

Sandhurst Camera Club Executive and Management Committee Roles and Responsibilities

The Committee of the Club shall consist of the following:

Executive Committee

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Previous Chairperson if appropriate

Management Committee

- External Competitions Secretary
- Internal Appraisals and Competition Secretary
- Minutes Secretary and Communications Officer
- Membership Secretary
- Webmaster
- Equipment Officer

The Executive Committee shall manage the affairs of the club. The Executive Committee shall have the power to fill any vacancy that may occur during the Club year, and may co-opt additional Members if it is considered desirable. At all Committee meetings five members present shall form a quorum

Roles of the Executive Committee Members

1. Chairperson

- Chairing Executive Committee meetings and ensuring that they are properly conducted, that everyone is involved in discussion or decision making, and that the meeting is conducted openly, fairly, and efficiently;
- Ensures decisions are made when required, keeps order, helps the group deal with differences of opinion and conflicts, and ensures that everyone who wants to has a chance to speak;
- Ensuring that all decisions and actions taken are acted upon;
- Liaising with Executive Committee members and / or others to provide support as required;
- Liaising and communicates closely with all other Executive Committee about the day to day running of their role;
- Liaising with the Treasurer about the financial state of the Club;
- Being familiar with all the Club's rules and regulations contained in the constitution;
- The Vice Chairperson will stand in for the Chairperson in his/her absence.

2. Treasurer

- Taking responsibility for maintaining the Club's Bank Accounts;
- Ensuring up to date authorised Signatories are mandated by the bank to sign the Club's Bank documentation;
- Taking responsibility for the completion and submission of all finances as required;
- Keeping proper accounts of all financial transactions and, at the close of the financial year, preparing a balance sheet and report for the requirements of the independent examiner;
- Giving an account at each Executive Committee meeting on the balance of the bank account;
- Making payments on behalf of the Club, determined, in consultation with the Executive Committee;
- Taking responsibility for the Accounts in the name of the Club, and that all withdrawals thereon shall be signed by the Treasurer and countersigned by a mandated signatory.

3. Secretary

- Arranging the meeting, agendas /date for committee meetings;
- Presenting to the Executive Committee a proposed Syllabus of Ordinary Meetings for the Club year;
- Arranging for and booking the years' speakers;
- Booking all the required appraisers and judges ensuring that they receive information detailing how the appraisal or competitions to be carried out;
- Dealing with all correspondence appertaining the Syllabus

4. External Competitions Officer

- Selecting images, with advice from other members if required, to represent the Club in external events and competitions;
- Reporting the results of all external competitions results to the Webmaster to be entered onto the SCC web site as soon as possible;
- Dealing with all correspondence appertaining and the inter-club External competitions;
- Liaising with other clubs in regard to inter-club competitions.

5. Internal Appraisals Secretary

- Taking responsibility for collecting entries for all domestic and inter-club competitions and arranging for these to be presented to the Appraiser, making sure that the appraiser is aware that it is an appraisal they are appraising and not judging a competition, in accordance with the Club's rules for Appraisals and Competition;
- Arranging for the results to be collected from the Appraisers either by hard copy or USB stick on the night of the appraisal or internal competition;
- Reporting results to the Webmaster (to be uploaded to the club's private photo image site) so that they can be entered on to the MCCC web site as soon as is practical, in compliance with SCC Appraisal/Competition Rules.

6. Minutes Secretary and Communications Officer

- Keeping the minutes of all General Meetings and all Executive Committee Meetings;
- Taking responsibility for the general inter-club correspondence (excluding syllabus and speaker invites);
- Writing and sending weekly press releases to relevant local media;
- Creating and sending a weekly newsletter to the membership;
- Writing and sending emails inviting other clubs to our events, as appropriate;
- Editing communications for other Executive Committee members, as requested;
- Managing the Club's Flickr Group account;
- Managing the Club's Twitter account;
- Submits information to the Webmaster as required.

7. Membership Secretary.

- Acting as the main point of contact for any enquiries relating to new and existing Club membership;
- Dealing with all membership enquiries, both face-to-face and via email;
- Meeting new members and introducing them to the club;
- Ensuring all new members are aware of the policies of the club and they agree to adhere to them;
- Collecting Annual Subscriptions, which shall be payable at the first meeting of the new season;
- Issuing club membership numbers;
- Issuing and returning of club membership cards;
- Collecting and recording annual subscriptions and nightly club fees and ensuring they are passed to the Treasurer;
- Keeping an up-to-date and accurate record of each Club member's details;
- Recording all members' names, addresses, and phone numbers;
- Ensuring all data kept on members is passed to the webmaster for uploading to a secure area of the SCC web site in respect of the Data Protection Act;
- Sending out the Club's welcome letter to new members.

8. Webmaster

- Taking responsibility for the overall design of the website;
- Maintaining, updating (software), creating and revising the content (text and images) of the website;
- Taking responsibility for the renewal of the domain names owned and used by the club, in a timely manner, and to make sure that they do not expire;
- Taking responsibility for renewing the hosting of the website annually, in a timely manner so that it does not expire;
- Responsible for maintaining the SCC email server and updating the members email addresses, adding new addresses for new members and deleting addresses when members' status becomes that of non-members;
- Responsible for maintaining the mccc Forum software and updating the members accounts, adding new accounts for new members, and deleting accounts when members' status becomes that of non-members;
- Responsible for maintaining the club appraisal and competition results and the corresponding entries gallery;
- Ensures that all Club members' details that are stored on the server in the form of the members master list is secure, and complies with the Data Protection Act;
- Makes sure the encrypted master members list is available to the executive members via the internet.

9. Equipment Officer

- Maintaining an inventory of all equipment owned by the club;
- Ensuring all equipment owned by the club is kept in good working order, clean and available for use by members at all times;
- Taking stock of equipment after each club event and notify the Management Committee of any missing or damaged items;
- Ensuring all equipment owned by the club is properly maintained, repaired and replaced as necessary;
- Maintaining a supply of appropriate printer inks;
- Ensuring that all club equipment is recorded and signed in /out when being used by club members.