



# Proposed WPS Committee Role Profiles

Date: March 2013

## Chairman

- a) To be the 'figure head' of the Society whenever necessary
- b) To plan and conduct committee meetings effectively
- c) To host the Society club nights, the AGM and the 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 support individual committee members with advice and guidance when necessary
- g) To check 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
- i) To liaise with/support any member working for the Society ~ but not necessarily co-opted to a Committee member ~ i.e. the member responsible for producing the Society's printed literature or for organising and producing the various WPS certificates and awards, etc.
- j) To oversee and organise the copy for the Society's printed literature
- k) To ensure all visiting lecturers, speakers and judges are 'looked after'.

## General Secretary

- a) To be the point of contact for any written correspondence
- b) To be the point of contact for any telephone enquiries
- c) To respond to any relevant emails forwarded to him/her by the Technical Officer
- d) To take the minutes of meetings, collate them and email them to the Chairman
- e) To produce and distribute Committee/AGM meeting's agendas
- f) To ratify and distribute Committee/AGM meeting's minutes as necessary
- g) To 'manage the door', keep the register and collect the entrance fees
- h) To ensure the maintenance and organisation of the Society's archive.

## Treasurer

- a) To manage Society's banking, book keeping and record keeping
- b) To be responsible for the Society's financial planning and budgeting
- c) To provide a suitably audited report to the AGM
- d) To make the committee aware of any perceived future financial concerns
- e) To recommend the membership, door and visitors fees to the Committee for AGM ratification
- f) To issue and record all payments made and received by the Society

## Programme Secretary

- a) To create an interesting, varied and appropriate programme for each 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 provide on-going copy to the member responsible for producing the Society's printed literature

### **Internal Competition Secretary**

- 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
- 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 email the scores/results to the Technical Officer for uploading to the web site. Printing of same and pinning 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.

### **External Competition Secretary**

- a) To be aware of any external 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

### **Technical Officer**

- a) To be responsible for the WPS web site
- b) To work with the Publicity Officer to develop the web site as a strong 'marketing tool'
- c) To be gate keeper of the Society's lap top, digital projector and ancillary equipment
- d) To be the gate keeper of the camera/ancillary equipment used to project prints on 'print nights'
- e) To keep the Society's lap top as 'lean and mean' as possible by utilising an external hard drive for general archive storage
- f) To make the Committee aware of any issues with any of the Society's technical equipment
- g) To gate keep and maintain the current Electronic Membership List on behalf of the Committee

### **Publicity Officer**

- a) To have a basic awareness and general knowledge of current marketing techniques and online communications
- b) To have overall responsibility for all the Society's external publicity irrespective of the targeted media
- c) To establish links with the local media and provide reports and press releases on Society news and opportunities wherever possible
- d) To receive and approve any individual member's proposed publicity item before it is used
- e) To sometimes act as spokesperson for the Society if necessary
- f) To investigate and identify potential promotional opportunities for the Society
- g) To ensure the Society is actively promoted to the public as well as news and opportunities being distributed to members via the Society notice board, email and regular website updates
- h) To encourage publicity about things such as members winning external competition medals, etc.
- i) To liaise with the Technical Officer with publicity items to go on the web site's 'WPS News' page