

# **WPS Committee Role Profiles ~ 2024/25**



## **Chair**

- a) Be the 'figure head' of the Society whenever necessary
- b) Host Society club nights, AGM and Annual Awards Dinner including the necessary announcements and thanks at the start and end each event
- c) Approve the initial draft of Committee meeting minutes before they are distributed
- a) In the event of a tied vote at any Committee Meeting or AGM, provide the casting vote

## **Committee & Minutes Secretary**

- a) Produce and distribute Committee Meeting Agendas
- b) Accurately take written notes of discussions and any subsequent decisions made
- c) Collate and email the draft copy of the minutes 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
- e) In the case of the dispute procedure being instigated, act as Chair for any relevant meeting(s)

## **Internal Competitions Secretary**

- a) Liaise with the Programme Secretary to ensure an even spread of internal and inter-club competitions
- b) Select, book and remind all competition judges of their booking and inform the Treasurer of any fees
- c) Host competition nights and record the scores and other information as needed
- d) Maintain competition results and email any relevant scores/results to the Website Secretary
- e) Provide all necessary information to the person responsible for organising and producing the various WPS Certificates and Awards
- f) 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
- g) Ensure all visiting judges are made welcome and understand their role and relevant WPS procedures

## **Marketing & Website Secretary**

- a) Maintain and develop the WPS web site
- b) Be responsibility for the Society's external publicity irrespective of the media. Though responsible for the WPS Facebook/Instagram presence, this is expected to be managed by a co-opted member(s)
- c) When needed, write 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 e-Newsletter or other announcements

## **Membership & Social Secretary**

- a) Be the first point of contact for new membership enquiries and follow-up potential new members to encourage them to become full members of the Society
- b) Deal with telephone or written enquiries to the Society
- c) Work with the Marketing Officer to increase WPS Membership numbers
- d) Organise, co-ordinate and promote WPS social events throughout the year, particularly during the summer months when the regular meetings are not held
- e) Ensure that social activities compliment events and activities which are part of the main WPS programme

### **Treasurer**

- 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) Collate the attendance of members throughout the season and generate relevant invoices for membership and door fees at set times of the season
- e) Be responsible for the management and collection of funds as necessary, which may include a variety of collection methods including BACS transfers, cheque payment or cash
- f) Ensure visiting judges and lecturers fees are paid
- g) Maintain a current Electronic Membership List solely for Committee use

### **Programme Secretary**

- a) Create an interesting, varied and appropriate Programme for each WPS Season
- b) Book lecturers and speakers to support the Programme and within the set budget set by the Committee
- c) Ensure the Treasurer is informed of all lecturers and speakers fees
- d) Keep the Committee updated on the Programme's on-going development
- e) Ensure all visiting lecturers are made welcome and understand their role and relevant WPS procedures

### **AV & Projection Secretary**

- 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) Understand and be confident to use the software used for Society competitions and presentations
- d) Email any relevant scores/results to the Internal Competitions secretary and the person responsible for the Website Secretary
- e) Keep the Society's laptop and AV equipment maintained, including Windows updates, and in a clean and good order
- f) Inform the Committee of any issues with any projection/AV equipment
- g) Ensure the WPS laptop and projector are safely stored in the WPS lock-up cabinet or other safe location as agreed with the Committee