



DUTIES & RESPONSIBILITIES

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THE PRESIDENT

Should :

- Facilitate all Club meetings by opening and closing the meeting; ensuring that the meeting runs according to schedule; relating information as required to the membership.
- Introduce all speakers to the membership and thank them at the end of the meeting.
- Chair all committee meetings, AGMs & EGMs and ensure that the meeting runs to schedule.
- Ensure that the members stick to the committee meeting agenda, whilst ensuring that all committee members have a chance to air their views.
- Act as final decision maker when required.
- Support committee members as required, and ensure that all actions are addressed in good time to facilitate the smooth running of the Club.
- Ensure that the aims and interests of the Club, and its membership in particular, are addressed at all times.

LPS Committee Roles & Responsibilities

- To be a second signatory to the Club account, as long as he/she is not related to the Club secretary or treasurer.
- To continuously monitor the Club's progress toward goal accomplishment; encourage a climate of enthusiasm and openness; follow up and congratulate when appropriate.
- To have a good working knowledge of the Club's constitution and the duties of all members of the committee.
- To work closely and harmoniously with the president, vice president, club secretary, treasurer, programme secretary, competition secretary, and committee members.
- To represent and promote the Club by ensuring that the Club supports village events.



THE VICE PRESIDENT

Should :

- Maintain a genuine interest in voluntary committee work in general, and the objectives of the Club in particular.
- Be well informed about all of the Club's activities.
- Have a good working knowledge of the Club's constitution and the duties of all members of the committee.

LPS Committee Roles & Responsibilities

- Communicate effectively and willingly with Club members, committee members, and other interested parties.
- Chair Club meetings and committee meetings when the president is unable to.
- Make well considered decisions based on principles rather than on responsibilities.
- Be the second signatory to the Club account as long as he/she is not related to the Club secretary or treasurer.
- Support the president in representing the Club externally.

THE CLUB SECRETARY

Should :

- 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.
- Keep a record of the Club's membership.
- Work closely and harmoniously with all other Club officials and keep them informed of any developments.
- Co-ordinate the distribution of information to all Club members via email, telephone or post when required.

LPS Committee Roles & Responsibilities

- Keep a full record of all Club committee meetings, AGMs & EGMs.
- Set agendas for all committee meetings, AGMs & EGMs.
- Liaise with the president and vice president on Club matters arising, and undertake to write and maintain a full record of all formal Club activities.



THE PROGRAMME SECRETARY

Should :

- Plan a varied and balanced programme which meets the needs of the Club members and is within any set budget.
- Encourage members to suggest topics of interest and speakers/events in support of the construction of the programme.
- Ensure that the speakers/presenters are booked in good time for a successful programme.
- Establish the requirements of the speakers/presenters in good time so that their needs can be addressed.
- Liaise with the treasurer to ensure that their fees are agreed and noted.

LPS Committee Roles & Responsibilities

- Brief the president, as appropriate, prior to the start of a Club meeting when a speaker/presenter is in attendance.
- Liaise with the webmaster to ensure that the programme is held on the Club website and is both current and complete.
- Advertise Club meetings, ie create and distribute posters, and put details of the meetings on the Lymm Village website.

THE COMPETITION SECRETARY

Should :

- Currently we are not a fully competitive photography Club, but if this should change at sometime in the future, this is how we would list the responsibilities.
- Liaise with the programme secretary to ensure that the submission deadlines of Club and any other relevant competitions are noted on the programme.
- Propose and agree with the committee the frequency of competitions and the subject for each competition, promoting those subjects to the members in advance.
- Draw up and maintain the Club competition rules (including sizing, naming conventions, photo age etc), ensuring rules' availability to members.
- Ensure appropriate judges are booked in line with the Club, interclub and L&CPU competitions identified in the programme and are funded in accordance with any agreed budget.



LPS Committee Roles & Responsibilities

- Maintain a record of all photos/slides submitted to competitions.
 - *Note: entries submitted by individual members in national or international competitions where they have not been submitted by or on behalf of the Club shall be exempt, and does not include photos displayed in the village library.
- Supply competition entries to judges in advance for their perusal (for those judges who so request).
- Liaise with the competition judges to ensure that all scores are accurately recorded, and maintain a record of these throughout the year, including the accumulation of points/score by members for the presentation of a Photographer Of The Year award.
- Ensure that the L&CPS portfolios are passed onto the next Club on the list in time for their viewing.
- Celebrate individual successes by liaising with the webmaster.
- Provide details of Club and individual successes, and promote the Club.
- Brief the president when a competition judge is present in order to inform members of his/her status and background.
- Ensure that any trophies, prizes, certificates etc required for competitions are available and organised.

THE TREASURER

Should :

- Maintain an accurate record of all Club income and expenditure.
- Record and bank all membership and visitors' fees; raffle profit and any other income such as grants, donations and photograph sales.
- Ensure that all expenditure is paid promptly to ensure the Club's reputation.
- Be the prime signatory to the Club account.
- Ensure the Club's accounts are audited/verified annually by an independent qualified account/ auditor.
- Keep an up-to-date file of all bank statements issued.

LPS Committee Roles & Responsibilities

- Liaise with the Club's programme and competition secretaries on matters relating to the budget and payment for speakers, presenters and photography judges.



- Ensure expenditure, on behalf of the Club by committee members, is reimbursed.

THE WEBMASTER

Should :

- Maintain the Club website including any sub-domains ensuring it contains up-to-date and relevant information, notably the club programme of events.
- Manage web authoring tool.
- Train any Club members to whom website maintenance has been delegated.
- Ensure timely renewal of the Club domain name (Lymmphotosoc.org.uk), liaising with the Club treasurer over funding; maintaining registration information with Nominet.
- Liaise with the web space provider, maintain account information and handle subscription renewal payments.