



SECTION 4: CLUB ORGANISATION

CLUB MANAGEMENT

A copy of the Club's Constitution is included as Appendix 3 of this Handbook. It defines the purpose of the Club, and contains rules for the election of Officers and the holding of the Annual General Meeting.

The Club's Constitution requires the appointment of three Officers: the Chairman, Treasurer and Secretary, and allows for the election of a Vice Chairman and up to nine additional Committee Members. A Member standing for any of these positions is elected at an Annual General Meeting for a period of three years. Together these Members make up the Club's Management Committee. The Management Committee is responsible for the smooth running and administration of the Club.

The honorary positions of President, Vice President and Honorary Member are awarded to long-standing Members for their contribution to the Club, and sometimes Honorary Membership may be offered to members of other clubs in recognition of service to the Club, for instance as a frequent judge.

The holders of honorary positions and the current Management Committee Members are shown in Appendix 1.

RUNNING THE CLUB

Apart from the specific responsibilities of the Chairman, Treasurer and Secretary, there are a number of other tasks involved in the day to day running of the Club. These tasks are carried out by a number of Members on a voluntary basis, and the main roles are listed in Appendix 1, together with the Member currently responsible for undertaking each one. Changes in incumbents are usually noted at the Annual General Meeting. All Members, irrespective of Committee membership, are encouraged to take part in the running of their Club.

Club Officers and Volunteers: a brief indication of what each role involves:-

Chairman – chairs Club meetings and Committee meetings, represents the Club in its interface with the local community, and provides general direction for the officers and volunteers in the day to day running of the Club.

Treasurer – maintains the Club's accounts and produces the annual Income and Expenditure Report, collects membership subscriptions, pays all bills, and advises on the Club's on-going financial viability and level of subscriptions needed for the next season.

Secretary – handles the administrative aspects of the Club, including compliance with the Club's Constitution and the organisation of the Annual General Meeting, deals with the correspondence sent to the Club, much of which is addressed to the Club Secretary, and manages the information on the Club notice-board. The Secretary also acts as the Club representative in matters relating to its membership of the Southern Counties Photographic Federation (SCPF), and attends their meetings to represent the Club – see section 7.



Vice Chairman – deputises for the Chairman in his/her absence, and should be a Member of the Management Committee who has the firm intention of standing as the next Club Chairman when the present incumbent's term of office comes to a close. The Vice Chairman will also assume a strategic role, with responsibility for reviewing the Club's current state and standing, and where appropriate proposing to the Management Committee a strategy for the further development of the Club which could be carried forward into his/her own term as Chairman. Furthermore, when requested by Management Committee, the incumbent will undertake projects which will involve researching and developing major strategic issues affecting the Club such as: Club premises, membership numbers, photographic standards in the Club, current photographic developments affecting the Club, or whatever else may be relevant at any given time.

Auditor – responsible once a year for auditing the Club's accounts as presented by the Treasurer and for confirming their accuracy.

Community Centre Delegate – represents the Club at meetings of the Community Centre (where the Club meets) to ensure that the interests of the Club are protected.

Competition Secretary – PDIs - organises the Club's projected digital image (PDI) competitions, receiving the entries and loading them to the Club laptop, running the competition software on the night and publishing the results; organises the selection of entries by a small group of experienced members for use in inter-club competitions, and decides which images to enter; and has responsibility for maintaining the Club's digital projector, organising its use for presentations and competitions. An Assistant Competition Secretary for PDIs may also be appointed to assist in any of the above tasks.

Competition Secretary - Prints - organises the Club's print competitions, recording and publishing the results; organises the selection of prints by a small group of experienced members for use in inter-club competitions, and decides which prints to enter into the various competitions and exhibitions. Where competitions and exhibitions require the Club to enter a themed panel, the Competition Secretary - Prints may be assisted by the Print Competition Panel Organiser (see below).

Distinctions Adviser – encourages Members to attain photographic honours, advises on the specific requirements of the RPS and/or the PAGB, and organises workshops for assessing Members' work when required.

Equipment Officer – has responsibility for ensuring that the Club complies with its Health and Safety Policy as set out in Appendix 5. This will include making visual inspections of equipment on a regular basis, especially electrical equipment, to ensure that it will work safely and when required, and ensuring use of plug-in RCD sockets on electrical equipment.

Events Organiser – books and organises the evening for the keynote speakers; arranges visits to suitable locations of photographic interest.

Exhibition Secretary – arranges venues for exhibitions and displays, organises the setting up and dismantling of display boards, obtains prints from Members, arranges the display of images, and organises stewards.



FPOTY (FCC Photographer of the Year) Award Organiser – keeps the records of all the competition scores for each Member in a season in order to determine the winner of the award.

Fire Warden – ensures that the Club complies with the requirements set out in the Health and Safety Policy in Appendix 5 with regard to the building in which the Club meets. This will include maintaining a register of attendees, organising the movement of members to the fire assembly point when the alarm sounds, and checking all are present.

First Aider – a Member with first aid knowledge who will take charge in the event of an accident or serious illness of an attendee at a Club meeting.

Handbook Editor – writes and produces the Members' Handbook, produces up-dates when required, and arranges for them to be posted to the Club website.

Membership Secretary – welcomes prospective members, encourages and supports new Members, where requested pairs them with a Member who has similar interests, maintains membership records, ensures compliance with the Club's Data Protection Policy, monitors Members' attendance, and seeks to market the Club to attract new members.

Minute Secretary – takes the minutes at Committee meetings and the Annual General Meeting.

Print Box Secretary – organises the Print Box competition, including the choice of subjects, the circulation of the box and the scoring.

Print Competition Panel Organiser – where an external print competition or exhibition requires the Club to enter a themed panel and where requested by the Competition Secretary – Prints, the Panel Organiser will arrange to compose a panel of Members' images that meets the subject of the theme. The Panel Organiser will also seek to create a panel that is co-ordinated in style and presentation, with symmetry of size and format and with mounts of the same colour (or of colours that are complementary). In order to obtain a choice of such images, the Panel Organiser may arrange a suitable photo shoot for Members.

Print Displays Organiser – organises the display of Members' prints in the Club's two display cabinets. Displays are changed at regular intervals.

Print Presentation – arranges set-up of display stands and presents the prints for judging at Club and inter-club competitions.

Programme Secretary – organises the programme for each season, arranges the attendance of speakers and judges for the various Club and inter-club competitions, and organises the printing of the programme. He/she provides guidance to judges on the rules of the competition to be judged. Where appointed, the Assistant Programme Secretary may provide administrative support with the correspondence with the speakers and judges.

Publicity Secretary – arranges publicity for the Club and its events in local newspapers and other media as appropriate, and manages the Club's Facebook page by posting appropriate information and controlling the content.



Raffles Organiser – arranges fund-raising raffles at appropriate Club events.

Refreshments Organiser – arranges for the provision of tea, coffee and other drinks to Members during the half-time interval; this task is carried out by two different Members each week on a rota system. The rota for the refreshments is produced and disseminated by the Refreshments Rota Organiser.

Social Events Organiser – organises the annual Christmas meal and other social events when appropriate.

Studio Organiser - sets the dates of studio sessions for the season and advises Members, books the room and model, and arranges for the necessary equipment to be set up on the day. A Studio Administrator may also be appointed to assist in these tasks.

Webmaster – maintains the Club's website.

Website Manager – responsible for the website's content and ensuring that it reflects the Club's activities and is up-to-date. He/she provides the Webmaster with new content and images in a format suitable for up-loading to the site. Also responsible for the administration aspects of the Club Facebook page.

There are a number of other tasks undertaken by many Members that are not mentioned above and which are essential in keeping the Club running: for instance acting as a steward at exhibitions, setting up the meeting room and exhibition displays, and so on. The assistance of all Members in these tasks is appreciated and welcomed.