

Roles	Responsibilities
President	<p data-bbox="603 239 991 277">Opens the Annual Season.</p> <p data-bbox="603 315 1305 383">Presents annual Trophies and awards. Hosts the meetings.</p> <p data-bbox="603 421 975 459">Welcomes new members.</p> <p data-bbox="603 497 1203 535">Chairs committee meetings and the AGM.</p> <p data-bbox="603 573 900 611">A Cheque signatory.</p>
Vice President	<p data-bbox="603 647 1166 685">Acting President in Presidents absence</p>
Treasurer	<p data-bbox="603 759 1347 797">Collect subscriptions and issues membership cards.</p> <p data-bbox="603 835 1062 873">Pay bills and expenses and PLI.</p> <p data-bbox="603 911 1321 1046">Prepare accounts for independent review. Recommend appropriate subs for year Budget & supply of Raffle prizes Responsible for Club asset register.</p> <p data-bbox="603 1084 1238 1122">Provide guidance on club spending/budgets.</p>
Secretary	<p data-bbox="603 1202 1342 1270">Maintain weekly noticeboard and report for website. Deal with all relevant correspondence.</p> <p data-bbox="603 1308 1257 1375">Arrange and provide minutes of all committee meetings.</p> <p data-bbox="603 1413 1023 1451">Organise the annual trophies</p>

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Programme Coordinator	<p data-bbox="608 237 1380 309">Organise and co-ordinate the Speaker Programme for the following season</p> <p data-bbox="608 349 1198 383">Send reminders to Speakers prior to visit.</p> <p data-bbox="608 423 1273 495">Establish budgets/costs in conjunction with the Treasurer</p> <p data-bbox="608 535 1377 607">In collaboration with the Print Competition and PDI Competition Coordinators, finalise the full programme.</p> <p data-bbox="608 647 1369 680">Sends thank you message to speaker after the event.</p> <p data-bbox="608 721 1086 754">Arranges payment with Treasurer</p>
Print Comp Coordinator	<p data-bbox="608 831 1326 902">In collaboration with the Digital Comp Coordinator, book the judges for the Print competitions.</p> <p data-bbox="608 943 1380 976">Collect work from Members for the Print Competitions.</p> <p data-bbox="608 1016 1310 1088">Set up the competition on the night and others as appropriate.</p> <p data-bbox="608 1128 1278 1162">Record the scores from each Print competition.</p> <p data-bbox="608 1202 1380 1274">Provide the Webmaster with copies of the results from each competition.</p> <p data-bbox="608 1314 1321 1386">Provide the Webmaster and Secretary with end of year results and Trophy winners.</p> <p data-bbox="608 1426 1377 1532">In collaboration with Digital Comp Coordinator provide the Webmaster and Secretary with results for Photographer of the year.</p> <p data-bbox="608 1572 1364 1677">In collaboration with the Programme Coordinator and Digital Competition Coordinator, finalise the full programme.</p> <p data-bbox="608 1718 1342 1751">Sends thank you message to Judge after the event.</p> <p data-bbox="608 1792 1086 1825">Arranges payment with Treasurer</p>

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Digital Comp Coordinator	<p>In collaboration with the Print Comp Coordinator, book the judges for the Digital competitions.</p> <p>Collect work from Members for the Digital Competitions</p> <p>Set up and run the competition on the night and others as appropriate.</p> <p>Record the scores from each Digital competition.</p> <p>Provide the webmaster with copies of the results from each competition</p> <p>Provide the Webmaster and Secretary with end of year results and Trophy winners</p> <p>In collaboration with Print Comp Coordinator provide the Webmaster and Secretary with results for Photographer of the year.</p> <p>In collaboration with the Programme Coordinator and Print Competition Coordinator, finalise the full programme.</p> <p>Sends thank you message to Judge after the event.</p> <p>Arranges payment with Treasurer</p>
Host	<p>Meets and greets members on club nights.</p> <p>Collects Weekly Subscriptions.</p> <p>In conjunction with the Treasurer ensure raffle prizes are available and tickets sold</p>
MCPF Delegates	<p>Represents the club at the MCPF</p> <p>Update the Committee members at all meetings.</p>

Roles	Responsibilities
Ordinary Members	Assist the committee
SDAC Representative	<p>Submit request for annual grant.</p> <p>Represent the club at SDAC related meetings</p>
Immediate Past President	Assist the committee
Portfolio/3 of a kind coordinator	Organise and present the annual Portfolios & 3 of a kind competitions
External Comp Coordinator	<p>Maintain database of all images used and results of external club competitions.</p> <p>Co-ordinate & chair the external club competition panel</p> <p>Collect work from Members</p> <p>Complete any paperwork associated with club External Competitions.</p> <p>Provide the Secretary and Webmaster with copies of the results</p>
Q&A Coordinator	Co-ordinates the monthly question and answers group meetings with support of other committee members
Social Secretary	Co-ordinates the Summer programme and other social events with support from immediate past President and Vice President and other club members.

Roles	Responsibilities
Webmaster	Maintains and updates the Clubs website
Publicity/external exhibitions Coordinator	Co-ordinate contacts with local press and media etc. Co-ordinate the organisation of any club exhibitions and the booking of appropriate venues. Updates the Facebook Page.