Roles and Responsibilities of the Godmanchester Camera Club Committee

This document aims to outline the roles and responsibilities of each of the members of the

Godmanchester Camera Club Committee. The activities identified should not be seen as

exhaustive but as a general guideline. The Committee will deal with specific or one off tasks,

as necessary. A number of the roles and responsibilities identified are interdependent upon

other Committee members. Where known interactions take place, these have been identified.

Chairman

The responsibilities of the Chairman are:

• To facilitate all Club meetings. This involves opening and closing the meeting,

ensuring that the meeting runs to schedule and relating information, as required, to

the membership. When lecturers are present at a meeting, this also involves

introducing the lecturer and thanking them at the end of the evening.

• To facilitate and chair all Committee meetings. This involves setting the agenda to the

meetings, ensuring that the meeting runs to schedule, that the Committee stays on

agenda and that all members have a chance to air their views. Where required, the

Chairman shall also act as final decision maker.

• To set the agenda for, and to chair, the club AGM (and EGMs when required).

• To support the other Committee members, as required, and to ensure that all actions

are addressed in good time to ensure the smooth running of the Club.

• To ensure that the best interests of the Club and the membership are addressed at all

times.

• To be the second signatory to the Club account (as long as the Chairman is not related to the Treasurer, or the programme Secretary).

Vice Chairman

The responsibilities of the Chairman are:

The Vice Chairman shall deputise for the Chairman when necessary and shall perform other dutied as decided by the Committee

Treasurer

The responsibilities of the Treasurer are:

• To maintain a full and accurate list of Club members and their details

• To provide the members list to the Secretary, Membership Secretary and the

Competition Secretary as necessary

• To collect all membership fees (including door money), and pay all expenses, within

agreed timescales

• To maintain an accurate and auditable record of all Club income and expenditure

(petty cash and bank account) and to liaise with the appointed independent accounts

auditor to ensure that all records are fully audited prior to AGM (or EGM as required)

• To be the main point of contact with regards to matters associated with Club finances.

• To be the prime signatory to the Club account.

Secretary

The responsibilities of the Secretary are:

• To be the main point of contact for the Club for information and enquiries and to

respond to these enquiries in good time in order to maintain the good reputation of

the Club. Where enquiries are from possible new members, to pass their contact

details to the Membership Secretary in good time for the Membership Secretary to

respond appropriately in order to promote a good view of the Club.

• To co-ordinate the distribution of information to all Club members (via e-mail and post

where appropriate)

• To act as main point of contact for members of the Committee (Chairman,

Programme Secretary, Member Representatives and the web site manager) to send

out information to the Club members.

• To liaise with the Chairman on Club matters arising, to undertake to write and

maintain a full record of all formal Committee activities and forward Committee calling

notices and agendas as required.

Programme Secretary

The responsibilities of the Programme Secretary are:

• To undertake to plan a varied and balanced programme to meet the needs of the

membership (in conjunction with the Committee).

• To liaise with the Competition Secretary to ensure that all Club competitions, including

judges and closing dates where appropriate, have been captured within the

programme

• To ensure that the appropriate speakers/presenters are booked in good time to

ensure a successful programme.

• To establish the requirements of the speakers/presenters in good time prior to at the

meeting so that their needs can be addressed and to confirm attendance

• To ensure that contingency plans for the programme are in place

• To liaise with the Treasurer to ensure that the presenters fees are agreed and noted

prior to attendance

• To brief the Chairman, as appropriate, prior to the start of a Club meeting when a

speaker/presenter is in attendance.

• To apprise the membership of changes in the programme, as necessary, and to

provide programme details, as and when requested

• To liaise with the web site manager to ensure that the master programme is held on

the web site and is current and complete.

• To be the third signatory to the Club account (as long as the programme Secretary is not related

to the Treasurer or the Chairman).

Competition Secretary

The responsibilities of the Competition Secretary are:

• To liaise with the Programme Secretary to ensure that appropriate judges are booked

in line with the Club and interclub competitions identified in the programme.

• To maintain a record of all pictures submitted to competitions (Club, interclub and

other). Note: Pictures submitted by individuals in national and international

competitions where they have not been submitted on behalf of, or by, the Club shall

be exempt from this activity.

• To ensure that all submitted pictures (to the above defined competitions) are properly

identified and recorded prior to delivery to the judge and to undertake that delivery

(where necessary).

• To maintain a list of all competitions requiring Club entry to during the year, the entry

dates and the criteria, and to apprise the Committee in good time for picture selection

and submittal.

• To brief the Chairman, as appropriate, prior to the start of a Club meeting when a

judge is in attendance.

• To liaise with the competition judges to ensure that all scores are accurately recorded

and to maintain a record of these throughout the year.

• To liaise with the web site manager to ensure that all competition details (Club,

interclub and other) are available on the web site.

• To liaise with the web site manager to provide all details of Club and individual

successes in order to recognise individuals and promote the Club.

Membership Secretary

The responsibilities of the Membership Secretary are:

• To respond to possible members, either from direct contact or via the Club Secretary,

appropriately and in good time in order to promote a good view of the Club.

• To maintain a ‘Welcome Pack’ for new members or those who have shown an

interest in the Club.

• To make all new members to the Club welcome.

• To ensure that all members are aware of the Club constitution and the rules and

guidelines of the Club competitions and to ensure that these are updated

appropriately.

• To liaise with the Treasurer regarding attendance details and to maintain a link to

those people who have not been to the Club for a number of meetings

• To liaise with the web site manager to ensure that the constitution and the rules and

guidelines of the Club competitions are current and available on the web site.

• To liaise with the Treasurer to ensure that all membership fees are paid by members

within agreed timescales