**LUDLOW PHOTOGRAPHIC CLUB**

**Job Descriptions**

The Club Committee has the following elected officers

* Chair.
* Secretary
* Treasurer
* Judges Secretary
* Competitions Secretary

The Job Descriptions are only intended as a guide and are not intended to be complete.

**Chair.**

The Chair will be expected to:-

a). Be the lead officer for the day to day practical expression of the Club’s Objective and will be expected to chair all Club and Committee meetings when present.

b). Further the Club’s development publically and represent the Club on formal occasions.

c). Actively support the Committee and the officers where appropriate.

e). Present at the Club’s AGM a written report on the Club’ activities during the past year.

h). To organise the Annual Dinner.

f). Welcome new members and ensure that where necessary mentors are assigned to look after them initially.

**Secretary.**

The Secretary will be expected to:-

a). Be responsible for the general administration of the Club.

b). In consultation with Chair produce agendas for meetings.

c). Produce minutes of all formal Committee and General Meetings of the Club.

d). Deal with all communications and correspondence of the club.

c). Be the first point of contact with the Club.

**Treasurer.**

The Treasurer will be expected to:-

a). Be the lead officer in all matters relating to the Club finances.

b). Maintain a complete set of accounts suitable to the Club’s current financial affairs.

c). Prepare Income & Expenditure Accounts and Balance Sheets where necessary.

d). Prepare any financial information for any events planned by the Committee and advise the Committee on the financial risk involved.

e). Prepare an audited set of accounts for the Club’s AGM.

f). Secure the service of a member to audit the accounts.

g). Maintain the master list of members and subscriptions with copies to the Chair and Secretary

**Judges Secretary**

The Judges Secretary will be expected to:-

a). Book judges where necessary and send a reminder a fortnight before the competition and copy the letter to the Secretary.

**Competitions Secretary.**The Competition Secretary will be expected to:-

a). Be the lead officer to organise and run the programme of competitions according to the Competition Rules of the Club.

b). Ensure equipment is available at the competition meeting.

c). Maintain accurate records of entries, their outcome and a league table of points.

d). Prior to the Annual Dinner, ascertain the winners of the Club Awards and Certificates and arrange for any engraving to be carried out and Certificates.   
e). Receive digital images from members, sort and process them for the digital projected images competition.