



Bognor Regis Camera Club

Committee Roles and Responsibilities

The purpose of this document is to describe the overall roles and responsibilities of committee positions, not to give detailed task lists.

All committee members should be prepared to:

- Make reasonable efforts to participate in Committee and General Meetings.
- Help out with ad hoc duties relating to the general running of the club.
- Provide a timely handover to successor committee members as and when required.
- Have an understanding of all the equipment used including how to set it up and use it.
- Encourage other club members to work alongside you to widen the knowledge of the role and the club.

Committee members may have multiple roles, including deputising for other posts. Some roles may be split between members and varied as required.

Several club tasks are not included in specific roles but shared out amongst committee members as and when required. These tasks include:

- *Organise friendly competitions with other camera clubs (mix and match).*
- *Support new members for example in preparation of digital images ready for projection if required.*
- *Assist as required in producing the club's published annual programme.*
- *Ensure that engraving of trophies is completed in time for the club's presentation event.*
- *Take responsibility for setting up and dismantling equipment at weekly meetings, with assistance from the committee and wider membership.*
- *Manage the beverages service.*
- *Manage the annual exhibition.*
- *Maintain the club's equipment in good working order (for example laptop, projector, print stand, cabling, audio interface etc).*

General Committee Members (without portfolio) Roles

Attend committee meetings.

Helping with ad hoc duties relating to the general running of the club.

Chair

Act as nominal head of the club and oversee all aspects of the club.

Ensure that the best interests of the club and its members are addressed and that the club retains a good reputation.

In conjunction with Committee, manage the club's strategic planning, general running and wellbeing.

Co-ordinate and support members of the committee in their roles and delegate tasks involved in the running of the club.

Intervene in any dispute or disagreement and oversee a satisfactory outcome. Handle any escalations that affect the running of the club. Ensure members are informed of issues relating to the club.

Liaise with members and the committee regarding future direction and growth of the club.

Be responsible for conduct of weekly meetings by running the evening or delegating the task. This includes welcoming and introducing, and thanking speakers and judges, ensuring that they receive any help they require with equipment etc.

Maintain a good knowledge of the club constitution and roles of Committee members.

Ensure elected Officers complete all tasks they are assigned to the satisfaction of the committee.

Be involved and aware of all activities, personnel and financial situation of the club.

Chair all committee meetings and AGM, ensuring meetings run smoothly, presentations are made and voting is properly conducted.

Represent BRCC in local affairs and any external events.

Vice Chair

Support the Chair by sharing duties as required and substituting for the Chair when absent or unable, for whatever reason, to undertake a particular duty.

Be familiar with the workings of the club and the role of the chair in preparation for deputising for or taking on the role of Chair.

Advise the Chair and Committee on issues relating to the general running and wellbeing of the club.

In case of a prolonged absence of the Chairman, take over the role until the next AGM where a formal vote on the situation would be held.

Treasurer

Finances

Be responsible for all finances and act as the main point of contact for all the club's financial matters.

Keep up-to-date and accurate records of all income, expenditure and reserves. Manage the dual control bank accounts with withdrawals requiring two signatories to authorise. Be the main signatory to the club's bank accounts and liaise with the other signatories for payments to be made via online banking. Carry out bank account reconciliations. Advise committee on operation and appropriate use of bank accounts to maximum benefit of the club.

Pay all expenses including SCPF fees, insurance fees, room hire, speakers, judges, costs relating to the annual exhibition and any other Club associated expenditure ensuring all invoices are checked and paid within an appropriate timescale. Pay in any proceeds for raffle ticket sales and tea/coffee sales from weekly meetings.

Prepare end of financial year accounts and ensure these are independently verified and reported at the AGM for approval by the members.

Prepare interim financials if required for committee meetings including financial reports on events such as the annual exhibition, cost effectiveness of the raffle and the club's general financial situation.

Deal with the club's insurance policies including review and renewal.

Maintain register of assets.

Membership

With the committee agree the annual fee for renewing membership having reviewed the audited accounts for the previous financial year of 1st April - 31st March and a view on the likely budget for the next financial year. This has to be completed in time for approval at the AGM.

Liaise with Membership Secretary to ensure all members are aware of the membership fee, have paid subscriptions and that membership list is maintained up to date. Specifically:

- Liaise closely with the Membership Secretary regarding MemberMojo and the renewal membership invitation.
- Agree dates for renewal communication with Membership Secretary.
- Once renewal invitation emails have been sent and payments are due, check the Club's bank account weekly for payments received and reconcile these against MemberMojo. For those members who have clicked through to link their payments with MemberMojo, reconcile the payment amount and dates and confirm, which will issue a confirmation email to the member. Those who haven't clicked through to link their payments with MemberMojo, find their details on the system and manually key in payment and dates to generate the confirmation email sent to the member. Pay in any cheques received for renewal and manually update MemberMojo with details.

- Regular contact with Membership Secretary throughout this period, identifying any new members to the club and any other issues including any relevant follow-up reminder emails.
- With Membership Secretary agree final membership number, to be advised to the committee, for the coming season (early September).

General

Keep the PDQ/card reader machine charged and available for meetings. When not available, arrange for a committee member to take the PDQ/card reader machine and collection and paying in of any tea/coffee and raffle proceeds as required.

Liaise with the Social Secretary regarding the payment of any social events.

Receive and respond as appropriate to any BRCC Treasurer emails.

Secretary

Provide a communication link between BRCC's external contacts, committee and members. This includes invitations to the summer exhibition and circulating details of suitable upcoming events to other local camera clubs and managing club correspondence including forwarding to other members or committee members as appropriate.

Maintain the club's external contacts details (currently an Excel spreadsheet). This includes key people associated with the club and contact details for local camera clubs (that is those within about 25 miles).

Use the club's Ionos email account and address secretary@bognorregiscameraclub.org for all external communications on from the secretary on behalf of the club. Check emails on a daily basis when possible so that club matters can be progressed in a timely manner.

Organise committee meetings and the AGM on behalf of the Chairman including agreeing agenda items, preparing the agenda, taking and distributing the minutes and monitoring attendance. The club's constitution includes the requirement to maintain a record of these minutes and to make them available to members on request. There is no time specified for maintaining these records but custom and practice has been ten years. Since 2019 the record is digital, prior to this it is paper files. Both the paper and digital files have been maintained and stored by the secretary.

In addition, for AGMs, draft the slide pack on behalf of the chairman, collect signatures for committee role proposers/seconders and manage the voting.

Maintain an archive of all the club's key documents including minutes of committee meetings and AGMs. Other key documents include the Club Constitution, Competition Rules and Committee Roles and Responsibilities.

Meeting minutes and other documents are produced and filed in MS Office format and usually circulated as pdf files. Formal secretarial communication with the committee is by email. Membership-wide communication is usually by an item in Snapshots with a link to on-line documents where relevant.

Notices about the club's key events such as the AGM and exhibition openings should be sent to all members using the club's MemberMojo mailshot facility and circulation list.

Fulfil the Southern Counties Photographic Federation requirements of club secretaries. The SCPF's main contact with all their member clubs is with the club secretary. To this end they maintain a circulation list of all member club secretary email addresses and use this for the majority of their communications. Exceptions to this this are communications about 1. Payment of annual fees - exclusively with the club's treasurer, 2. All communications about the SCPF competitions (League, Exhibition and Championship) - exclusively with the club's external competition secretary and 3. Special requests directly with the club chairman. The main role of the secretary is to ensure that the club's details on the SCPF Directory are up to date including the contact details for all the above roles plus the club's SCPF representative and also to enable password access to the SCPF Directory's

judge and lecturer listings for all necessary committee roles (competition and programme secretaries).

Also, as many SCPF emails are sent only to the club secretary, pass on to the Committee, and where relevant to all club members, any SCPF and PAGB communications that may be of interest (for example newsletters and other communications) and promotions from other photographic organisations that have access to the SCPF contact list. Ensure that appropriate SCPF communications and circulated documentation are made available to committee members and ordinary members according to the availability criteria agreed by the Committee. SCPF and PAGB newsletters and any other communications of general interest to members should be communicated by posting a note in Snapshots with a link to the online document rather than a blanket email of everything to all members. Promotions that are generally available to anyone and not specifically of interest to BRCC members should not usually be circulated to every member.

Membership Secretary

Welcome and induction of new members into the club ensuring they have all the information they require to become full and active members of the club. Issue them with welcome letter.

Maintain up-to-date records of all current membership and contact details.

Liaise with Treasurer to ensure all current members have paid subscriptions.

Print Competition Secretary

Much of this role is carried out in parallel with the PDI Competition Secretary.

As the use of Dicentra Software is key to this role, familiarity with it is essential.

Liaise with External Competition Secretary for external competitions.

For the current season

1. Concerning Judges

- Email judges two weeks prior to the date of the next competition to confirm their attendance, partly as a reminder and partly to provide them with necessary information. Sample email attached. However, be aware that they will not retain this information. Expect a reply, chase up if necessary.
- Greet judge on the evening of the competition (see below).
- Ensure payment information is sent to the Treasurer.
- Following the competition email the judge to thank them.
- Provide feedback on the judge's performance using the SCPF website.

2. Encouraging and collecting entries

- Take every opportunity to remind people about the competitions to encourage them to participate and make their entries in time.
- Prepare a 20-30 minute presentation to be given during the Opening Evening in September, describing the competition programme and where to find rules, information, how to enter etc
- Put out boxes at the back of the hall to collect entries 3 and 2 weeks prior to the date of the competition.

3. Making the competition

- After the closing date, download the entries from the Uploader and using Dicentra software, make the competitions.
- Review all entries for compliance with competition rules. For any entries the competition secretary judges to be non-compliant, inform the member and offer them the chance to re-submit.
- Using Dicentra, print score sheets and use these (which are arranged in the randomised order), to order the prints and place in print box in the right order for the 'putter upper'.
- Print competition labels and attach one to the reverse of each print. Ensure that the orientation of the print is obvious for the 'putter upper'. If not write "top" as appropriate.

4. On the Day of the Competition

- Using WhatsApp, ask the committee for help in putting out equipment: screens, laptop, projector, print viewer and A-frame print stands.
- Identify someone to manually complete the score sheet, and a 'putter upper' and a 'taker downer'.

- Be available to meet and greet the judge. Go through essential information, in particular the scoring and details of themed competitions, and answer any queries. Give them opportunity to flick through the prints before the start of the competition. Ensure projection equipment is set up and the competition ready to run. Run the competition, keeping an eye on the time. Encourage the judge to speed up or slow down as necessary.
- After the competition, complete certificates and give them to the judge to sign and then present to the winners. The presentations are photographed so we can build up a gallery of photos of the judges.
- Prepare results sheet in word format to send to Snapshots Editor, and in csv format to send to the Webmaster with PDIs of the winning and HC images.
- Encourage people to collect their prints so we do not build up a collection.
- Thank the judge and helpers.

For the Following Season

In August/September, with the other competition secretaries, agree dates for the next season's competitions with the Programme Secretary, taking account of opening and closing dates for the competitions and times to collect entries, avoiding half term breaks, zoom meetings etc.

In September/October with the PDI Secretary, consider topics and themes for the competitions. In November/December start to book judges for the next season. Check information is correctly included in the Programme and the Trifold printed programme.

PDI Competition Secretary

General

- Much of this role is carried out in parallel with the Print Competition Secretary.
- As the use of Dicentra Software is key to the Club's competition programme, the competition secretaries must be familiar with it and be prepared to train others in its use.
- Liaise with External Competition Secretary for external competitions.
- Promote members participation in PDI competitions by giving presentations, demonstrations and answering queries.
- Manage the PDI competition programme within the club.
- Co-ordinate with other members of the programming team to plan the 'next season' of club competitions.

For the current season

1. Concerning Judges

- Email judges two weeks prior to the date of the next competition to confirm their attendance, partly as a reminder and partly to provide them with necessary information. Sample email attached. However, be aware that they will not retain this information. Request an acknowledgement, chase up if necessary.
- Greet judge on the evening of the competition (see below).
- Ensure information to enable payment of expenses is sent to the Treasurer.

2. Encouraging and collecting entries

- Take every opportunity to remind people about the competitions to encourage them to participate and make their entries in time.
- Prepare a 20-30 minute presentation to be given during the Opening Evening in September, describing the competition programme and where to find rules, information, how to enter etc.
- Download members' digital images from the Uploader on the club's website after the closing date.

3. Making the competition

- Review all entries for compliance with competition rules. For any entries the competition secretary judges to be non-compliant, inform the member and offer them the chance to re-submit.
- Using Dicentra software, make the competitions.

4. On the Day of the Competition

- Using WhatsApp, ask the committee for help in putting out equipment: screens, laptop, projector etc.
- Identify an assistant to manually record the scores.
- Be available to meet and greet the judge. Go through essential information, in particular the scoring and details of themed competitions, and answer any queries. Ensure lapel microphone has been fitted.

Setup:

- Set up scorer's table with desk light, laptop projector and screen and print viewer.

- Check correctly calibrated projector profile is selected in Dicentra on club laptop (to avoid colour casts, too bright projection etc).
- Show Colour Test Card prior to starting competition (the judge may want to see this)
- Act as announcer and scorer.

Run the Competition

During judging

- Announce each title as it is put up.
- If passed on, announce the name of the photographer.
- If held back, show in projected Lightbox at the end, so the judge can make their final selection.
- Identify photographer and announce Winner and HCs
- Keep an eye on the time. Encourage the judge to speed up or slow down as necessary.

At the end of the competition(s)

- Fill in, or ask assistant to fill in, certificates and ask judge to sign them.
- At the end of the evening, following the raffle, assist the judge in awarding of certificates.
- The presentations are photographed so we can build up a gallery of photos of the judges.
- Help pack away.
- Prepare results sheet in word format to send to Snapshots Editor, and in csv format to send to the Webmaster with PDIs of the winning and HC images.
- Encourage people to collect their prints promptly, so we do not build up a collection.
- Following the competition email the judge to thank them and offer any appropriate comments.
- Provide feedback on the judge's performance using the SCPF website.
- Thank helpers.

PDIs Run on Zoom

- There may be occasions, for example if a judge cannot attend, when the PDI Secretary may need to run the competitions via Zoom.
- Images should be extracted from the Dicentra software without the authors names.
- These files, together with a blank score sheet can then be sent to the judge via Wetransfer, prior to the competition, in order that the judge can view the images on their own calibrated screen, rather than rely on the quality of the internet presentation from the club laptop.

5. For the Following Season

- In August/September, with the other members of the planning team, agree dates for the next season's competitions, taking account of opening and closing dates for the competitions and times to collect entries, avoiding half term breaks, zoom meetings etc.
- In September/October, with the Print Secretary, consider topics and themes for the competitions.
- The PDI Competition Secretary has some Admin rights to the Club website and is responsible for setting up each of the Print competitions there. This involves ensuring the correct 'Entry Open', 'Entry Close', and 'Comp. Date' are correct.

- Note: The 'Subject' is controlled by the Webmaster, so if any new Competition Subjects are required, this needs to be configured by the Webmaster first, then the dates can be added
- In November/December start to identify and invite judges to come and judge each competition. Judges should be selected from the SCPF list, published on the SCPF website.
- They should be SCPF or PAGB accredited and include a mix of experienced and more recently trained judges.
- Initial contact should be by phone, email or post, as indicated on their SCPF profile, and should be followed up by specific invitation and a request for confirmation by the judge, together with an indication of their expenses.
- Check dates and information about the competition programme is correctly included in the Programme and the Trifold printed programme.

External Competition Secretary

Be responsible for the club's participation in, and enabling it to compete externally in, the SCPF PDI and Print Leagues, Championship and Exhibition.

Act as the club's main contact, representative and channel for communications from the SCPF and PAGB regarding their competitions. Be responsible for keeping the Committee informed and liaising with the Print and PDI Competition Secretaries.

Prepare a plan of our commitments to external competitions for the season - dates/ deadlines/number of images required for each competition.

Receive communications and liaise with the SCPF Competition Organisers. Complete the required registration process and paperwork and undertake the online uploads, identify the "rules" of the competitions, scoring guidance.

Organise SCPF League Home Rounds (Print and PDI) to be hosted by the club. Appoint level 3 judges. Organise a team from BRCC Committee/Members to set up and run the home round competition evenings and manage the scoring. Liaise with BRCC Competition Secretaries and update programme spreadsheet with dates.

External Competition Selection Teams

Normally during the summer break, but also at other times during the season as required - convene the Selection Team who will identify the most competitive PDIs and prints for the club's submissions (from Club Competition entries, submissions from members, prints identified by the selection team at annual exhibition).

For External PDI Competitions

After the end of the season - the PDI Competition Secretary prepares a folder of PDI images preselected from the season's competitions ready for the PDI Selection committee to select the final entries.

PDIs are also requested from members and any suitable ones are included in the selection process. Supply information to the Chairman for club notices and to the Snapshots Editor to let members know of dates/deadlines to submit PDIs.

Following the meeting of the selection team, images chosen to be included in our submissions are put into folders ready to be uploaded onto the SCPF website (for SCPF League (8), SCPF Championship (15), SCPF Exhibition Panel (8)).

Ensure they comply with host club or Federation requirements. Images need to conform with the colour space, sizing rules, titling style set by the Federation. Most external PDI competitions require the colour space to be in sRGB, therefore any image that is not that, may be rejected on the upload system with an error message. It is therefore important that, they are checked that they conform to the "rules" set by the SCPF before uploading.

Let selected members know that their images have been selected and request correctly formatted PDI images if needed.

Chosen images are uploaded as required to the relevant Federation's website using the passwords provided to the club's External Competition Secretary.

Produce a notice to go in Snapshots showing the selected images and authors.

For External Prints Competitions

Ensure the prints are gathered from club members for selection to the various competitions (SCPF League, Exhibition, Championship).

Supply information to the Chairman for club notices and Snapshots Editor to let members know the dates to submit prints.

Let selected members know and request supporting PDI images for upload.

Ensure that the prints submitted are well presented and mounted to conform with the sizing required by the SCPF.

Organise for the dispatch/delivery of prints, either in person, by post or by delegation to prospective host organisers.

Organise that BRCC's box of prints are delivered to the host club, are collected for home rounds, and are returned/collected after all home rounds have been completed.

Organise for dispatch/delivery of prints for Salisbury Exhibition and collection afterwards.

Organise for delivery of prints to the club hosting the SCPF Championship in March.

Represent the Club in person or by delegation at external competitions. This would require travelling for which fuel costs would be reimbursed.

Salisbury Exhibition, judged in November, Exhibition at Salisbury Library early in January.

League Matches (Prints), 8 rounds, held from Nov thru to End February.

SCPF Print and PDI Championship - Held in March.

Arrange for collection of prints and for them to be returned to the correct club members after a competition.

Produce a notice for Snapshots showing the selected images and authors.

Keep Committee and club members informed of the outcome of the results of various competitions via Snapshots.

Hold in safe keeping any winning trophies/medals and organise distribution to appropriate member.

Home Rounds of SCPF Print and PDI League Competitions

Appoint a level 3 judge for each home round.

Act as or organise a lead person from the BRCC Competition Team to be available when we are hosting external competitions. Ensure communication with the judge. Understand the scoring requirements, organise a team to help with the set up and running on the night.

Southern Counties Photographic Federation (SCPF) Competitions

At this moment in time, the competitions and exhibitions we compete in are:

SCPF Annual Print League (rounds held throughout the season by host clubs- we host one). We are currently in Division 3. Number of prints required 8.

SCPF Annual PDI League which requires BRCC to submit 8 compliant PDIs to the SCPF Competition Secretary before the end of September.

The SCPF Secretary will then send out all of that league's images for the Division in which we are competing, (normally 64 images from 8 clubs) to the nominated BRCC Club representative for projection and scoring during the Home Round. The 64 images need to be put into the DiCentra competition software in the correct format.

SCPF Exhibition (held in January) - Number of Prints required 6 (they must be different from those submitted for the Print League. No of PDIs required 6 (tbc)

SCPF Print Championship - Involves all SCPF member clubs who wish to compete and requires submission of 15 compliant images to the competition co-ordinator by a date which is advised each year (15 Prints, 15 PDIs?). Dates for Future Events (From SCPF Minutes).

External Competition Calander:

- **April/May** - Consult SCPF Directory contact and appoint judges for two home rounds
- **July/August** - Begin to get together folders of PDIs and Prints for Selection process.
Convene Selection Team meetings
- **September** - Register for SCPF Exhibition (Panel of Prints and PDIs)
Upload to SCPF all our entries for PDIs for League and Exhibition, also PDIs of prints
- **October** - Check sizing, quality of presentation, formatting of selected Prints and PDIs (League and Exhibition Panel)
Print and put on labels for League and Exhibition Prints
- **November**
Get BRCC boxes of prints to SCPF (for Exhibition and League)
Report results for league rounds as they are held
Report results for Salisbury Exhibition judging
Attend (or organise a representative from BRCC to attend) Exhibition. Following Exhibition retrieve our prints
- **January/February**
Organise collection of all 8 boxes of prints for Div 2 Print League from club hosting the round before ours, ready for judging at our home round.
Download all PDIs for Div 3 PDI League and build Dicentra competition (with PDI Comp Secretary) ready for judging and scoring on date of our home round.

Organise lead scorers and teams for both home rounds and help with setup and running of competition on the night.

- **March**

Report final standings for SCPF print and PDI leagues for our divisions. Highest scoring image and print from BRCC goes to SCPF for Finals Day.

Beg March – convene selection team for selection of 15 Prints and PDIs for SCPF Championship.

Deliver Championship box of prints and upload PDIs to SCPF, organise BRCC representatives to attend. Collect prints and return to authors. Report results for Championship

- **May** - Attend or arrange for BRCC representatives - SCPF AGM and Finals Day

Programme Secretary

Prepare annual Club programme of events within the budget, offering a balanced range of photographic topics given by internal and external speakers and submit to Committee for agreement.

Implement agreed programme. Inviting external speakers and competition judges. Agree in advance fee and travel payments and ensure formal acceptance of invitation is received. Keep records of agreed fee and contact details, giving a copy to Treasurer.

Liaise with Competition Secretary regarding specific technical and hardware requirements for speakers.

Contact judges prior to events to confirm times, send map of venue location if necessary.

Support the production of calendar of events for distribution to members and website.

Publicity Secretary

Increase awareness of the club and its activities, both to the general public and the photographic community.

Manage advertising and promotion of the club and its events with external interest including publicising guest speakers, workshops and the annual exhibition.

Create suitable promotional material aligned to our published programme of events for placement on the club's website, SCPF newsletters, local magazines etc.

Manage the club's Facebook page and ensuring appropriate guidelines and content moderation.

Exploit other social media to promote the club and its activities.

Organise posters and other collateral for the club's external events including local fetes (e.g. Felpham Fete) and the club's summer exhibition.

Ensure the club's details are correct and relevant on on-line directories and listings in local advertising magazines.

Webmaster

Implement and manage the club's website ensuring it is kept up to date and accurate including the annual programme and competition uploader.

Maintain and control the BRCC domain and webspace.

Manage access to the website backend (members only section).

Liaise with other committee members to ensure they are providing up-to-date and accurate information for uploading onto the website.

Liaise with Programme Secretary to upload calendar to the website.

Maintain and control the club's email account (lonos).

Social Secretary

It's an extremely flexible role and you can organise as many or as few events as you have the time to arrange.

Once dates and details have been finalised, ensure that each event is advertised to Club members through Snapshots, the website, Clickers and Facebook as appropriate. Produce a notice/information sheet/flyer about the event for this purpose.

Suggested events (including ones that we have organised in the past):

Places of interest where members can meet for a walk, snap & chat. Usually a place with toilet & tea facilities. Places we have been to in the past include:

- Skittles evening (Barley Mow, Walderton, PO18 9ED)
- Birds of Prey Photoshoot (FAB, Nutbourne & Huxleys, Horsham)
- Steampunk (Amberley & Bursledon Brickworks)
- Amberley Museum & Heritage Centre
- West Dean Gardens
- Fort Nelson Armoury Museum
- Bursledon Brickworks
- Little Woodham Living History Museum
- Weald & Downland Museum
- WWT Arundel
- Tangmere Military Aviation Museum
- The Sculpture Park, Churt
- RSPB, Pulborough

Pub social – meet for a drink & a chat (we met at The Robin Hood Pub in Shripney before, but any suitable pub), evening walks or daytime walks starting and ending at a café or pub.

Usually, a few events are held during the Summer 'recess' period.

Organise the presentation evening and end of season celebration. Ensure an announcement is made for members to bring a plate of food. Buy soft drinks, serviettes and paper plates (if supplies need replenishing). Arrange for helpers in the kitchen to sort food as it arrives.

Organise refreshments for the summer exhibition preview evening. Nibbles, wine & juice offered. The preparation of the nibbles and the purchase of the wine is usually covered by the members of the whole committee. Ensure serviettes, club glasses & the catering box as required are taken to the Recital Hall (where the Exhibition is held).

Organise the Christmas party - same arrangements as for the presentation evening. Quizzes or puzzles required – enlist help from the Committee as required.

Snapshots Editor

Compile, edit and circulate the club's newsletter to all members approximately weekly during the normal club season and in the off-season as required.

SCPF Representative

Make reasonable efforts to attend SCPF Club Reps meeting and AGMs, whether in-person meetings or Zoom meetings. Usually four in-person meetings are held each year in Littleton.

Report back to the committee on topics pertinent to the club raised at these meetings.

Represent any BRCC committee's views on issues relating to the SCPF.

When required, usually only at the SCPF's AGM, vote freely taking into account the known wishes of BRCC's committee.

Assist the External Competition Secretary to deliver/collect prints for SCPF events, especially when this is carried out at the Reps meetings.