

BOARD POSITIONS

Duties of President:

- Be responsible for overall coordination of Club business and activities.
- Represent the Club in discussions with other photo Clubs and organizations.
- Liaise with other Board members and help to ensure that Board members are carrying out their responsibilities.
- Chair the regular meetings and Board meetings, or arrange for alternate (e.g., Vice-President/other Board member).
- Be available to Board and Club members.
- Respond to requests for information about the Club.
- Engage in activities that help to keep the Club in the public eye.
- Be the catalyst in communication between the Board and general membership.
- Submit a budget to cover operating expenses.
- Attend all Board meetings.

Duties of Vice President:

- Act as President, as required.
- Lead special projects.
- Oversee the work of the two non-Board positions of Social and Equipment. (Duties are on page 4.)
- Submit a budget to cover operating expenses, including for social and equipment.
- Attend all Board meetings.

Duties of Secretary:

- Create and distribute the agenda for all Board meetings.
- Record and distribute the minutes of each Board meeting within two weeks.
- Record and distribute minutes of Annual General Meeting and any other operational meetings.
- Maintain an electronic record of the current and archival records of the Club. Keep copies of relevant print archival records.
- Maintain an electronic record of correspondence of the Board of Directors.
- Update the Annual Return and submit it to the Alberta Corporate Registry.
- Submit a budget to cover operating expenses.
- Attend all Board meetings.

IMAGES ALBERTA CAMERA CLUB JOB DESCRIPTIONS

Duties of Treasurer:

- Safeguard the financial assets of IACC.
- Collect receipts, disburse funds and maintain a financial record for the fiscal year ending May 31 of each year.
- Collect and deposit all payments into an IACC chequing account.
- Review and discuss budget submissions with Board members.
- Liaise with the Vice-President to maintain a current record of fixed assets (e.g., equipment) for financial records.
- Prepare interim financial reports, as needed/requested.
- Prepare an annual financial report.
- Ensure that an audit is conducted once a year, as set out in the By-Laws.
- Record and file all supporting documents.
- Attend all Board meetings.

Duties of Competitions Chair:

- Set up all Club competitions.
- Coordinate with other Board members to help ensure effective planning.
- Determine the method of presentation.
- Assist entrants in identification and determination of proper subject material, as per rules/criteria/guidelines.
- Provide, publish and update rules/criteria/guidelines.
- Contact/recruit and instruct judges.
- Maintain proper records of competition results.
- Ensure that competition awards (e.g., ribbons, trophies, medals) are purchased.
- Enlist the aid of a Competitions Committee to manage the workload.
- Ensure the Competitions information on the website is up to date.
- Submit a budget to cover operating expenses.
- Attend all Board meetings.

Duties of Membership Chair:

- Ensure all members complete the Registration Form.
- Receive membership fees for which a receipt (cash and cheques), membership card and member website password are issued.
- Prepare name tags for members and have them available at each meeting.
- Prepare a membership list (for Board use only); update and forward to the Board members in a timely manner.
- Maintain and monitor a Visitors' Sign-in book; have name tags available for visitors.
- Maintain an attendance record for each meeting.
- Recruit an assistant to carry out membership duties in the absence of the Chair.
- Add members to Facebook; delete those who are not current members after the first meeting in September.
- Submit a budget to cover operating expenses.
- Attend all Board meetings. Prepare a membership report for October, January, March and June Board meetings.

IMAGES ALBERTA CAMERA CLUB JOB DESCRIPTIONS

Duties of Outings Chair:

- Prepare a short-term and year-long schedule with dates for outings.
- Coordinate with other Board members to help ensure effective planning.
- Provide registration information to members regarding each outing.
- Determine which outings require submission of waivers by attending members**; make waivers available to members during the registration process and collect at the outings prior to member participation.
- Assign duties to volunteers wishing to help with or organize an outing.
- Coordinate the means of communication and transportation for each outing.
- Maintain an outings information file (e.g., outings suggestions; past outings).
- Ensure the outings information on the website is up to date.
- Submit a budget to cover operating expenses.
- Attend all board meetings.

**Waiver is required for Outings that may pose a risk of member injury resulting in Club liability.

Duties of Program Chair:

- Prepare a short-term and year-long program schedule.
- Coordinate with other Board members to help ensure effective planning.
- Arrange for guest speaker presentations.
- Arrange member showcases, as the schedule permits.
- Ensure the program information on the website is up to date.
- Draw up the agenda for the regular meetings, in consultation with Board members.
- Submit a budget to cover operating expenses.
- Attend all Board meetings.

Duties of Special Interest Group (SIG) Chair:

- Promote and publicize SIGs within the Club.
- Help facilitate the operations of existing SIGs.
- Keep a record of SIGs, including contact and status information.
- Survey members formally and informally to see what new SIGs are desired by the membership.
- Help facilitate the formation of new SIGs, and, when necessary, the disbandment of no-longer operational SIGs.
- Ensure the SIG information on the website is up to date.
- Submit a budget to cover operating expenses.
- Attend all Board meetings.

Duties of Website Chair:

- Maintain the Club's website by posting information in a timely manner.
- Administer the domain registration and website hosting requirements.
- Coordinate with all Board members to ensure website information is up to date.
- Oversee the work of the Historian. (Duties are on page 4.)
- Submit a budget to cover operating expenses.
- Attend all Board meetings.

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Duties of Workshop Chair:

- Prepare a short-term and year-long schedule with dates for workshops.
- Plan, schedule, organize and administer all IACC workshops. Avoid scheduling conflicts with other Club events.
- Prepare an annual budget for the workshops portfolio. Revise and update the forecast revenue and expenses as the operating year proceeds.
- Find resources (presenters, venues, equipment, etc.) for the workshops.
- Provide updates for club information sources; e.g., website (workshops page and calendar), president's presentations, information that is e-mailed to the membership.
- Administer every IACC workshop or arrange to have another club member perform the administration duties at each workshop.
- Present a workshop status report.
- Attend all IACC board meetings.

Duties of Director-At-Large:

- Accept Club assignments from the President and/or Vice-President.
- Offer assistance, whenever possible, based on availability of the Director-at-Large.
- Attend all Board meetings.

NON- BOARD POSITIONS (APPOINTMENTS)

Duties of Historian:

- Provide reports to the Website Chair, if requested.
- Write articles and share information about the history of the Club and its members.

Duties of Equipment Lead:

- Provide reports to the Vice-President, if requested.
- Take the lead for the acquisition of equipment.
- Maintain a current record of fixed assets and share with Treasurer.
- Ensure that the equipment is in good working order for the regular meetings.
- Ensure the equipment is stored in a safe, secure place when not in use.
- Lend the equipment to Club members for Club-sponsored events.
- Help the Vice-President prepare a budget to cover operating expenses.

Duties of Social Lead:

- Provide reports to the Vice-President, if requested.
- Plan and coordinate all social activities/events within the Club.
- Arrange for the purchase of all supplies related to providing beverages (e.g., coffee, tea) and snacks at regular meetings and social events.
- Help the Vice-President prepare a budget to cover operating expenses.