

# The Sackville Photography Club

## Executive & Committee Positions

The Executive & Committee shall be members of the Association in good standing and will serve in that position for the term of one year.

In the event of the inability of any member of the Executive Committee to fulfil the duties of his/her position, the remaining Executive Committee shall nominate another member of the Association to complete the term of office. In such case, the nominee shall be presented to the membership, to be voted on by the membership, at the next meeting of the Association.

### Duties of the Executive:

**CHAIRPERSON:** Shall have, subject to the control of the Executive Committee, the general supervision of the affairs of the Association and shall chair the meetings of the Association. The Chairperson shall sit ex officio on all committees and will have the authority to appoint such committee heads. The Chairperson will not vote on any business matters, at any meetings other than to cast the deciding vote in the case of a tied vote.

**VICE-CHAIRPERSON:** Shall be responsible for such duties as designated by the Chairperson, and shall assume the duties of the Chairperson in his or her absence.

**SECRETARY/ TREASURER:** Shall be responsible for such duties as designated by the Chairperson, which include the preparation of all the reports for the members. A CD electronic copy & Paper copies of all forms and documents will be provided for you already formulated. They will also be responsible for the recording of the minutes for the executive meetings.

The Treasurer shall be responsible for such duties as designated by the Chairperson, which will be keeping of the financial books of the Association, the disbursement of membership cards and information packages to new members and to keep the membership informed of the Association's financial situation by means of a written quarterly financial statement.

**PROGRAM COORDINATORS:** Shall be responsible for such duties as designated by the Chairperson, which shall include the planning of the yearly events. Printing of the brochures and distributing them to the local camera stores and libraries. (See List) Over See that all your committee heads are He /She will introduce the Guest Speaker and provide them with a Thank You card & pin.

### Committee Heads:

- **Field Trip Organizer** – Shall be responsible for such duties as designated by the Co-ordinator. Arrange and organize the different fieldtrips, Guides if needed, or person to lead the trip if you are unable to make it. Have maps and local rest stops prearranged, emergency numbers on hand (Members list). Provide all information to the program Co-ordinators for the brochures.
- **Photo Analysis Organizer** – Shall be responsible for such duties as designated by the Co-ordinator. Contact the Truro Photography Club and arrange the dates for transferring of the photos. Printing of the different score sheets needed, Setting up and taking down of the event night. On a separate night presenting to our members the scores and critiques from the Truro Club.
- **Club Showcase Organizer** – Shall be responsible for such duties as designated by the Co-ordinator. Organize the different member's presentations making sure that all have adequate time to be presented on the club nights. Help the members with their presentation by guiding them to other members that are able to help them with their presentation.

**NEWSLETTER EDITOR:** Shall be responsible for such duties as designated by the Chairperson. The editor will have a newsletter written up every three months to include the club's present and past news, and upcoming events. He/ She will solicit articles from the members regarding different club events and related photography topics.

**WEBMASTER:** Shall be responsible for such duties as designated by the Chairperson, such as assisting in the design and implementation of the club's website on an ongoing bases.

## **Duties of the Other Co-ordinators & Committees:**

### **EXHIBITON CO-ORDINATORS & Committee:**

Shall be responsible for contacting the Library and booking the event.

Organizing the event's supplies (table cloths, skirting, nametags, title cards, etc.)

Collecting the Contest Winner's print & plaque for display.

Overseeing that all members catalogue all prints & material they bring to the show.

### **CONTEST CO-ORDINATORS & Committee:**

Shall be responsible for contacting and arranging the Judges, providing them with the scoring terms & rules of the Contest, before and on the night of the event.

Collecting of the prizes from the Committee

Setting up and taking down of the contest.

### **FUNDRAISING CO-ORDINATORS:**

Organize the 50/50 draws at each meeting & return the proceeds to our treasurer. Organize and help implement the events needed in fundraising for the purpose of purchasing club equipment. Organize the donation letter for local camera stores & from various members that have contacts for those companies and others for prizes for our contest and other related events.

### **HOSPITALITY CO-ORDINATORS:**

He / She will be responsible for setting up and taking down of the sign-in table, remaining at the table and welcome new guests that arrive at the meetings, treating them to available beverages & a complementary newsletter, introducing them by name to the club members at the beginning of the meeting. Collecting of entrance fees for guest speaker presentation nights.

### **PROJECTIONISTS:**

Setting up and running of the clubs laptop & projector equipment that will be needed for the evening meeting. The equipment will be stored off site & locally for easy access.

### **EQUIPMENT MANAGERS:**

Every meeting check on the equipment "Sign in /out Sheet" posted on the inside of the club cabinet.

Keep track of all club equipment with the use of the "Sign in /out Sheet".

These items are for the use of club members only.

### **CLUB PHOTOGRAPHER:**

Shall be responsible to co-ordinate with the webmaster/ newsletter editor & scrapbook committee and document the club's events and provide a brief description of events for the different media promotions.

### **SCRAPBOOK COMMITTEE:**

Collect photos, newsletters & memorabilia of special events and display in the 12x15 Creative Memories Album. Record & keep up to date history of the club.

### **COFFEE / SNACK CO-ORDINATOR:**

Purchase tea, coffee, hot chocolate, milk, sugar etc.

Set up and put away of the beverage supplies.

Provide snacks for guest speaker nights, and other special events.

### **EMAIL / PHONE CO-ORDINATOR:**

Shall be responsible for sending out a reminder of upcoming meetings and photography related events to all members.

### **LIBRARY GALLERY CO-ORDINATOR:**

Shall be responsible for collecting 8x10 prints from the members.

Displaying and changing of the prints every 4-6 weeks at the library in the frames provided.