

LUDLOW PHOTOGRAPHIC CLUB. Job Descriptions

The Club Committee has the following elected officers

Chair.
Secretary
Treasurer
Programme Secretary
Competitions Secretary
Exhibitions Secretary

The Job Descriptions are only intended as a guide and are not intended to be complete.

Chair.

The Chair will be expected to:-

- a). Be the lead officer for the day to day practical expression of the Club's Objective and will be expected to chair all Club and Committee meetings when present.
- b). Further the Club's development publically and represent the Club on formal occasions.
- c). Actively support the Committee and the officers where appropriate.
- e). Present at the Club's AGM a written report on the Club's activities during the past year.
- h). To organise the Annual Dinner.
- f). Welcome new members and ensure that where necessary mentors are assigned to look after them initially.

Secretary.

The Secretary will be expected to:-

- a). Be responsible for the general administration of the Club.
- b). In consultation with Chair produce agendas for meetings.
- c). Produce minutes of all formal Committee and General Meetings of the Club.
- d). Deal with all communications and correspondence of the club.
- c). Be the first point of contact with the Club.

Treasurer.

The Treasurer will be expected to:-

- a). Be the lead officer in all matters relating to the Club finances.
- b). Maintain a complete set of accounts suitable to the Club's current financial affairs.
- c). Prepare Income & Expenditure Accounts and Balance Sheets where necessary.
- d). Prepare any financial information for any events planned by the Committee and advise the Committee on the financial risk involved.
- e). Prepare an audited set of accounts for the Club's AGM.
- f). Secure the service of a member to audit the accounts.
- g). Maintain the master list of members and subscriptions with copies to the Chair and Secretary.

Programme Secretary.

The Programme Secretary will be expected to:-

- a). Work closely with Chair and other officers in the future development of meetings.
- b). Organise and run the current programme of meetings of speakers, talks and workshops..
- c). Work closely with the Competitions Secretary to ensure a balanced set of meetings for the year.
- d). Book all meeting dates and confirm the costs with the Treasurer.
- e). Make contact and book the speakers.
- f). Send reminders to speakers a fortnight before their booking and to copy the letter to the Secretary.
- g). Design and print the Membership Cards with the details of the programme.

Competitions Secretary.

The Competition Secretary will be expected to:-

- a). Be the lead officer to organise and run the programme of competitions according to the Competition Rules of the Club.
- b). Book judges where necessary and send a reminder a fortnight before the competition and copy the letter to the Secretary.
- c). Ensure equipment is available at the competition meeting.
- d). Maintain accurate records of entries, their outcome and a league table of points.
- e). Prior to the Annual Dinner, ascertain the winners of the Club Awards and Certificates and arrange for any engraving to be carried out and Certificates.
- f). Receive digital images from members, sort and process them for the digital projected images competition.

Exhibitions Secretary.

The Exhibitions Secretary will be expected to:-

- a). Be the lead officer in organising Club Exhibitions with the involvement of members where necessary.
- b). Research venues, costs and book after Committee agreement.
- c). Arrange for the putting up and taking down of entries.
- e). Prepare any necessary catalogues and labels.
- f). Arrange for the design of posters and publicity material for the Exhibition.
- g). Arrange any publicity or public relations actions necessary.