

# **WPS Committee Role Profiles ~ 2018/19**



## **Chairman ~ Rob Cowell**

- a) To be the 'figure head' of the Society whenever necessary
- b) To plan and conduct Committee Meetings effectively
- c) To host the Society's club nights, AGM and Annual Awards Dinner
- d) To make the necessary announcements at the beginning of each Society club night
- e) To give a vote of thanks to guest speakers, lectures, judges, etc.
- f) To produce and distribute Committee Meeting Agendas
- g) To approve the initial draft of a Meeting's Minutes before they are distributed
- h) To cast the deciding vote in the event of a tied vote at any Committee Meetings or an AGM

## **Marketing Secretary ~ Rob Cowell**

- a) To be responsible for the WPS web site
- b) To have a basic awareness and knowledge of current on and off line marketing techniques
- c) To have overall responsibility for all the Society's external publicity irrespective of the media
- d) To establish links with the local media and provide reports and press releases on Society news
- e) To identify, investigate and promote any potential promotional opportunities for the Society
- f) To oversee and organise the Society's printed literature
- g) To produce and distribute the WPS Member's Weekly Communications Bulletins

## **Membership & Social Secretary ~ Carol Bailey**

- a) To be the point of contact for any written or emailed correspondence
- b) To be the point of contact for any telephone enquiries
- c) To try and generate a steady increase in WPS Membership
- d) To maintain the Society's Facebook presence

## **Minutes Secretary ~ Alan Lawrence**

- a) To take accurate Minutes of WPS Committee Meetings and the AGM, collate and email a draft copy to the Chairman for approval before sending the approved copies to the full Committee
- b) Organise for the Minutes of the previous Season's AGM to be emailed to the Membership two weeks before the current Season's AGM
- c) To ensure the maintenance and organisation of the Society's Minutes archive.

## **Treasurer ~ Gordon Nicklin**

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

### **Programme Secretary ~ Alan Lawrence**

- a) To create an interesting, varied and appropriate Programme for each WPS Season
- b) To book lecturers and speakers to support the programme
- c) To ensure the Treasurer is kept informed of all lecturers and speakers fees as they are booked
- d) To keep the Committee up to speed with the Programme's on-going development
- e) To ensure all visiting lecturers and speakers are properly 'looked after'

### **Internal Competition Secretary ~ Mike Piper**

- a) To liaise with the Programme Secretary to ensure an even spread of internal and inter-club competitions across the season
- b) To select, book and remind all competition judges of their booking
- c) To ensure the Treasurer is kept informed of all judges fees as they are booked
- d) To host competition nights and record the scores, etc.
- e) To pin hard copy of results on to the Competition Notice Board
- f) To email all necessary information to the Member responsible for organising and producing the various WPS Certificates and Awards
- g) To 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.
- h) To ensure all visiting judges are correctly 'looked after'

### **A/V & Projection Officer ~ Gordon Uprichard**

- a) To be responsible for the Society's lap top, digital projector and ancillary equipment
- b) To be responsible for setting-up and managing the projector/AV equipment on competition evenings and for visiting presenters
- c) To keep the Society's laptop and AV equipment maintained including Windows updates and in a clean and good order
- d) To make the Committee aware of any issues with any of the Society's projection/AV equipment
- e) To ensure the WPS laptop and projector are safely stored in the WPS lock-up cabinet

### **External Competition Secretary ~ John Holt**

- a) To be aware of any external or inter-club competitions WPS may wish to enter
- b) To collect and select the necessary images for a Society entry
- c) To be able to advise any member who wishes to enter an outside competition individually
- d) To liaise with the Treasurer and arrange for payment of any appropriate Society entry fees
- e) To email any relevant scores/results to the Technical Officer for uploading to the web site