to the Society account (as long as the Secretary isn't related to the Treasurer or President)
- Oversee the AGM process as outlined in the Constitution which includes:
 - AGM notice and Committee nomination forms are distributed in the first week of December
 - Collection of the nomination forms by the last week of February
 - Preparation of the AGM agenda and reports to be distributed at the AGM
 - Minute the AGM including the proposers and seconders of any proposals and the outcome of any votes.
 - Updating the constitution as a result of any motions at the AGM and ensuring all members receive a copy of the updated constitution.

Treasurer

- Be responsible for all Society finances
- Propose a budget each year in consultation with the Committee and monitor it throughout the year
- Liaise with the Membership Secretary to maintain a full and accurate list of Society members and their details
- Provide the members list to the Secretary, Membership Secretary and Competition Secretary as necessary
- Collect all membership fees, and any other income and pay all expenses
- Maintain an accurate and auditable record of all Society income and expenditure and to Liaise with the independent accounts reviewer to ensure all accounts are fully reviewed prior to the AGM
- Present a financial report at monthly Committee meetings.
- Be the main point of contact with regards to Financial matters of the Society
- Be the prime signatory to the Societies accounts

Immediate Past President

- Support and mentor the President
- Support the Committee members, as required and to ensure that all actions are addressed in good time to ensure the smooth running of the Society.
- Ensure the best interests of the Society and the membership are addressed at all times.
- Stand in for the President at meetings and events when the President or Vice President is unable to attend
- Contribute to the strategic planning of the Society
- Help organise the judges in coordination with the Competition Secretary

Competition Secretary

- Liaise with the Vice President and Immediate Past President to ensure that judges are booked in line with the competitions identified in the programme
- Maintain a list of all competitions requiring Society entry to during the year, the entry dates and criteria and to apprise the Committee in good time for picture selection and submittal
- Brief the President, as appropriate, prior to the start of a Society meeting when a judge is in attendance.
- Liaise with the Webmaster to ensure that all competition details are available on the website
- Liaise with the Webmaster and Aperture Editor to provide all details of Society and individual successes in order to recognise individuals and promote the Society
- Provide copies of images for entry into external competitions run under the auspices of PSNZ
- If not on the Committee provide a report to be read out at monthly Committee Meetings.
- Organise the purchase of Petrol Vouchers for outside judges and chocolates for internal judges.

Judging nights

- Organise the display of images on a judging night.
- Greet the judge and introduce the judge to Members.
- Complete Honours cards for presentation on judging nights.
- Keep a record of results and read out details such as photographer's name.
- Read out comments if the judge is unavailable.

Judges

- Contact judges to check address details for delivery of images and confirm arrangements for return of same or attendance of judge.
- Provide a copy of Guidelines for Judges which includes criteria for the Set Subject.
- Provide judges with a list of entries sorted into grades and categories, with space for recording results.
- Ensure that a Thank-you card is available for presentation to attending judges or a card is sent to non-attending judges. Ensure that appropriate remuneration is included.

Competition Entries

- Organise appropriate Entry forms and Print slips and email to members prior to monthly competition closing dates.
- Collect entries handed in on Club night.
- Download Digital Competition entries from competition@waikatophotosoc.co.nz
- Check entries comply with Club rules regarding size and titles, and entries in "Special Competitions" (End of Year, Memorial Landscapes, Photojournalism) meet the requirements.
- Notify members if images are not accepted for any reason e.g. late entry
- Sort prints and digital images into grades and categories and create a Word document for the judge.
- Load numbered digital images on to a CD or similar for judging.
- Arrange for the delivery and collection of images to and from the judge.
- Ensure new members understand requirements for Special Competitions e.g. Landscape Memorials.

Records

- Ensure results are accurately recorded and maintain a record of these throughout the year in Print and Digital format.
- Keep a record of Competition points obtained throughout the year. Provide a copy of these for publishing in February (previous year's results) April and July Apertures.
- Maintain a record of all prints and digital images submitted to competitions (Society, interclub and other) Note: Pictures submitted by individuals to competitions outside of the Society shall be exempt from this
- Keep a record of members who do not wish their images to be published.
- Send final results to the person responsible for organising End of Year trophies and upgrading.

Results

- Provide the Webmaster with copies of digital Honours for the Webpage. Ensure that permission for publication is granted.
- Provide image details for images displayed in the Library
- Provide a summary of results for publishing in monthly "Aperture" (excluding Non-Acceptances) plus a copy of digital Honours images.

Equipment Secretary (Projectionist)

- Be responsible for taking care of the Audio Visual equipment before, during and after a meeting
- Set up any required microphones, speakers, projector and the Society computer per the requirements of the meeting
- Set up the light box for the prints before the meeting as required
- Ensure that someone will turn on and off the lights during a presentation
- Be responsible for maintenance and care of the Society equipment
- Back up the Society computer to a external hard drive as required
- Calibrate the projector and laptops as required
- Submit recommendations to the Committee for approval regarding new equipment, replacement items or repairs
- Maintain an inventory of all AV equipment
- Maintain Virus protection on all Society computers.

Webmaster

- Be responsible for the design, implementation and maintenance of the Society website
- Runs and download regular backups of the website files and databases
- Liaise with the website hosting company when technical problems occur with them
- Advice the Treasurer when the renewal bill will be due
- Liaise with the Editor as required about social media websites
- Maintain updateable sections of the website with the following information
 - Important dates
 - Important events
 - Meeting and programme information
 - Copy of programme on website with updates
 - Information on Society events, joining fees and forms
 - Update competition results including Honours images
 - Archive previous and old Society records of Society activities

- Liaise with the Committee as to what is necessary for the website

Editor (Publicity)

- Produce a newsletter “Aperture” in the first week of each month and distribute it via email to all members and interested parties.
- Print off enough copies of the newsletter to hand to the members without email and any guests at the first meeting each month.
- Liaise with the Competition Secretary to publish the competition results monthly, points table three times a year stars twice yearly and end of year results.
- Gather any articles promoting upcoming events and reporting on past events for the newsletter from members of the Committee and membership
- Liaise with the Secretary to ensure any information the membership needs is published in the newsletter.
- Each month the Newsletter should contain:
 - Contact details
 - Meeting times, dates and places
 - The Committee names
 - Programme for at least the next 3 months
 - Editorial by either or both the Editor and the President
 - Information on the year’s competitions and judges
 - Results from the monthly competitions
 - Information on how to enter competitions
 - Guide to each competition topic for at least the next 3 competitions
 - Details of any upcoming events including details such as when, where, what to bring, where to meet
 - Honours images with the title and authors name
- Maintain the Social Media pages with current and relevant information.
- Promote the Society through event websites such as event finder and Hamilton’s what’s on pages.
- Ensure photos are taken of club events that can be used in the newsletter, on the website and social media sites and for other publicity.

Membership Secretary

- Arrive early to meetings and set out the membership and guest register, nametags, brochures and membership applications.
- Make all guests and new members feel welcome. All visitors should be greeted as promptly as possible
- Ensure all guests record their name and contact details in the register and get a name tag
- Liaise with President to make sure all guests are introduced at the start of each meeting
- Maintain an up to date record of all current members and contact details
- Liaise with the Treasurer that all members have paid
- Respond to possible members appropriately and in good time to promote a good view of the Society
- Maintain a welcome pack for all visitors who have shown an interest in joining.
- Ensure all new members complete an application form with their full details
- Liaise with the Editor and Secretary so their details get added to the emails list.

- Ensure all new members get a New Members Pack. Ensure they are aware of the constitution and rules and know the competition guidelines.
- Liaise with the Competition Secretary so they can ensure new members can enter the competitions
- Provide if requested a membership list which includes email addresses and phone numbers to relevant Committee members

Programme Secretary

- Undertake to plan a varied and balance programme with both internal and external speakers to meet the needs of the membership in conjunction with the Committee
- Liaise with the Competition Secretary to ensure that all Society competitions including judges and closing dates where appropriate have been captured within the programme
- Ensure that the appropriate speakers/presenters have been booked in good time to ensure a successful programme
- Establish the requirements of the speakers/presenters in good time prior to the meeting so that their needs can be addressed and attendance confirmed.
- Ensure contingency plans for the programme are in place.
- Liaise with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance
- Brief the President, as appropriate, prior to the start of a meeting when a speaker/presenter is in attendance
- Inform the membership of changes in the programme, as necessary, and to provide programme details, as and when requested.
- Liaise with the Webmaster to ensure that the programme on the website is current and complete.
- Provide the Editor with any articles promoting upcoming events and reporting on past events for the newsletter
- Organise and promote any social events to the membership Including the BBQ at the start of the year and a dinner mid year
- Liaise with the supper team and ensure that supper is organised each meeting
- Ensure that all equipment is cleared away at the end of the meeting and the floor is swept.
- Maintain a file of past speakers, program presented and future ideas.

Field Trips Secretary

- Be responsible for planning all society field trips.
- Ensure all information about field trips is provided to the Editor as early as possible
- Perform suitable preparation for the field trip including:
 - Scouting the area ahead of time
 - Provide detailed directions to the venue. This may include providing a map if needed.
 - Be responsible for ensuring all attendees are contacted regarding any cancelations of a trip
 - Providing a list of requirements for members attending this field trip

Library and Exhibits

- Book and plan all exhibitions of members work for the public
- Collect suitable prints from members
- Prepare the prints for display with the title and members name

- Ensure the members work will be safe and free from damage whilst on display