

The affairs of the Club are managed - on behalf of the membership - by the Club's Committee. These notes outline the main, but not necessarily only, responsibilities of each Officer on the Committee. All officers serve in an honorary capacity.

Chairman

The main responsibilities of the Chairman are:

1. To facilitate all club meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership. When lecturers or judges attend a meeting, this also involves introducing them.
2. To facilitate and chair all Committee meetings. This involves setting the agenda for the meetings, ensuring that 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 Chairman shall also act as final decision maker.
3. To liaise with the General Secretary to ensure that official Club information is distributed in timely fashion to club members (via e-mail and post where appropriate).
4. To set the agenda for and chair the Club's General Meetings.
5. 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.
6. To ensure that the best interests of the club and the membership are addressed at all times.
7. To be a signatory to the Club bank account (as long as the Chairman is not related to the other signatories).

Vice-Chairman

The main responsibilities of the Vice-Chairman are:

1. To stand-in for the Chairman when he is not able to be present and fulfil the same duties until the Chairman is able to resume his duties.
2. To manage any appropriate feedback – whether strengths or areas for improvement - to the KCPA Judging Panel about judges who have visited the Club.

General Secretary

The main responsibilities of the Secretary are:

1. To be a key point of contact for the Club for general information and enquiries and to respond to these enquiries in good time, or pass them to a relevant Club Officer for action.
2. To co-ordinate the distribution of official information to all Club members in consultation with the Chairman (via e-mail and post where appropriate).
3. To liaise with the Chairman on Club matters arising, to write and maintain a full record of all formal Committee and General Meetings and circulate dates of such meetings, minutes of previous meetings and agendas as required.
4. To ensure that a list of nominations for Committee roles, and the proposers and seconders is available in the required time before a General Meeting.
5. Maintain a record of the holders of Club trophies and arrange engraving of trophies in time for presentation.

6. To be a signatory to the Club bank account (as long as the Secretary is not related to the Treasurer or the Chairman).

Treasurer

The main responsibilities of the Treasurer are:

1. To be the main point of contact with regards to matters associated with Club finances
2. To be the main signatory to the Club bank account
3. To pay all expenses within agreed timescales
4. To receive membership fees from the Membership Secretary
5. To bank membership fees and all other income received by the Club
6. To liaise with the honorary membership secretary to help enable the production and maintenance of a full and accurate list of members
7. To produce financial forecasts, budgets and related comments appropriate to relevant policies agreed by the Committee
8. To provide regular financial reports to the Committee
9. To maintain an accurate and auditable record of all Club income and expenditure
10. To produce end-of-year accounts for auditing by the appointed honorary auditor
11. To present a financial report to the AGM of the Club (or EGM if appropriate)

Membership Secretary

The main responsibilities of the Membership Secretary are:

1. To maintain a 'Welcome Pack' for new members or those who have shown an interest in the Club. To ensure that all new members have copies of the up-to-date Club constitution and Competition Rules.
2. To make all new members to the Club welcome.
3. To collect subscriptions from new members for passing to the Treasurer.
4. To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales.
5. To collect membership forms from new members with which to maintain the membership list.
6. To liaise with the Treasurer to maintain a full and accurate list of Club members and their details. To provide this membership list to Committee Members as necessary.
7. Ensure that that Chairman (or other appropriate Officer) has the up-to-date list in order for membership badges to be made and to provide an up-to-date attendance sheet.
8. To liaise with the Treasurer regarding attendance details and to maintain a link to those people who have not been to the Club for a number of meetings.
9. To liaise with the Webmaster 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.

Programme Secretary

The main responsibilities of the Programme Secretary are:

1. In conjunction with the Committee to plan and book a varied and balanced programme to meet the needs of the membership, in line with any agreed budget for judge and speaker expenses
2. To liaise with the Competition Secretaries to ensure that all Club competitions, including judges and closing dates where appropriate, have been captured within the programme
3. To establish the requirements of the speakers/presenters in good time prior to at the meeting so that their needs can be addressed and to confirm attendance
4. To send written thanks to external speakers after their attendance at the Club
5. To ensure there are “owners” of internal meetings who will take responsibility for organising and co-ordinating speakers and equipment, and if necessary hosting the evening
6. To ensure that contingency plans for the programme are in place
7. To liaise with the Treasurer to ensure that the presenters fees are agreed noted prior to attendance (where possible) and paid on the evening
8. To brief the Chairman, as appropriate, prior to the start of a Club meeting when a speaker/presenter is in attendance.
9. To apprise the membership of changes in the programme, as necessary, and to provide programme details, as and when requested
10. To liaise with the webmaster to ensure that the master programme is held on the web site and is up-to-date.
11. To organise a printed programme to be available to members by the time of the end of season meeting.

Internal Print Competition Secretary

The main responsibilities of the Internal Print Competition Secretary are:

1. To contact the judges at an appropriate time before each competition to ensure they are still available for the event, to ensure they are aware of the type of competition, to ascertain any specific needs by them (such as seeing the entries in advance), and to remind of our needs. A copy of our competition rules should be offered, pointing out the relevant rules for the event they are attending.
2. To receive entries for print competitions by the published date, ensure that all prints are properly identified and recorded, undertake their delivery to the judge (if necessary), and manage the display of the prints at the competition.
3. To maintain a record of all prints submitted to internal Club competitions and the results throughout the season.
4. To brief the Chairman, as appropriate, prior to the start of a club meeting when a judge is in attendance.
5. To ensure that the members of the selection committee present at any print competition have a record of the entries to be shown so that they can note prints that they would like to be considered for external events.
6. To send written thanks to Print Competition judges after their attendance at the Club

7. To liaise with the webmaster to ensure that print competition details are available on the web site.

Projected Image Competition Secretary

The main responsibilities of the Projected Image Competition Secretary are:

1. To contact the judges at an appropriate time before each competition to ensure they are still available for the event, to ensure they are aware of the type of competition, to ascertain any specific needs by them (such as seeing the entries in advance), and to remind of our needs. A copy of our competition rules should be offered, pointing out the relevant rules for the event they are attending.
2. To receive entries for digital image competitions by the published date, ensure that all images are properly identified and recorded, undertake their delivery to the judge (if necessary), and manage the display of the images at the competition.
3. To maintain a record of all digital images submitted to internal Club competitions and the results throughout the season.
4. To brief the Chairman, as appropriate, prior to the start of a club meeting when a judge is in attendance.
5. To ensure that the members of the selection committee present at any digital image competition have a record of the entries to be shown so that they can note pictures that they would like to be considered for external events.
6. To send written thanks to PDI Competition judges after their attendance at the Club
7. To liaise with the webmaster to ensure that internal digital image competition details are available on the web site.

External Competition Secretary

The main responsibilities of the External Competition Secretary are:

1. To liaise with the Programme Secretary to ensure that external competitions are identified in the programme where possible.
2. To maintain a list of all external competitions requiring club entry during the year, the entry dates and the criteria, and to apprise the Committee in good time for picture and digital image selection and submission.
3. To co-ordinate the activities of the Selection Committee to ensure that potential entries are identified and a final selection of pictures is made in good time for each external event entered by the Club.
4. To ensure that all submitted prints and /or digital images to the external competitions are properly identified and recorded prior to delivery to the sponsoring club or judge and to undertake that delivery (where necessary).
5. To maintain a record of all prints and/or digital images submitted for external competitions and the results.
 - a. Note: Pictures entered by members in national and international competitions where they have not been submitted, by or on behalf of, the club are not included and ideally any successes in such events should be communicated by the member to the External Competition Secretary or to any committee member to ensure appropriate recognition and to promote the club

6. To liaise with the webmaster to ensure that external competition details are available on the web site.
7. To liaise with the webmaster to provide details of club and individual successes in external competitions in order to recognise individuals and promote the club.

Webmaster

The main responsibilities of the Webmaster are:

1. Maintain and update as appropriate a website on which relevant Club information can be readily available to members and non-members.
 - a. Priority content includes welcoming information about the Club for potential new members; meeting place, dates and content; competition entry dates; subscription amounts; relevant forms and rules.
 - b. Other content can include other relevant information that creates an helpful customer-focussed website to help attract new members and be useful to members and potential new members.
2. To maintain information regarding website access details, provide copies of such information to the Chairman and Vice-Chairman as contingency, and have arrangements for back up of the website content in case of data loss at the hosting firm.
3. To maintain records of web-based mailing lists and discussion groups that are relevant for the Club's activities.
4. To review all mails to the Club received via the website 'Contact Us' address and take appropriate action, including
 - a. responding to potential new members contacting an appropriate and timely manner in order to promote a good view of the club
 - b. deciding on actions for other mails such as commercials and from exhibitions or other clubs.