



TOOWOOMBA PHOTOGRAPHIC SOCIETY

P.O. Box 339 Toowoomba 4350

President: tpsresident@hotmail.com.au

Secretary: tpssec@hotmail.com.au

Duties of TPS Office Bearers

President

1. Represent the Club at all levels.
2. Chair TPS Committee meetings.
3. Conduct club nights.
4. Provide input to the TPS newsletter. Closely liaises with Editor. Answers queries. Advises if necessary.
5. Prepare and present a 'President's Report' at the Annual Dinner.
6. Be a signatory on the cheque A/c and other Bank Documents. (Any two can sign.)
7. Retain a key to the Clubhouse and storeroom.
8. Contact proposed judges and ask if able to judge for us on proposed dates. Explain our system + "Set".
9. Advise whoever is doing Calendar results of above (cc Sec)
10. Follows-up those judges at least a month before Club date re continuing availability. Answers queries if any.
11. Speaks to judges a week before judging re time constraint on night (40-45sec)+reimbursement. Fields queries
12. Ensures judge knows where we meet, when to arrive, and is met on arrival and made welcome.
13. Keeps close liaison with Digital group & leader of that group. Attends same. Encourages, advises.
14. "Open ear" to any complaints from members. May advise committee. Gives support, counsel. Refer to Sec.?
15. Answers potential-members' phone calls, emails. Advises secretary if req'd but especially those 'on door'¹.
16. Encourages members both generally as well as specifically, (e.g. a member may want an opinion re an image)
17. Where opportunity permits, encourages the 'young' in their work. Keeps in contact through relevant parents.
18. Prior to meeting nights, discreetly checks 'key' personnel are available. If not, seeks out substitutes.

19. Checks entry-numbers with entry-Collator/s & imes-out" & prepares Agenda for Tuesday meeting nights.
20. Circulates proposed Agenda to key-players at least 24-hours before Comp, night meetings+on the night.
21. Liases with key committee members regularly e.g Treasurer, Digital leader, Webmaster, Digital-meeting leader
22. Checks website regularly to ensure data (e.g. Comp results) is up-to-date. Advises webmaster.
23. Coordinates, checks re status of Field days with coordinator. Answers queries. May pre-survey F/Day "site".
24. "Listening ear"+advisor re proposals for "Club involvement" in "external" programs, comps etc. Advise Comm.
25. Generally keeps 'ear to the ground' if Committee members & other volunteers are 'struggling'. Seeks out help.
26. Keeps positive outlook.

Vice President

1. Act as President whenever required.
2. Produce the Club Year book each year.
3. Produce the Club member badges to be worn at meetings.

Secretary

1. Prepare and distribute TPS Committee meeting Agenda to TPS Committee members and advise them of meeting dates, times and venues.
2. Attend TPS Committee meetings and record the minutes.
3. Write up the TPS Committee minutes and place in the Minute Book / Folder / File.
4. Complete any actions arising from meetings that require correspondence; write and post / send necessary letters and emails.
5. Email minutes to the Committee ASAP.
6. Receive email correspondence and collect mail from the TPS post box (P.O. 339, Toowoomba).
7. Bring any urgent matters to the attention of the President and/or Treasurer and/or other Committee members if necessary.
8. Forward emails regarding club activities to TPS members.
9. Forward other emails, e.g. regarding workshops, competitions / exhibitions, to TPS members as appropriate.
10. Record incoming and outgoing correspondence for presentation at Committee meetings.

11. Maintain files of important correspondence in the filing cabinet.
12. Provide printed copies of emails / documents / forms to TPS members as required.
13. Provide appropriate notice to TPS members of meetings such as the AGM and general meetings.
14. Take nominations for the management committee.
15. Keep in close email contact with the Assistant Secretary by cc'ing most documents to the Assistant.
16. Be a signatory on the cheque A/c and other Bank Documents.

Assistant Secretary

1. Keep in regular contact with the Secretary by email.
2. cc all documents to the Secretary.
3. Keep the membership file up to date and circulate updated to Committee members on the "Need to Know" list.
4. Arrange the End of Year Dinner/Presentation night.
5. Keep the Calendar of Events up to date and advise the webmaster of changes.
6. Assist at the Door each Club night.
7. Keep a supply of forms as required at the "Door" each Club night.

Treasurer

1. Receive all monies.
2. Keep and maintain an asset register.
3. Keep and maintain the petty cash, petty cash book, deposit and cheque books.
4. Keep all documentation for payments made including receipts, invoices and statements.
5. Ensure all payments are approved or ratified by the TPS Committee and that they are recorded in the minutes.
6. Maintain an account record, either manually or digitally, and present a statement of account/s at TPS Committee meetings.
7. Be a signatory on the cheque A/c and other Bank Documents.
8. Write Cheques to pay accounts.
9. Prepare books for the Auditor each year if that service is required.
10. Assist at the Door each Club night.
11. Submit the return each year to the Office of Fair Trading to keep the Club Incorporated.

Field Day Co-ordinator

1. Check the 'Calendar of Events' a month in advance for the next field day
2. Discuss with President / Secretary if unsure of where the location is
3. Do an exploratory trip checking out route, distance and time required to complete the excursion. Take some images to share with members
4. Contact 'venue' if visiting a specific place - offer to provide a CD of images or find out if any costs are involved. This will need to be discussed by the Management Committee and approval obtained from them prior to the event
5. If it is a 'portrait shoot' contact President / Secretary to find out who will be organising models / model releases
6. Co-ordinate with Treasurer for any funds required for the day
7. Organise a start and finish time and meeting place to begin and end the event
8. Prepare description of the field day for members - speak to them at the Monthly and Digital Meetings prior to the event. Provide information to Secretary for distribution to members via email prior to the event
9. Prepare a register of intent sign on sheet and pass this to members for signatures of those who wish to attend at the Monthly and Digital Meeting prior to event to get idea of numbers
10. Notify the members that they must be financial in order to attend the event (insurance requirement)
11. If visiting a venue let them know the details of numbers attending and requirements on the day
12. Ensure you organise some experience photographers to be available on the day to provide information to members who are beginners or have any questions
13. On the day of the event:
14. Prepare an attendance sign on sheet (required for insurance purposes) - all members attending must sign in - this is to be retained by the Secretary
15. Make sure you have a list of emergency contacts for those attending the event (ensure this information is in a secure place and is destroyed after the event - privacy requirement)
16. Organise car pooling if required
17. Ensure all members are aware of where they are going and check that everyone is okay during the event
18. On completion of the event, give feed back to the members / Committee. Organise for images to be collated and passed to venues / models if required
19. Provide Treasurer with any receipts etc as required