WPS Committee Role Profiles ~ 2025/26

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
d) Produce and distribute Committee Meeting Agendas
e) In the event of a tied vote at any Committee Meeting or AGM, provide the casting vote

Committee & Minutes Secretary

a) Accurately take written notes of discussions and any subsequent decisions made
b) Collate and email the draft copy of the minutes to the Chair for approval before sending the approved copies to the full Committee
c) Ensure the maintenance and organisation of the Society's Minutes archive
d) 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

A/V & 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