

## **Guide lines for Job Descriptions within Committees**

*These are guidelines to help your club. There may be committee members that are unfamiliar with the responsibilities that a club should fulfil, so I hope this will give an insight into the sort of things that need attention. The Season of the club AGM is shortly upon us and new people may be taking over responsibilities in your club. These guidelines are to help people with these tasks.*

### **CHAIRMAN**

*Focus of the club*

- 1. To be Master of Ceremonies at club meetings and ensure its smooth running of meetings.*
- 2. To welcome and look after visiting speakers and judges.*
- 3. To inform members of coming events, and notices or ensure that someone else does.*
- 4. To chair committee meetings, and call them at regular intervals.*
- 5. Initiate new projects and encourage ideas from others.*
- 6. To represent club in local affairs where applicable.*
- 7. To speak for the club at external events.*
- 8. To oversee other jobs in the club and take over or arrange for someone to take over any task if the need arises. The chairman should know how each task works.*

### **VICE CHAIRMAN**

*Standby*

- 1. To take over Chairman's duties when necessary.*
- 2. To learn how each part of the club works and be able to take over if necessary.*

### **SECRETARY**

*The hub of the club*

- 1. Prepare agendas for committee meetings and other meetings.*
- 2. To take minutes of these meetings.*
- 3. To send and receive correspondence.*
- 4. To ensure that the relevant person gets correspondence as soon as possible.*
- 5. Deal with enquiries from new and potential members.*
- 6. Send a copy of club programme to N&MPF treasurer for insurance purposes.*
- 7. Keep other relevant members up to date with the deadline calendar.*
- 8. Keep the notice board up to date and remove old notices.*
- 9. Inform the N&MPF handbook secretary of any changes, whether names addresses telephone numbers or e mails have changed asap*

### **TREASURER**

*Chancellor of club exchequer*

- 1. Keep all accounts and keep committee informed of financial situation.*
- 2. Administer bank accounts and investments in the name of the club.*
- 3. Hold chequebooks and pay bills.*
- 4. Collect all monies due to the club, subscriptions, tea money raffle money or money from sale of club assets.*
- 5. Maintain membership list and keep updated.*
- 6. Arrange adequate insurance particularly for public liability.*
- 7. Advise committee on investments.*
- 8. Arrange an audit and prepare books in readiness.*
- 9. Prepare a budget for next season.*
- 10. Book hall for next season.*

### **N&EMPF PHOTOGRAPHIC FEDERATION REPRESENTATIVE**

*Link between club members and Federation.*

- 1. Attend the N&MPF Executive meetings and give report to club and committee.*
- 2. Encourage members to attend N&MPF events and follow the club in League competitions.*
- 3. Remind club members about PAGB exhibitions and encourage contributions.*
- 4. Remind members about PAGB distinctions.*

## **WEB WATCHER**

*Information watcher.*

1. *Look at N&MPF web site regularly and inform club and committee of any news/ information on the web site. This includes information put out by other clubs, re competitions, speakers, exhibitions etc.*
2. *The web site will be the first place N&MPF news or changes etc will be found before general mailings.*

## **PROGRAMME PLANNING SECRETARY**

*The success of the club depends on a good programme*

1. *Arrange the next season's programme.*
2. *Book judges and lecturers initially by phone or e-mail and confirm in writing ASAP. (Suggestions for confirmation sheets can be found in the PAGB handbook.*
3. *To ascertain the costs of speakers and lecturer at time of booking.*
4. *Check with the treasurer whether the club can afford any particular speaker.*
5. *Check with competition secretary the dates when hosting inter club matches to fit in the programme.*
6. *Organise printing of programme.*
7. *Check that a speaker/judge can make the meeting at least a week before hand.*
8. *Be prepared for last minute problems. Illness can strike at short notice and speaker/judge may not be able to make the meeting.*
9. *Have contingency plans in case a speaker cannot come.*
10. *Give speaker/judge a mobile phone number that can be reached in case of emergencies en route, e.g. Traffic hold ups.*

## **COMPETITION SECRETARY**

1. *Check all competition rules and ensure all club members know them. (Particularly new members). Check outside competition rules carefully as these may not be the same as in your club.*
2. *Collect work for competitions and maintain comprehensive records, including scores. This will make it easier for finding work for outside events later, and not duplicate former entries.*
3. *Arrange for display and handling of work during competition.*
4. *Arrange a projector with screen and a competent person to operate it for slide competitions.*
5. *Arrange digital projector for digital projection competitions.*
6. *Keep a record of trophy winners and ensure they are returned in time.*

## **PROPERTY OFFICER**

1. *Keep an inventory for all club property, with values for insurance purposes.*
2. *Check that all equipment is well maintained, and arrange repair or renewal as needed. Particularly by having and annual electrical safety checks.*
3. *To ensure the correct equipment is at each meeting, and correctly set up.*
4. *Ensure that all electrical leads are laid safely and will not cause a hazard. Plastic cable protectors can be obtained easily.*
5. *To ensure all equipment is stored safely.*

*These are basic jobs that need to be done in a club. Depending on whether yours is a large or small club there will be variations. e.g.*

1. *Splitting the competition secretaries' roles into internal and external.*
2. *Publicity secretary*
3. *Social secretary*
4. *Tea bar officer*
5. *Raffle organiser*

*If you have any other suggestions that we could add to this list please pass on to the webmaster.*