

The **CONSTITUTION OF THE NORWICH & DISTRICT PHOTOGRAPHIC SOCIETY**

Effective from 14th June 2022

Name

1. The name of the association is Norwich and District Photographic Society hereinafter called the 'Society'.

Affiliations

2. The Society is affiliated to the Photographic Alliance of Great Britain (PAGB)¹ through the East Anglian Federation of Photographic Societies (EAF).

Aims and Objectives

3. The aims and objectives of the Society are to:
 - a) provide a centre of artistic and technical excellence for photographers within the local community,
 - b) provide a forum for the exchange of information, knowledge, ideas and expertise on photography and photographic art, and
 - c) encourage, guide, and facilitate members to develop their photographic skills and abilities within a friendly environment.
4. The aims and objectives will be achieved by means of lectures/talks, demonstrations, workshops, image evaluations, photo-shoots, visits, competitions, and public exhibitions.

Membership

5. Membership of the Society will be open to all without discrimination on grounds of gender, ethnicity, nationality, age, special needs, disability, sexual orientation, religion, beliefs, or photographic ability.
6. Application for membership must be made through the Membership Secretary on the appropriate form available from the Society's website together with the appropriate subscription.
7. The Officers of the Society may at their discretion subject to a majority of two-thirds being in favour reject any applicant to membership of the Society without providing the reason(s) if in their opinion an applicant:

¹ The EAF is a constituent founder member of the PAGB, which is the parent organisation of camera clubs and photographic societies throughout the UK.

- a) will cause the total membership of the Society to exceed the maximum number of members (if any) set by the Committee,
- b) could cause any insurances held in the Society's name to become invalid,
- c) is considered likely to bring about a conflict of interest,
- d) is considered likely to behave in a disruptive nature, and,
- e) is considered likely to bring the Society or its reputation into disrepute,

However, in the case that membership is full the applicant will be given the option to being placed on a waiting list and will be contacted by the Membership Secretary as soon as a place becomes available

8. In the event of an application for membership being refused any subscription monies paid by the applicant will be returned in full.
9. Prospective new members may attend one (1) regular meeting of the Society free of charge prior to paying their membership subscription to join the Society. Should a prospective new member attend a meeting for which there is an additional cost to existing members then the prospective new member will also bear the additional cost.
10. Temporary membership will be available to prospective members, for a fee allowing attendance at a maximum of six (6) meetings during the next eight (8) weeks. The fee will be deducted from the appropriate annual subscription if the temporary member chooses to join the Society within the eight (8) week period.
11. Members who are under 18 years of age must be accompanied by an appropriate adult and remain under their direct supervision during all Society meetings and activities until they attain the age of 18 years. The parent, guardian, or other appropriate person will ensure that the content of any meeting is suitable for the young person for whom they are responsible. The parent, guardian or responsible adult will be expected to pay the attendance fee in addition, to the junior member, whenever there is a charge.
12. It is a condition of membership that all members, including temporary members abide by the Society's Constitution, Policies and Rules, which are available to download from the Society's website.
13. Any member whose membership subscription has not been paid by the due date will be deemed to have left the Society and will not be allowed to attend Society events. Reminder emails will be sent by the Membership Secretary on behalf of the Society not later than two weeks prior to the membership expiry date and again on the expiry date. Lapsed members whose subscription remains unpaid one calendar month after the due date must re-apply for membership of the Society.
14. If the conduct of any member either in or out of the Society meeting place will in the opinion of the Officers be detrimental to the interests or the good name of the Society, the Officers are empowered to immediately suspend or expel such member, subject to appeal at the next Committee meeting. Any membership fee paid by the member will not be refunded in this instance. The decision to expel a member may

be reviewed at a future date by the Committee, who will then recommend to a General Meeting whether the ex-member should be reinstated.

Subscriptions

15. The annual subscription and other charges recommended for each member by the Officers and approved by the Committee will be decided by a majority vote at the preceding Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- The Officers will however, in exceptional circumstances and at their sole discretion, waive or reduce the rate of subscription paid by any member.

Honorary Members and Honorary Vice-Presidents

16. Upon the recommendation of the Officers the President and the Committee will have the power, to elect honorary members subject to ratification by an Annual General Meeting or Extraordinary General Meeting subject to the following conditions:
- a) The proposed person is a member who has shown exceptional service to the Society or is alternatively a distinguished person who supports or has a close connection with the Society or the art of photography within the local community.
 - b) There may be no more than six (6) such members from the Society's membership at any time.
 - c) Honorary members are not obliged to pay a subscription.
17. In addition, the Committee will have the power, upon the recommendation of the Officers to appoint, as Honorary Vice Presidents any past President who is deemed to have made an outstanding contribution to the Society. This will be subject to ratification by Annual General Meeting or Extraordinary General Meeting.

Management Structure

The Committee

18. The Society will be governed by a committee consisting of the following:
- a) The Chairperson, Vice-Chairperson, General Secretary, Treasurer, Programme Secretary, and Membership Secretary who will all serve as 'Officers' of the Society.
 - b) In addition, a maximum of four (4) members of the Society who will all serve as Full Committee members.
19. The Officers and Members of the Committee will be elected at the Annual General Meeting or at an Extraordinary General Meeting by a majority vote.
20. Immediately following the Annual General Meeting, the Committee will appoint, or reappoint, Club Officials for specific roles such as Competition Secretary, Exhibition Secretary, Representative of the Special Interest Groups, Communications team, Projection & IT team, and such other roles as required. Three (3) of which may be co-opted to attend all Committee meetings with full voting rights.

21. The quorum for the conduct of the Committee's business will be at least six (6) to include at least three (3) Officers of the Society.
22. A meeting of the Committee will normally be chaired by the Chairperson. In his or her absence a quorate meeting will elect a chair.
23. Each Committee member will have one vote. In the event of a tied vote the meeting Chair will have the casting vote.
24. In the event of a committee vacancy arising, the Committee will be empowered to appoint a temporary successor until an election by the membership can be arranged. The membership will be informed of such a decision by announcement at an ordinary meeting and also by notice on the Society's website.
25. The Committee will meet at least two (2) times each year to discuss actions, monitor progress to date and consider future developments. Minutes will be kept of all Committee meetings.

The Officers

26. The Officers, (namely the Chairperson, Vice-Chairperson, General Secretary, Treasurer, Programme Secretary, and Membership Secretary) will with the authority of the Committee manage the activities² of the Society and control on a day to day basis all funds and expenditure of the Society and ensures that all monies are applied in furthering the interests and objectives of the Society as intended by the current approved budget.
27. A review of the current situation and any recommended actions, together with a statement of the estimated financial position of the Society will be presented to the Committee at each of their meetings for approval.
28. A meeting of the Officers will normally be chaired by the Chairperson. In his or her absence a quorate meeting will elect a chair.
29. The quorum for the conduct of Officers' meetings will be four (4).
30. Each Officer will have one vote. All decisions of the Officers being passed provided at least three-quarters of the Officers present agree.
31. The Officers will meet at least once every six (6) weeks to discuss actions, monitor progress to date and consider future developments. Records will be kept by the General Secretary of all decisions and agreed action plans.

Elections

32. The President of the Society will be elected by an Annual General Meeting. The President will serve for a term not exceeding two (2) consecutive years and may serve more than one (1) term but not consecutively. The President will be entitled to attend all meetings of the Society.

² Activities are defined as those events generally included within the Society's annual programme and accounted for in the approved budget. The Officers may, alter the programme if required without seeking approval provided there is no material change to the overall budget.

33. All other officers and members of the Committee will be elected at an Annual General Meeting. Candidates must be prepared to serve on the Committee until the following Annual General Meeting.
34. All elected Officers, other than the President, will hold office for one (1) year. All Committee members including the Officers remain eligible for re-election annually.
35. Existing members of the Committee and Officers wishing to stand down at the next Annual General Meeting must, except in exceptional circumstances, give at least two (2) months' notice to the Society's Secretary, and the membership of the Society will be informed as soon as possible.
36. At each Annual General Meeting an Examiner/Auditor who is not a member of the Committee will be appointed to examine the Society's accounts.

Finances

37. The Society is non-profit-making, and any surplus income or gains will be reinvested in the Society. Surpluses or assets cannot be given to members or third parties.
38. The Society's fiscal year will run from 1st January to 31st December each year. An interim Statement of Accounts will be provided at the Annual General Meeting with the Final Audited Accounts presented at a designated Society meeting no later than the following February.
39. The Treasurer is responsible for the safe custody of the Society's funds. All Society funds will be banked at a recognised bank or building society. The Treasurer may hold a fund of petty cash up to an amount determined by the Officers. The Committee must approve the annual budget of income and expenditure.
40. The following Officers will be designated as authorised signatories for bank and building society accounts: Chairperson, General Secretary, Membership Secretary and Treasurer. Cheques must be signed by any two of the authorised signatories. The Officers will set sign-off limits for individual transactions.
41. Standard Procedures will be established and periodically reviewed by the Officers for the purposes of 'online banking'. The Treasurer and one other of the authorised signatories will be designated as authorised to access the bank or building society account to complete online transactions.
42. The Committee through the General Secretary and Treasurer is responsible for ensuring that the Society is insured to cover Public Liability and property belonging to the Society (items exceeding £1,000.00 each in value).

General Meetings:

43. Except where the provisions of this Constitution state otherwise, the following will apply to all General Meetings of the Society:
 - a) General Meetings will be held in a way and manner that is most appropriate to the proposed timing of the meeting including for example, in person, online or a hybrid combination of in person/online provided appropriate provisions are made to accurately record member's votes.

- b) Any member not able to attend a General Meeting may elect a proxy vote in advance to be added at the Meeting.

Annual General Meetings

- 43. The Annual General Meeting of the Society will be held not later than 30th June each year. At least twenty-eight (28) days' notice of the Annual General Meeting will be given to members by email, by display on the Society's web site and by announcement at a published meeting of the Society.
- 44. Resolutions to be included in the agenda of an Annual General Meeting will be submitted to the Secretary in writing not less than twenty-one (21) days prior to the date of the meeting at which they are to be considered. With the exception of resolutions submitted by the Committee all resolutions for consideration at an Annual General Meeting will be proposed and seconded by members of the Society who are eligible to vote..
- 45. The Secretary will circulate or give notice of the agenda for the meeting to members not less than seven (7) days before the meeting.
- 46. The business of the Annual General Meeting will be to:
 - a) Confirm the minutes of the previous Annual General Meeting and any other Extraordinary General Meetings.
 - b) To receive the Officers' Report
 - c) Present the accounts
 - d) Present the annual report by the Treasurer.
 - e) Agree an Examiner/Auditor as recommended by the Committee.
 - f) Elect members of the Committee.
 - g) Agree Society subscription rates.
 - h) To formally agree changes (if any) to the Society's Constitution, Policies, Procedures and Rules.
 - i) Elect Honorary members and Honorary Vice-Presidents of the Society
 - j) Transact such other business received in writing by the Secretary in accordance with clause 44 (Resolutions).
- 47. There will be no other business conducted at an Annual General Meeting of the Society that has not been included in the published agenda.
- 48. Nomination of candidates for election to the Committee will be made in writing to the Secretary at least fourteen (14) days in advance of the Annual General Meeting. Nominations can only be made by a member or honorary member of the Society and must be seconded by a further member or honorary member.
- 49. To avoid any conflict of interest, any member who is a committee member of a Photographic Society elsewhere, will not be permitted to stand for election as an Officer or member of the Committee while they continue to hold that position. (The

term Photographic Society in this instance is intended to include all organisations and societies involved in photographic imaging and/or with aims and objectives similar to those of the Society).

50. The conditions set out in clause 49 will not; at the Committee's discretion, apply to any member who wishes to volunteer to join a sub-committee formed by the Committee.
51. At all Annual General Meetings, the chair will be taken by the Chairperson, or, in their absence, by the Vice Chairperson or in their absence by a deputy appointed by a simple majority of all members who are eligible to vote attending the meeting.
52. Decisions made at an Annual General Meeting will be by a simple majority of votes from those members attending the meeting (in person and online) who are eligible to vote. In the event of equal votes, the Chairperson will be entitled to an additional casting vote or alternatively in his or her discretion direct a secret ballot to be held.
53. A quorum for an Annual General Meeting will be at least 25% of the total membership of the Society who are eligible to vote including at least three (3) Officers of the Society.
54. Each member of the Society who is eligible to vote will be entitled to one vote on each separate issue at an Annual General Meeting.

Extraordinary General Meeting:

55. An Extraordinary General Meeting may be convened when the Committee deem it necessary. The agenda of the meeting and the reasons for summoning it will be sent to all members at least fourteen days before the proposed date of the meeting.
56. In addition, twelve (12) members of the Society may in writing requisition the Committee to convene an Extraordinary General Meeting for any purpose. The notice must be signed by the members concerned making the request and the Committee will be required to summon such a meeting within two months of the receipt of such notice.
57. The provision of Clauses 51 to 54 inclusively also applies to Extraordinary General Meetings.

Alterations to the Constitution, Policies and Rules of the Society

58. No alteration to the Constitution will be made except by agreement at the Annual General Meeting, or an Extraordinary General Meeting specially convened for that purpose. Details of any proposed alteration must be circulated to all members. Any proposed alteration for consideration at the Annual General Meeting or an Extraordinary General Meeting must be forwarded to the General Secretary in writing at least fourteen days before the meeting. No alteration will be effective unless approved by a majority of those members attending such a meeting.

Limitation of Liability

59. All Society members and visitors are expected to act so as to minimise the risk of injury to themselves or any other person, or any items belonging to, or used by, the Society.

60. The Society is not responsible for any items belonging to, or used by, a member or visitor. All Society activities are undertaken at the member's or visitor's own risk.

Dissolution of the Society

61. If at any General Meeting a resolution for the dissolution of the Society is passed by a majority of the members present, a further Extraordinary General Meeting will be convened not less than six weeks later, giving every member not less than four weeks written notice. At the Extraordinary General Meeting not less than half of the members must attend and not less than two thirds of such members must vote to confirm the resolution to dissolve the Society. If both meetings resolve to dissolve the Society, the President together with the Officers must proceed to realise the assets of the Society and, after discharging all liabilities, donate all the remaining funds to other photographic clubs or suitable charities chosen by the members.

Other Matters

62. Any matter not covered by this Constitution will first be resolved by the Officers and then, where necessary, be put to the Committee and Society's members for their decision.

This Constitution was agreed by the members of the Society at the Annual General Meeting on 14th June 2022 and now supersedes all previous versions.

APPENDIX A

ORGANISATION STRUCTURE - Roles and Responsibilities

The President

The role of President of the Society is reserved for individuals who have in the past and continue to demonstrate outstanding service to the Society or alternatively is a distinguished person who supports or has a close connection with the Society or the art of photography within the local community. The Presidency is an ambassadorial role - the President is the public face of the Society to our members, partner organisations and the local community, and ensures that the diverse viewpoints of our members are represented to both the Committee and the Officers.

There will be a change of President on a regular basis, so that the outstanding contribution of many individuals can be recognised through the honour of becoming the Society's President.

The term of appointment

The President will be elected every two years at the Annual General Meeting, or an Extraordinary Meeting called for that purpose. At the end of two years the President will retire but be eligible for re-appointment once more but not consecutively.

At the start of their term of office the President together with the Chairperson and the other Officers will agree objectives to be achieved by the President during his or her term of office.

Although the President is not a member of the Committee, he or she is entitled to attend all Committee meetings. participate in discussion, and to receive all Committee papers.

Duties of the Role

The role of President is an honorary position with no executive or decision-making powers. The President will represent the Society at events to be agreed during their term of office and carry out ceremonial duties, such as the presentation of annual awards and attendance at other events organised by the Society, and other outside events where it is appropriate for the Society to be represented.

The President in carrying out these duties will connect with members of the Society and within the wider photographic community and provide another mechanism for more informal communication and feedback to be shared with the Chairperson, the Committee, and the Officers.

Accountability

The President will report to the membership each year at the AGM and introduce the Society's Annual Report, with support from the Chairperson and other Officers.

President - Role and Attributes

The President's point of contact within the Society, for other than routine matters will be the Chairperson. The Chairperson, and the President will arrange to meet or talk regularly so that the views of the membership, gathered by the President, can be fed back appropriately to the Officers and the Committee,

The President will ensure that no action is taken as President that has the effect of placing, or gives the perception of placing, his or her own interests in priority to the interests of the Society.

Should he or she choose to attend Committee meetings, the President will be able to debate issues and be free to question or challenge opinions presented at such meetings. The President's views will be fully respected within the Committee just as the President will always respect the contributions of other members of the Committee.

The President is expected to utilise their relevant skills, knowledge, and experience at meetings but has no voting rights.

The President may not communicate any confidential Information known to them by reason of their position that has not been made public, except as may be necessary in the course of his or her duties or under the authority of the Chairperson.

The Committee

The overall role of the Committee is to oversee the annual plans, policies and procedures of the Officers and the general affairs of the Society, as well as to assist the Officers by providing advice. In discharging its role, the Committee will be guided by the interests of the Society and will take into account the relevant interests of its members.

In particular the Committee will:

- a) Approve the proposed annual programme and initiatives produced by the Officers, the structure and operation of the management and control systems, the financial reporting processes and the compliance with legislation and regulations.
- b) Approve upon the recommendation of the Officers' proposed changes to policies, procedures and rules as required to ensure that the Society fulfils its objectives and that it complies with current legislation. Changes to the policies, procedures and rules must be made known to the membership upon implementation and formally reported to the next Annual General Meeting or Extraordinary Meeting called for that purpose.
- c) Declare if required that meetings or parts of meetings are confidential
- d) Approve upon the recommendation of the Officers any changes to the Society's subscriptions, fees, and other charges for formal approval by the membership at the next Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- e) Approve upon the recommendation of the Officers the appointment of Honorary members or Honorary vice-Presidents for formal approval by the membership at the next Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- f) At least once a year, carry out a strategic review of the Society's achievement to ensure its strategic aims and objectives are being met and future threats and opportunities are identified.
- g) Promote the Society within the local community.

A member of the Committee may not communicate any confidential Information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or under the authority of the Chairperson.

The Officers

The Officers will manage all activities of the Society and control on a day to day basis all funds and expenditure of the Society to ensure that all monies are applied in furthering the interests and objectives of the Society. A review of the current situation together with recommended actions (if any), together with a statement of the estimated financial position of the Society will be presented to the Committee at each of their meetings.

The duties of the Officers are summarised as follow:

- a) To propose for approval of the Committee the nature, number, frequency, and dates of all the meetings and other activities of the Society, and to ensure that relevant details are published and made available to all members.
- b) To organise competitions and make competition rules.
- c) To organise exhibitions and make exhibition rules.
- d) To fill, by co-option, with the Committee's approval any vacancy that occurs on the Committee until the next Annual General Meeting.
- e) To form sub committees from its own members, or from members of the Society.
- f) To approve the formation of groups for specific purposes within the Society
- g) To maintain policies, procedures and rules as required to ensure that the Society fulfils its objectives and that it complies with current legislation, for approval by the Committee.
- h) Prior to each Annual General Meeting produce a report covering the period since the last such meeting together with details of the current financial position and an estimate to the end of the current fiscal year.
- i) Recommend to the Committee any proposed changes to the Society's subscriptions, fees, and other charges.
- j) Recommend to the Committee the proposed appointment of Honorary members or Honorary vice-Presidents.
- k) Securely manage the personal data of the Society's members necessary for the identification of members, collection of membership subscriptions, communications to and from members and booking of members onto events.

An Officer of the Society may not communicate any confidential Information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or under the authority of the Chairperson.

General Code of Conduct

Unless the Committee has established an agreed position in relation to a topic under discussion, individual Committee members should not publicly declare a personal view. Once the Committee has established an agreed position it is the duty of all Committee

members to support that view in public, even if they may have argued differently during the Committee's discussions. These responsibilities will apply equally to the President and the Officers of the Society. Any declaration of a difference of opinion should only be made with the prior consent of the Committee.

APPENDIX B

INDIVIDUAL ROLES AND FUNCTIONS

President

See above

Honorary Vice-Presidents

Honorary Vice-Presidents have no specific roles and responsibilities but are expected to:

- a) Stand in at events for the President if required to do so
- b) Provide additional support and guidance to the Chairperson and the Officers
- c) Promote the Society within the local community

Role and Attributes - the role of Vice President is of an ambassadorial nature that offers esteemed Past-Presidents because of their experience and knowledge to support the Society and its members and through their influence play an important part in the Society's future development.

Vice-Presidents, will have the necessary knowledge of the Society to stand outside the day to day management structure , formulate judgements about how members feel of progress (or lack of it), how we are perceived by other organisations, and to make suggestions for potential improvements that they should initially convey through the Chairperson (or appropriate Officer)

Although Honorary Vice-President are unable to be either Officers or a member of the Committee, they are entitled to attend all Committee meetings. participate in discussion, and to receive all Committee papers.

Chairperson

The Chairperson is charged with ensuring that the club runs effectively and efficiently. The responsibilities of the Chairperson are:

- 1) To facilitate all Society meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relaying information, as required, to the membership. When a speaker(s) is present at a meeting, this also involves introducing the speaker(s) and arranging for them to be thanked at the end of the evening.
- 2) To facilitate and chair all meetings of the Committee. 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.

- 3) To set the agenda for, and to chair, the Society's Annual and Extraordinary General Meetings
- 4) 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 Society.
- 5) To ensure that the best interests of the Society and the membership are addressed at all times.
- 6) Function as final decision maker when required
- 7) Promote equality and inclusion
- 8) Ensure that the aims and interests of the Society, and its membership in particular, are addressed at all times
- 9) Have a good working knowledge of the Society's constitution and the duties of all members of the committee and teams
- 10) Communicate effectively with Society members, committee members, and other interested parties

Vice-Chairperson

The responsibilities of the Vice-Chairperson are:

- 1) Front Society meetings and chair committee meetings when the Chairperson is unable to
- 2) Deputise for the Chairperson elsewhere when necessary
- 3) Support the Chairperson in representing the Society externally
- 4) Function as first point of contact for Society functions, working groups and teams

General Secretary

The responsibilities of the General Secretary are:

- 1) To be the main point of contact for the Society for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the Society. 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 Society.
- 2) To co-ordinate the distribution of information to all Society members (via e-mail and post where appropriate)
- 3) To act as main point of contact for members of the Committee to send out information to the Society members.
- 4) To liaise with the Chairperson on Society 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.
- 5) To record and distribute minutes and agenda for all meetings . Committee meetings, Annual General Meetings and Extraordinary General Meetings.

- 6) To be a data controller as required by the General Data Protection Regulations (GDPR)
- 7) To be the primary point of contact when booking meeting venues.

Treasurer

The responsibilities of the Treasurer are:

- 1) To collect all membership fees (including guest fees), and to pay all expenses, within agreed timescales
- 2) To ensure that the Membership Secretary has details of all members subscription status.
- 3) To maintain an accurate and auditable record of all Society 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 the AGM.
- 4) To create for approval by the Officers protocols for online banking.
- 5) To be the main point of contact with regards to matters associated with the Society's finances.

Membership Secretary

The responsibilities of the Membership Secretary are:

- 1) To maintain a full and accurate list of Society members and their details and to ensure that this data is held securely. Members' private details may not be shared with third parties without their prior consent.
- 2) To respond to possible members, either from direct contact or via the General Secretary, appropriately and in good time in order to promote a good view of the Society.
- 3) To maintain a 'Welcome Pack' for new members or those who have shown an interest in the Society.
- 4) To make all new members to the Society welcome.
- 5) To ensure that all members are aware of the Society's Constitution, Policies, Procedures and Rules and the guidelines of the Society competitions.
- 6) To liaise with the Treasurer regarding attendance details and to maintain a link to those people who have not been to the Society for a number of meetings
- 7) To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales.
- 8) To be the principal data controller as required by the General Data Protection Regulations (GDPR)
- 9) To send reminders to members when subscriptions are due, acknowledge when payment has been received and update the membership list accordingly.

Programme Secretary

The responsibilities of the Programme Secretary are:

- 1) Plan a varied and balanced programme to meet the needs of the membership within an agreed budget
- 2) Ensure that the appropriate presenters are booked ahead of time
- 3) Contact the presenters prior to at the meeting so that their needs can be addressed and to confirm attendance
- 4) Consult with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance
- 5) Brief the Chairperson when a presenter is in attendance
- 6) Consult with the website team to ensure that the programme on the website is maintained up to date and complete including the sale of guest tickets when appropriate
- 7) Encourage members to suggest topics of interest and speakers/events

Competition Secretary

The Competition Secretary(s) is responsible for the organisation and running of all competitions. Further, the person(s) appointed shall also ensure that the Programme Secretary is regularly updated so that the Society's programme is up to date. The main responsibilities are:

- 1) To communicate the rules of all competitions to members of the Society
- 2) 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.
- 3) To maintain a record of all pictures submitted to competitions (Society, interclub and other). Note: Pictures submitted by individuals in regional, national, and international competitions where they have not been submitted on behalf of, or by, the Society shall be exempt from this activity. Competitions that will form part of this activity for any given year shall be defined by the Committee at the beginning of that year.
- 4) 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).
- 5) To maintain a list of all competitions requiring Society entry to during the year, the entry dates, and the criteria, and to apprise the Committee in good time for picture selection and submittal.
- 6) To brief the Chairperson, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- 7) To liaise with the competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- 8) To ensure that all competition details are available on the website.

- 9) To provide all details of all the Society's and individual member's successes in order to recognise individuals and promote the Society.

Special Interest Group Leaders

The Special Interest Group Leaders are responsible for the organisation and running of all the group's activities and events. Further, the person(s) appointed shall also ensure that the Programme Secretary is regularly updated so that the Society's programme is up to date. The main responsibilities are:

- 1) Develop and maintain a balanced programme of activities and events that are available to all members of the Society.
- 2) Ensure that all activities and events are cost neutral unless otherwise agreed before advertising the event with the Programme Secretary and Treasurer
- 3) Pass to the Programme Secretary and Website Team in good time full details of each event so that it can be published on the website and booking system ahead of time
- 4) Research all locations (both indoor and outdoor) so that participants are aware of the characteristics of the venue that they are likely to incur and provide suitable guidance regarding health and safety matters

Website Team

The responsibilities of the Website team are:

- 1) Develop and maintain the Society website, keep it up-to-date with relevant information, notably the Society programme of events
- 2) Train any Society members to whom website maintenance has been delegated
- 3) Ensure timely renewal of the Society domain name and web space

Exhibition Secretary

The responsibilities of the Exhibition Secretary are:

- 1) Find appropriate venues for Society exhibitions
- 2) Liaise with venue operators providing exhibition space
- 3) Call for prints and media from Society members
- 4) Arrange judging, selection and acceptance of exhibition entries
- 5) Co-ordinate and curate prints and other media for exhibitions
- 6) Organise hanging and take down of prints and media at exhibitions as necessary
- 7) Facilitate Society members participation in external exhibitions and events

Projection & IT Team

The responsibilities of the Projection & IT Team are:

- 1) Maintain and operate equipment used for the projection of images
- 2) Maintain and operate relevant audio and PA equipment

- 3) Liaise with presenters and other Society officials and teams as necessary regarding presentations
- 4) Generate links for online meetings

New Members Team

The responsibilities of the New Members Team are:

- 1) Be available on Society nights to welcome new members
- 2) Support new members to feel welcome and integrate into the Society
- 3) Provide a programme of evenings and events for new members

Communications Team

The responsibilities of the Communications Team are:

- 1) To co-ordinate, facilitate and actively promote the Society across social media platforms
- 2) To encourage Society members to actively participate in social media platforms promoted by the Society
- 3) To monitor and ensure appropriate use of social media where the Society is represented
- 4) To promote the Society as appropriate with media outlets
- 5) To be involved in the preparation of editions of in Focus if required

Front of House and Venue Team

The responsibilities of the Front of House and Venue Team are:

- 1) Co-ordinate set up and tear down on Society nights
- 2) Ensure safe storage of equipment at venue
- 3) Provide refreshments to Society members

Full Committee Member

- 1) To provide support to the Officers to ensure that the aims and objectives of the Society are being met
- 2) To be involved in all decision making processes and to abide by the consensus decision for the good of the Society
- 3) To network with members and at events in order to promote the Society
- 4) To promote Society's events through all appropriate mediums
- 5) To raise awareness of the Society in the local community