



## Club Officers and their duties

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## Chair

The responsibilities of the Chair 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. Introducing the speaker and thanking them at the end of the evening or inviting a Member in attendance to give the vote of thanks on behalf of the group.
2. To facilitate and chair all Committee meetings. This involves setting the agenda to the meetings, ensuring that the meeting runs to schedule, that the Committee stays on agenda and that all Members have a chance to air their views. Where required, the Chair shall also act as final decision maker.
3. Welcome/assist new Members into the Club.
4. To set the agenda for and chair the club Annual General Meeting (AGM) and Extraordinary General Meeting (EGM) when required.
5. To Chair the AGM and ensure the smooth transition from the current Committee to the new Committee.
6. To initiate and Chair all meetings as required in order to manage non-standard Club events that may require Committee and/or Member input.
7. To monitor and follow up on all agreed actions arising from previous Meetings.
8. 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.
9. To liaise with third parties to promote or represent the best interests of the Club (e.g. local Council, sponsors, etc. as required)
10. To monitor the changing needs of the Club and its performance, and make recommendations to ensure that its ongoing needs are met.
11. To coordinate and plan direction and strategies for the long-term 'health' of the Club.
12. Manage succession planning by targeting appropriately skilled and competent Members to participate on the Committee.
13. To review Club performance and Member feedback from recent events. Follow up suggestions for improvement on a 'best for Club' basis.
14. Facilitate actions regarding both short and long term Club issues, ensuring that the best interests of the club and the Membership are addressed at all times.
15. Promote a harmonious and enjoyable Club environment.
16. To be a secondary signatory to the club account (as long as the Chair is not related to the Treasurer or Secretary).
17. To prepare an Annual Report for the AGM.

## Vice-Chair

The responsibilities of the Vice-Chair are:

1. To deputize for the Chair when he is not able to be present and fulfil the same duties until the Chair is able to resume his duties, (this situation may typically arise as a result of the unavailability of the Chair due to work commitments, holidays, illness or personal reasons).
2. To initiate, make recommendations and assist with the coordination of events in support of the programme (e.g. photo-shoots, judging, workshops, fundraising, technical knowledge, training, etc.) or the general growth and well being of the Club.
3. To support the Chair by representing the Club at promotional events and other photographic societies' events; liaise with third parties to promote or represent the best interests of the Club (e.g. local Council, sponsors, etc. as required).
4. Provide Members with ongoing guidance and support on matters related to the Club structure and events. This may include information related to technical/photographic related matters, workshop activities, competition rules, etc. Where applicable, refer new Members to more experienced Members for direct support.
5. Welcome/assist new Members into the Club.
6. Maintain an ongoing awareness of the Clubs' performance and monitor how well Member expectations are met.
7. Attend Meetings and follow up actions as agreed.
8. Target fellow Members with specialist skills - or other external sources - and make recommendations that will create added value within Club activities (photo-shoots, workshops, training, support, etc.).

## General Secretary

The responsibilities of the General Secretary are:

1. 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. Collect enquiries from potential new Members, pass their contact details to the Membership Secretary in good time for the Membership Secretary to respond appropriately.
2. To act as main point of contact for Members of the Committee (Chair, Programme Secretary, Member Representatives and the Design Manager) to send out information to the club Members.
3. To liaise with the Chair 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.
4. To be the third signatory to the club account (as long as the Secretary is not related to the Treasurer or the Chair).
5. Working with the Design Manager to co-ordinate the distribution of information to all club Members (via e-mail, Weekly Newsletter, blog, social networking and post where appropriate)
6. Deal directly with the Venue (Shrewsbury House) management regarding club administrative matters, room hire arrangements, booking times etc. in liaison with our Shrewsbury House Representative.
7. To be the main point of contact within the club regarding the liaison with the press or other advertising/marketing mediums.
8. To raise awareness of the club in the local community by involving the Club in local events, fêtes, festivals etc.
9. To liaise with third parties to promote or represent the best interests of the Club (e.g. local Council, sponsors, newspapers, local websites etc. as required).
10. To contact other local groups when a working relationship could be mutually beneficial.
11. To ensure the Club has an active presence on social networking sites like Facebook, Twitter and Flickr. Seek assistance from relevant Committee Members where needed.

## Treasurer

The Treasurer is responsible for the safe custody of Club funds. The responsibilities of the Treasurer are:

1. To be the main point of contact with regards to matters associated with club finances.
2. To prepare an annual budget setting out the Clubs projected income and expenditure. Take into consideration the previous years cash flow plus the upcoming schedule of events.
3. Monitor the actual cash flow against the budget and report any significant variances at Committee Meetings.
4. Liaise with the Programme Secretary to ensure that all agreed season's expenditure (e.g. speakers fees and expenses) can be met.
5. To collect all Membership fees (including door money receipts from the Desk Team), and pay all expenses, within agreed time scales.
6. To liaise with the Membership Secretary to maintain a full and accurate list of club Members and their details.
7. To provide appropriate Members' contact information to the General Secretary, Membership Secretary and the Competition Secretaries where necessary.
8. Maintain a record of all transactions (income and expenditure).
9. Carry out banking duties as required.
10. Maintain bank account details.
11. To be the prime signatory to the club bank account.
12. 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).
13. To prepare a Financial Report for the AGM.

## Membership Secretary

The responsibilities of the Membership Secretary are:

1. To liaise with the Treasurer to maintain a full and accurate list of club Members and their details.
2. To respond to potential new Members either from direct contact or email/social networking, via the club Secretary in an appropriate manner and in good time, in order to promote interest in the club.
3. To maintain and promote a 'Welcome Pack' for new Members or those who have shown an interest in the club. This can be produced in partnership with the Design Manager.
4. To make all new Members to the club welcome.
5. To ensure that all Members are aware of the club rules and guidelines and to ensure that these are updated appropriately.
6. To liaise with the Front Desk Team and Treasurer regarding attendance details and to maintain a link to those people who have not been to the club for a number of meetings.
7. To liaise with the web site manager to ensure that all information regarding Membership is current and available on the web site.
8. To liaise with the Treasurer to ensure that all Membership fees are paid by Members within agreed time-scales.
9. To maintain the Membership database, recording Membership type, address, contact details and Membership renewal dates.
10. To remind Members by email or text two weeks in advance of their membership renewal date.

## Programme Secretary

The responsibilities of the Programme Secretary are:

1. To undertake to plan a varied and balanced programme to meet the needs of the Membership (in conjunction with the relevant Committee Members).
2. To liaise with the Competition Secretaries to ensure that all club competitions, including judges and closing dates where appropriate, have been included within the programme.
3. To ensure that the appropriate speakers/presenters are booked in good time to ensure a successful programme.
4. 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.
5. To ensure that contingency plans for the programme are in place.
6. To liaise with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance.
7. To brief the Chair, as appropriate, prior to the start of a club meeting when a speaker/presenter is in attendance.
8. To inform the Membership of changes in the programme, as necessary, and to provide programme details, as and when requested.
9. To liaise with the web site manager to ensure that the master programme is held on the web site and is current and complete.
10. Prepare an Annual Report for the AGM.

## Design, Web & Publicity Manager

The responsibilities of the Design and Publicity Secretary are:

1. To create a website and blog on which club information can be organized in an easy to navigate structure.
2. To maintain up-datable sections of the website and blog with the following information:
  - Important dates
  - List of Committee Members and contact details
  - A updated copy of the programme on Website
  - Information on club events, joining fees and forms
  - Update both internal and external competition results
  - Keep record of competition league and trophy tables
  - Archive previous and old records of club activities
  - Specific Club information: Committee Member contact details, fee structure, competition rules, Studio information, Constitution etc..
3. To ask Committee as to what is seen as necessary for the website.
4. To maintain the Studio booking calendar on the website in liaison with the Studio Manager.
5. To set up galleries on the website to enable Members to display their images.
6. To maintain Club e-mail databases (e.g. mail database and Weekly Newsletter).
7. To develop, maintain and the club graphic design identity, ensuring that all Committee Members are familiar with it and follow the design guidelines. (London is a vibrant, modern, culturally diverse and energetic city, the design of our group publications and web presence should reflect this).
8. To liaise with other officers to get pictures for use on the website.
9. To receive information regarding website passwords, FTP passwords, and any other pertinent information regarding the website and its administration from past club web-masters.
10. Liaise with Competition Secretaries to prepare artwork for plaques, cups and certificates for Awards Night.
11. Liaise with the club General Secretary and other relevant committee Members to promote the club through all appropriate mediums.
12. Help raise awareness of the Club by refreshing promotional material when needed: leaflets, flyers, posters, magazine and web adverts etc.
13. Keep regular back-ups of the website in case of server crashing or other loss of data.
14. To identify to the Committee opportunities to advertise, market and promote the Club.
15. To work with all the General Secretary and other Committee Members, where necessary, regarding the provision of articles and information for the purpose of advertising the club or promoting club activities.
16. To upload photo competition results as received from the Competition Secretaries.
17. To work on developing the Club website with new sections or new features of the website.



## Design, Web & Publicity Manager (cont.)

18. Clean out excess/obsolete files on web server.
19. To ensure the website is regularly updated and maintained.
20. Attend Committee Meetings and follow up actions as agreed.
21. Report on issues of concern or upcoming events. Seek assistance as required.
22. Prepare an Annual Report for the AGM.

## Front Desk Team

This role is specific to the peak pre-meeting rush (7.45 - 8pm). Duties will be varied and be in response to the needs at the time.

Responsibilities:

1. To welcome and assist new Members into the Club. Manage queries and obtain Registration Details from new Members.
2. To introduce new and prospective Members to the appropriate people to utilise the 'buddy system' to look after them.
3. To be the 'point of contact' for guest speakers and judges and introduce them to the appropriate persons.
4. To forward this information to both the Membership Secretary also to the General Secretary.
5. To ensure that all Members and guests attending a meeting sign in and pay subs where applicable.
6. To distribute brochures, literature or other handouts, as applicable;
7. To work closely with other Committee Members during this peak period and seek assistance as needed.
8. To manage and distribute name tags for new and Prospective Members.
9. To collect room fees and provide raffle tickets.
10. To purchase the club raffle prizes as needed.
11. To manage the Attendance Sheet (including a record of visitors);
12. To distribute/collect paperwork (Registration Forms or handouts)
13. To work closely with the Treasurer to provide mutual assistance during times of peak work load, i.e. during peak Membership renewal times.
14. To report on issues of concern or upcoming events. Seek assistance as required.

## Digital Projected Image (DPI) Competition Secretary

The responsibilities of the Digital Image Competition Secretary are:

1. To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with guest judged Digital Image competitions identified in the programme.
2. To maintain a record of all Digital Images submitted to Internal competitions. (Note: Images submitted by individuals in national and international competitions where they have not been submitted on behalf of, or by, the club shall be exempt from this activity).
3. Run all internal DPI competitions and DPI shows.
4. Set-up, operate and maintain the DiCentra DPI competition software, Club laptop and Club projector.
5. Collate and check all Members' images for all internal and external DPI competitions.
6. Liaise with External Competition Secretaries regarding all external DPI competitions
7. Book competition judges in advance of judged internal DPI competitions.
8. To ensure that all submitted Images to the Internal competitions are properly identified and recorded prior to the internal competition.
9. To brief the Chair, as appropriate, prior to the start of a club meeting when a judge is in attendance.
10. To liaise with the Internal competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
11. To liaise with the web site manager to ensure that all Internal DPI competition result are published on the web site and blog.
12. To liaise with the Design manager and provide all details of individual successes in order to recognise individuals achievements and prepare prizes and certificates for the Awards night.
13. Prepare an Annual Report for the AGM.

## Internal Print Competition Secretary

The responsibilities of the Internal Print Competition Secretary are:

1. To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with the club internal competitions identified in the programme.
2. To maintain a record of all prints submitted to internal competitions.
3. To contact the judge 1 week before the competition to confirm that they will attend and have our contact telephone numbers and Shrewsbury house address.
4. To ensure that all submitted prints to the internal competitions are properly identified and recorded prior to the internal competition and to undertake delivery of same (where necessary).
5. To brief the Chair, as appropriate, prior to the start of a club meeting when a judge is in attendance.
6. To liaise with the competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
7. To liaise with the web site manager to ensure that all internal competition details are available on the web site.
8. To liaise with the web site manager to provide all details of individual successes in order to recognise individuals and promote the club.
9. Prepare an Annual Report for the AGM.

## External Competition Secretaries

The responsibilities of the External Competition Secretaries are:

1. To maintain a record of all prints and/or Digital Images submitted for External competitions. Note: Pictures and Digital Images submitted by individuals in national and international competitions where they have not been submitted on behalf of, or by, the club shall be exempt from this activity.
2. 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).
3. To maintain a list of all External competitions requiring club entry to during the year, the entry dates and the criteria, and to apprise the Committee in good time for picture and digital image selection and submittal (Note: or any other procedure used for selection followed by the club).
4. To liaise with the web site manager to ensure that all External competition details are available on the web site.
5. To liaise with the web site manager to provide all details of club and individual successes in External competitions in order to recognise individuals and promote the club.
6. FSLPS and KCPA secretaries should:
7. To keep be up-to-date with competitions and events organised by these groups.
8. To encourage AWPS Members to enter work in these competitions.
9. To lead on selecting images to represent the Club in external competitions and exhibitions organized by these groups.
10. To be willing to represent the club at relevant meetings when possible, and report back to the AWPS Committee.
11. To be willing to represent the club FSLPS and KCPA meetings when possible, and ensure any matters proposed are discussed at Club committee meetings and the Clubs position is fed back to these organisations.
12. Prepare an Annual Report for the AGM.

## Studio Manager

### Studio Use

1. Ensure that all Members who use the studio at any time are fully aware of studio rules, especially those regarding safety.
2. Run Studio Induction courses when required, ensuring that all participants receive a certificate of studio competence (signed by the Studio Manager) only when they have completed the course to the full satisfaction of the Studio Manager.
3. Ensure that the studio is always a safe and comfortable working environment.
4. Ensure that the studio is kept clean and tidy, that equipment is maintained and in good working order.
5. Ensure that the paper backdrop is fixed correctly and back-up rolls are available.  
NOTE: Members using the studio on booked non-studio days should not be required to change a paper roll.
6. Ensure that studio rules and safety guidelines are kept updated and are clearly displayed on the studio wall.
7. Provide specialist advice and recommendation on the purchase of new studio equipment assets (e.g. studio lighting, off camera flash equipment, paper backdrop).

### Club Studio Sessions

8. Ensure that the studio is clean and ready in advance of a scheduled club session.
9. Ensure *in advance* that a Member will be available to liaise between Studio and Main Room to timetable and manage studio session groups.
10. Welcome the model, explain the 'theme' and ensure they are comfortable with what is expected of them
11. Ensure the Model is familiar with the studio annex and Shrewsbury House facilities.
12. Ensure the Model takes an adequate break during a session.
13. Ensure Model fees have been agreed in advance of the session and that these are paid in full at the end of the session.
14. Ensure Members are respectful of the model and do not make unreasonable requests.
15. Ensure that if a model is under 18 years of age they are accompanied by a responsible adult at all times.
16. Assist Members with camera set-ups, strobe triggers and photography advice where necessary.
17. Manage the model's poses and lighting set ups in accordance with Member's requests in keeping with the theme of the evening.
18. Ensure that at the end of a session the studio and annex doors are securely locked that all lights are switched off and the keys are returned to the House porter.

## Studio Manager (cont.)

### Studio booking outside of Club times

19. Process emailed booking request forms, confirm bookings only from Members who have been with the club for 3 months or more.
20. Ensure that all Members who use the studio outside of normal Club times receive a paper copy of the studio rules.
21. Forward a copy the completed PDF booking form to the Shrewsbury House manager and to the Club Treasurer.
22. Maintain the website studio calendar ensuring this is kept up-to-date.
23. Ensure that Members understand that studio fees must be paid BEFORE a studio session (usually to the Desk Team at a weekly meeting).
24. Ensure that all Members who take up the Extended Studio Membership are fully aware of studio safety and they know how to replace a paper roll safely.

## Social Secretary

The responsibilities of the Social Secretary are:

1. To organise and cater all social evenings at the club.
2. To organise and cater all external club exhibition 'Private View' evenings when needed.
3. To agree all expenditure with the Treasurer and Chair before the event.
4. To plan and organise the annual Christmas Meal.
5. To ensure Members are informed of the details of Club social events in advance via the Weekly Newsletter and social network portals with assistance from the General Secretary and Website manager
6. See assistance from other Members when needed.



## Day shoot Secretary

1. To coordinate, plan and promote regular weekend and evening photographic shoots in and around the London area throughout the main season.
2. To ensure that Members are fully informed about the location and advised on appropriate footwear, clothing and expected light conditions (e.g. torches required on night-shoots).
3. To ensure Members have the walk leader's contact mobile phone number.
4. To assess the weather forecast the day before the event and to inform Members by email if bad weather conditions mean the event has to be cancelled.
5. To ensure Members are fully informed of the meet-up times, location of shoots and the route of photo-walks at least one week in advance at the Club meeting, via the Weekly Newsletter and social network portals, with assistance from the General Secretary and Web-master.
6. To seek assistance from the Committee and Membership as required.

## Shrewsbury House Representative

1. To be represent the club at Shrewsbury House Committee meetings when possible, and ensure any matters proposed are discussed at Club committee meetings and the Clubs position is then fed back to the House committee.
2. To liaise with the General Secretary regarding communication between the club and Shrewsbury House.
3. Keep a file of all paperwork to do with the Club's dealing with Shrewsbury House and pass on all relevant financial paperwork to the Treasurer.