

Dunfermline Photographic Association.

Roles and Responsibilities of Committee Members

President

The President is the Leader of the Association

- Chair all meetings ensuring conformity to constitution.
- Introduce and lead events, including introducing speakers.
- Act with other committee officers in day to day planning of events.
- Represent the association and Liaise with other clubs.
- Coordinate support for activities in the event of absence of Committee Officers.

Vice President

- Act as Leader in the event of President being unavailable.
- Chair meetings in the Presidents absence.
- Coordinate with the President support for activities in the event of absence of Committee Officers

Secretary

- Receive all communications in relation to the club
- Keep records of correspondence
- Maintain minutes of all meetings
- Respond in writing on behalf of the committee
- In collaboration with the President prepare an agenda for committee meetings
- Arrange bookings for venues in relation to meetings.

Treasurer

- Be responsible for the finances of the club
- Act as signatory on the clubs bank account. (along with Secretary and President)
- Maintain financial records for the club.
- Update committee meetings on financial state.
- Arrange for the refund of expenses to speakers and Office Bearers.

Competition Secretary (Internal)

- Be responsible for the four monthly and one annual competition
- Arrange Judges for competitions
- Keep records of Judges marking
- Make sure digital images are available for the website.
- Produce a running account of success in competitions
- Arrange for trophies to be engraved
- Work in association with External Competition Secretary on special events.

Competition Secretary (External)

- Be responsible for external competition including finances and administration
- Liaise with the SPF Fife representative
- Act as a focal point for SPF Communications
- Keep records of club participation.
- Promote participation in external competitions
- Be the speaker on the Club SPF evening.
- Produce a running account of success in competitions
- Arrange for trophies to be engraved
- Work in association with Internal Competition Secretary on special events

Exhibition Secretary

- Responsible for exhibitions
- Collect prints from members
- Frame prints when required
- Display prints at venues
- Liaise with Venues

Social Secretary

- Arrange social gatherings
- Ensure hospitality is arranged on club nights
- Arrange and manage presentation evening.
- Promote inclusion into the club.

Syllabus Secretary

- In conjunction with the committee set syllabus
- Arrange for printed versions of syllabus to be available to members •
- Liaise with external speakers.
- Include feedback and ideas from members

Projectionist

- Ensure Projector is working and available to meetings
- Ensure calibration of projector
- Set up equipment for club nights and competitions
- Arrange microphone equipment for speakers.
- Train other members where appropriate.

Committee Members 4

- Attend committee meetings
- Take on delegated duties where required
- Participate in decision making
- Help promote inclusion and participation in the club.