

# **Duties of Kings County Photo Club Executive**

Updated September 6, 2011.

## **The President shall:**

Ensure that the mission statement reflects the needs and wishes of the club membership.  
Ensure that club activities meet mission statement.  
Be responsible to the members for the orderly operation of the Club.  
Ensure that the club generates sufficient money to fund the club activities and equipment requirements.  
Develop the format and coordinate the monthly meetings as required.  
Ensure that all executive positions are filled.  
Provide direction to the executive in the completion of their duties.  
Act as the Kings County Photo Club spokesperson and contact person.  
Execute any purchase, contract or binding agreement on behalf and with the agreement of the Kings County Photo Club membership, executive and Treasurer.  
Liaise with institutions and professionals to arrange educational programs.  
Gather input, direction and support from the membership as required.  
Chair Club general and executive meetings.  
Maintain and bring to the monthly meetings the club property including a projector and colour calibrator.  
Negotiate and book the meeting location that best meets the membership needs.  
Present a budget to the members for approval at a meeting prior to the date membership fees are due.  
Generally supervise and be aware of all Kings County Photo Club activities.  
Identify and develop a successor.

## **The Activities Coordinator shall:**

Assume the duties of the President as needed.  
Plan and coordinate programs for the monthly meetings for photography and editing.  
Plan, coordinate and publicize monthly assignments, periodic photographic field trips, activities with other clubs and club events.  
Receive, organize and provide to the monthly meeting the membership photographic submissions.  
Ensure that the clubs email is checked, maintained and respond to incoming mail.  
Plan and develop photographic competitions within the group and also to the outside community.  
Develop a community presence with outside agencies for mall displays, club appearances, etc and the logistics required to maintain it.  
Identify and develop successors.

**The Treasurer shall:**

Collect membership dues.

Pay Club bills.

Ensure that there are sufficient funds for procurements

Administer receipt and disbursement of club funds (two authorized signatures shall be required on all disbursements and all disbursements shall be pre-approved by the Executive Board).

Maintain financial records; provide monthly written reports and verbal report to the membership at each KCPC meeting.

Prepare and present an annual financial report to members.

Support all financial audits.

Negotiate club member discounts with local businesses in return for products and services rendered.

Identify and develop a successor.

**The Secretary shall:**

Provide written Minutes of the AGM and annual Executive meetings;

Keep the official records of the KCPC in custody ex Ministry of Joint Stocks.

Maintain and make available to membership at monthly meetings a library of reading material.

Prepare and maintain files on correspondence.

Ensure that all course material is made available to the webmaster for archival purposes

Transfer these records on to any successor to this position;

Identify and develop a successor.

**Membership Coordinator shall:**

Spearhead efforts to maintain and increase the KCPC membership,

Maintain a current written membership list and advise members of their dues renewal date and give notice to the President of changes in member status.

Greet new members and conduct a skill level, interests and needs assessment using an updated assessment form.

The purpose of this assessment is to identify contributors to the educational program and club activities and ensure that member's needs are being met.

Prepare news releases and flyers that explain the KCPC membership benefits.

Identify and develop a successor.

**Webmaster shall:**

Be responsible for designing and maintaining the club's web site.

Ensure that the website has special sections devoted to competitions, sponsors, archives of member and guest presentations, links to resources and other photo clubs.

Ensure that the design of the website is modern and uses the most effective techniques to communicate with the membership.

Monitor other the websites of other photo clubs for ideas on content and format and present them to the membership.

Ensure that the KCPC webpage is linked to websites promoting photography clubs.

Maintain editor's privileges regarding what is displayed on the site and reflecting the clubs mission statement.

Maintain a sponsor tab to promote club supporters.

Maintain security, passwords, ensure member's access and monitor web page status.

Develop another club member to support the web site in a backup capacity.

Identify and develop a successor.

Each meeting is divided into four 30 minute sessions.

- 1) photography items
- 2) photo editing
- 3) critique of field trips, monthly assignments, and submissions
- 4) special presentations – sports, travel, weddings, nature, kids,

Need to do List

Based on the Evaluation of a Dozen Photo Clubs Worldwide;

More than one activity per month

Plan out year in Advance, priority on continuity

Identify member needs/strengths inventory

Identify workshop themes

Establish links to Valley photography businesses in exchange for services

ie. Presentations, donations

Establish newbie needs and match them to partners or teachers

More competitions see Mississauga

Make photo shows to raise club profile

Bring in professionals: wedding, studio, sports. news

Make print, web (with links) and digital library see NZ

Enhance web page with map, member articles, links, smaller calendar, recorded lectures  
addresses continuity issue

Field trips, 6 per year or more, coupled with competitions – individual and group

Subjects: car shows, nature trails, Annapolis Royal, Upper Clements park, car wrecking  
yard, Oaklawn, birds with Lyall and Stern, sporting events

Attend and Co-ordinate activities with other Clubs

Raise club profile by getting on web lists for camera clubs

Join with NS Guild on their visits to the Valley ex May 16/17 Cape Split June 27/28

Valley visit.

What do you think is the best way to learn about digital photography? From a book or DVD? From a class? Trial and error? Why not surround yourself with people who know more about the subject than you do? A local camera club is the perfect place to gain more knowledge about digital photography.

When I was managing a Wolf Camera store one of my associates kept telling me about the camera club he belonged to. He talked about the different speakers and presentations they had each month. He showed me the beautiful prints he entered into the competitions. After over a year of prodding I finally attended a meeting. I wish I would have done it a lot sooner.

What I found was a great group of photographers, all willing to share their knowledge. There were professional photographers and very creative digital artists. There were nature, landscape, portrait, macro and product photographers. There were newbies looking to glean as much info as they could. All in all, there were lots of people to teach me new things and a few that I could help to learn more.

Although your local camera club may operate differently, here are five benefits I've discovered.

\* **Talk with like minded photographers** - Most clubs have the full range from newbie to pro, and all with varying shooting styles. Don't be afraid that you won't fit in. You will.

\* **Trips and Excursions** - You may find professional photographers who run Photo Tours or club members may lead little day trips. You'll get the chance to explore new places and have an experienced guide to show you the best techniques and vantage points to shoot from.

\* **Competitions and Critiques** - Monthly competitions will usually have a theme; Macro, Flash, Transportation, Portraits etc. These will get you to shoot things you perhaps never would. You'll get inspired by the work of others. Through the critiques and judging you'll hone your skills and improve your pictures.

\* **Educational classes** - You'll be able to learn new techniques and methods from people in the know. Whether the class is taught by a club member or an outside source, you can learn about software, how to use your camera, studio lighting and more.

\* **A Shared Library** - Many clubs have lending libraries, where members donate books so others can benefit. You'll be able to learn new things without having to buy the book.

The Photographic Guild of Nova Scotia, founded in 1947, helps foster and encourage the art and science of photography among our members and the public.

With over 140 members, we are the largest photographic club in Atlantic Canada.

Our program is designed to inspire and motivate its members and guests with a range of items for the amateur, advanced amateur and professional photographer. It includes slide and print competitions, seminars, evaluations, instructional seminars, workshops, shows, field trips, and presentations by outstanding professional and advanced amateur photographers. Guild members compete with their images locally, nationally and internationally. PGNS is affiliated with the Canadian Association for Photographic Art (CAPA), and the Photographic Society of America (PSA).