



## HILLEND CAMERA CLUB

*Serving Dalgety Bay and Inverkeithing*

### President

- The President is the Leader of the Association
- Chair all meetings ensuring conformity to constitution.
- Introduce and lead events, including introducing speakers.
- Act with other committee officers in day-to-day planning of events.
- Represent the association and liaise with other clubs.
- Coordinate support for activities in the event of absence of Committee Officers.

### Vice President

- Act as Leader in the event of President being unavailable.
- Chair meetings in the Presidents absence.
- Coordinate with the President support for activities in the event of absence of Committee Officers

### Secretary

- Receive all communications in relation to the club
- Keep records of correspondence
- Maintain minutes of all meetings
- Respond in writing on behalf of the committee
- In collaboration with the President prepare an agenda for committee meetings
- Arrange bookings for venues in relation to meetings.
- Manage Press releases with press officer and weekly update to members

### Treasurer

- Be responsible for the finances of the club
- Act as signatory on the clubs bank account. (along with Secretary and President)
- Arrange yearly audit of accounts
- Maintain financial records for the club.
- Update committee meetings on financial state.

- Arrange for the refund of expenses to speakers and Office Bearers.

### Competitions Secretary

- Act as the main contact for competitions with the Scottish Photographic Federation (SPF)
- Organise the collection of Prints and Digital images for competitions
- Ensure compliance with current competition rules.
- Deliver prints to judges
- Collate results and organize prizes
- Work in collaboration with other officers.
- Maintain a record of competitions ensuring no image is re-used.

### Technical Director

- Appointed by Committee
- Be responsible for the technical input of the club
- Liaise with President and Secretary to assist with press release
- Devise programme for the club
- Assist with mentoring
- Provide demonstrations where needed
- Make sure digital images are available for the website.
- Work in association with other committee members

### Committee Members

- Attend committee meetings
- Take on delegated duties where required
- Participate in decision making
- Help promote inclusion and participation in the club.

### Non-Committee roles

- **Auditor** – To scrutinise and approve the yearly accounts ending on 31<sup>st</sup> July each year.
- **Press Officer** – Produce press releases and a monthly report to the “Dalgety Bay Diary” publication.
- **Web Manager** – Manage and update the website on a weekly basis.