



To foster and develop an interest in all aspects of photography through the provision of Photographic Competitions, Workshops, Lectures and Social Outings so that each member may grow in the understanding and enjoyment of photography.

Roles & Responsibilities of the Officers & Committee & Non Committee Roles 2021

The following is a general, not an exhaustive list of the Roles & Responsibilities associated with being an Officer and/or Committee member in the club. These are reviewed and updated on a periodic basis.

Officers

President

It is the duty of the president to:

- a) preside at all meetings of the club when in attendance.
- b) maintain proper control and act in the best interests of the club; and
- c) maintain an impartial attitude in all discussions on matters at meetings where a vote is to be taken.

Vice-President

1. It is the duty of the vice-president to attend meetings of the committee and to take over the duties of the president in the absence of the president.

Secretary

- 1) The secretary of the club shall, as soon as practicable after being appointed as secretary, lodge notice with the club of his or her address.
- 2) Receive correspondence and delegate to the appropriate people.
- 3) Retain all books, correspondence and records pertaining to the office of secretary.
- 4) At each monthly club meeting, maintain a record of all attendees
- 5) Score keeping
- 6) Record accurate scores awarded by the judge during display nights
- 7) Update the score database on the club laptop
- 8) Year-end certificates & trophy collection
- 9) Keep score at Annual Interclub Competition

Treasurer

It is the duty of the treasurer to:

- a) Receive moneys payable to the club and ensure that they are banked promptly and accounted for.
- b) Pay out authorised moneys on behalf of the club.
- c) Keep an accurate record of funds, prepare and submit statements of receipts and expenditure as required from time to time by the committee.
- d) Prepare an annual statement of receipts and expenditure and balance sheet duly audited for the year ending 31st December, or such other date as determined by the committee.
- e) Retain all receipt butts, books of accounts, cheque books, bank statements and copies of all annual statements and balance sheets pertaining to the office of treasurer.



- f) Advise the president and secretary of all the financial members of the club.

Committee

Minutes Secretary

1. It is the duty of the minutes secretary to keep minutes of:
 - a) all appointments of office-bearers and members of the committee.
 - b) the names of members of the committee present at a committee meeting or a general meeting
 - c) all proceedings at committee meetings and general meetings
2. Notify members of all appropriate meetings.
3. Ensure that the minutes of proceedings at a meeting are signed by the chairperson of the meeting or by the chairperson of the next meeting.

Events Coordinator / Social Secretary

1. Devise a schedule of monthly events/outings for members to attend.
2. Coordinate events/outings
3. Arrange details of any events held by the club including event booking, arrangement of refreshments, arrange tasks for helpers and liaise with secretary or the Promotion Co-Ordinator for any promotional material
4. To organise end of year celebrations
5. To make sure the webmaster is kept up to date with the latest information

Webmaster

1. Maintain all aspects related to the website, including but not limited to:
 - a. ensuring that all article/content details are current and up to date
 - b. any links and functions are working correctly
 - c. maintain the calendar events listing
 - d. provide support for member related queries
 - e. act as a moderator for all submitted content
 - f. review & investigate, for the benefit of the club & its members new/improved/updated features, functions and facilities that will enhance membership of the club

Judge Secretary

1. Contact Judges on the judge's list and arrange for them to judge the display nights as set out in the annual schedule of the club.
2. Send a letter/email to each judge confirming the details of the meeting if required.
3. Advise the president/secretary/treasurer of the judges arranged for each display night.
4. Confirm with the judge a few days prior to the meeting to ensure that he/she is still able to attend the meeting.
5. If necessary, arrange for another judge if the one planned for the meeting cannot come.

Promotion Co-Ordinator

1. Preparation of Forms & Promotional Material
2. Grants/Funding/Fundraising
3. Community Contact
4. Social Media



Powers of the Committee

The committee shall be called the committee of management of the club and subject to these rules and to any resolutions passed by the club in general meeting:

- a) Shall control and manage the affairs of the club;
- b) May exercise all such functions as may be exercised by the club other than those functions that are required by these rules to be exercised by a general meeting of members of the club, and
- c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.
- d) The committee may elect any member who has given outstanding service to the club as a Life Member. Any member may nominate a person to the Committee for consideration for Life Membership.

Other non-committee roles

1. **Public Officer:-** The public officer is responsible for
 - a) notifying Fair Trading of any change in the association's official address within 28 days
 - b) collecting all association documents from former committee members and delivering the documents to the new committee member
 - c) returning all association documents to a committee member within 14 days, upon vacating office
 - d) acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
 - e) custody of any documents as required by the constitution.

2. **Welcomers:** Welcome all members, issue name tags and make any visitors feel welcome, introduce them to other members and explain what is happening during the night and answer any questions they may have. Ensure all guests details are recorded each night to allow for follow up in the future.

3. **Equipment Co-Ordinator:** Set up tasks/Pack Up tasks

4. **Refreshment Co-Ordinator:** Coffee/Tea/Supper set up and looking after the supper crate

5. **FCC Interclub Competition or External Club Competitions:** A panel of 3 members to meet and select images for Interclub (the panel to be selected by the committee)

6. **Interclub Selectors' Panel:** A panel of 3 members to meet and select images for Pittwater (the panel to be selected by the committee)

7. **Event Leaders/Co-Ordinators for Social Outings:** To liaise, help and lead a group on a Social Outing.

