

WPS Committee Role Profiles ~ 2020/21



Chair ~ Carol Bailey

- a) Be the 'figure head' of the Society whenever necessary
- b) Plan and conduct Committee Meetings effectively
- c) Host Society club nights, AGM and Annual Awards Dinner including the necessary announcements and thanks at the start and end each event
- d) Produce and distribute Committee Meeting Agendas
- e) Approve the initial draft of Committee meeting minutes before they are distributed
- f) In the event of a tied vote at any Committee Meeting or AGM, provide the casting vote
- g) Oversee the WYP Sub-Committee, agree objectives and support activities

Marketing & Publicity ~ Rob Cowell

- a) Maintain and develop the WPS and WYP web sites
- b) Be responsibility for the Society's external publicity irrespective of the media
- c) Establish links with the local media and provide reports and press releases on Society news
- d) Identify, investigate and promote any potential promotional opportunities for the Society
- e) Oversee and organise the Society's printed literature
- f) Produce and distribute the WPS Member's Weekly e-Newsletter or other announcements

Membership & Social Secretary ~ Carol Bailey

- a) Deal with written or emailed correspondence
- b) Deal with any telephone or written enquiries
- c) Maintain the Society's Facebook page
- d) Work with the Marketing Officer to generate an increase in WPS Membership

Minutes Secretary ~ Currently Andrew Burton

- a) This annually elected role is not a Committee position therefore s/he is neither expected nor required to partake in any Committee Meeting discussion or debate
- b) Accurately take written notes of discussions and any subsequent decisions made. The Minutes Secretary may ask for clarification of a matter if necessary to ensure accuracy of recording
- c) Collate and email the draft copy to the Chair for approval before sending the approved copies to the full Committee
- d) Ensure the maintenance and organisation of the Society's Minutes archive

Treasurer ~ Gordon Nicklin

- a) Advise the Committee on financial planning and budgeting
- b) Provide interim financial reports at Committee Meetings and a suitably audited AGM report
- c) Recommend the membership, door and visitors fees to the Committee for AGM ratification
- d) Though not responsible for received payments or banking, liaise with nominated members for the collection of the door fees are collected
- e) Ensure visiting judges and lecturers fees are paid
- f) Maintain a current Electronic Membership List solely for Committee use

Programme ~ Alan Lawrence

- a) Create an interesting, varied and appropriate Programme for each WPS Season
- b) Book lecturers and speakers to support the Programme
- c) Ensure the Treasurer is kept informed of all lecturers and speakers fees
- d) Keep the Committee updated on the Programme's on-going development
- e) Ensure all visiting lecturers and speakers are properly 'looked after'

Internal Competitions ~ Mike Piper

- a) Liaise with the Programme Secretary to ensure an even spread of internal and inter-club competitions across the season
- b) Select, book and remind all competition judges of their booking
- c) Ensure the Treasurer is kept informed of all judges fees
- d) Host competition nights and record the scores, etc
- e) Maintain and display competition results on the Competition Notice Board
- f) Email any relevant scores/results to the person responsible for the web site
- g) Provide all necessary information to the person responsible for organising and producing the various WPS Certificates and Awards
- h) Compile a Competition Awards Sheet at the end of the season to be included within the Competition Secretary's AGM Report and the Annual Dinner & Awards evening.
- i) Ensure all visiting judges are correctly 'looked after'

AV & Projection ~ Gordon Uprichard

- a) Responsible for the Society's laptop, digital projector and ancillary equipment
- b) Responsible for setting-up and managing the projector/AV equipment on competition evenings and for visiting presenters
- c) Email any relevant scores/results to the Internal Competitions secretary and the person responsible for the web site
- d) Keep the Society's laptop and AV equipment maintained, including Windows updates, and in a clean and good order
- e) Inform the Committee of any issues with any projection/AV equipment
- f) Ensure the WPS laptop and projector are safely stored in the WPS lock-up cabinet

External Competitions Sub-Committee ~ Coordinated by Alan Lawrence and Gordon Uprichard

- a) Be aware of any external or inter-club competitions WPS may wish to enter
- b) Collect and select the necessary images for a Society external competition entry
- c) Advise and help any member who wishes to enter an outside competition individually
- d) Liaise with the Treasurer and arrange payment of any Society entry fees
- e) Email any relevant scores/results to the person responsible for the web site