

# Edson Photography Club, Executive Elections 2012

## Positions, Roles and Responsibilities

### Letter to the Members of the Edson Photography Club

The Executive is crucial to the success of the club, without a solid executive the EPC has no foundation or organization. As President of the clubs founding executive I am calling for elections and to create the second executive. It has been my privilege and honor to be the founding President and I am grateful for the work that has been done to date by the current executive. My thanks to Lori, Sherry and Lana for their support, skills and dedication in building a foundation for which this club can be proud.

My current vision for the club will has us to add to that foundation by completing a few key projects in the next year.

**First** will be the creation and adoption of Club Bylaws and Newsletter. Club Bylaws will be the key tool that will guide the club in the future the Newsletter will keep members informed about club happenings.

**Second** will be a Spring Workshop, we will be asking the membership their thoughts on what type of workshop we should focus on.

**Third** will be a Jasper Park Outing, I would like to organize a Meet Up with the Grand Prairie Camera Club

for a weekend as yearend event in May or June.

**Fourth** will be a 2013 Calendar Project. If there is enough interest, I would like to setup a special project committee to look into the feasibility of such a project. Please note if you would be interested in participating.

**Finally** a Fall Workshop, my inclination would be toward a Wildlife workshop as that time of year is the best for animal activity. Please let me know your thoughts.

As for the rest of the year, I would like to see more presentations such as the one we had in December and more member guided tips, talks and discussions.

We will inevitably have project requests come up throughout the year from outside organizations. There will hopefully be an executive position assigned to handle these special requests.

I invite the current executive to either carry on or pass on what we have started here with the EPC.

Again my thanks to the Executive and the membership for making this experience both fun and rewarding, I have learned a great deal and have been proud to serve as President of the Edson Photography Club.

Below are the Executive Nomination positions along with a Roles and Responsibilities guideline. If you are interested or think someone else may be, please add your name or their name to the list.

Executive positions come with certain obligations and are rewarded with executive perks. Executive perks include club paid regular yearly dues for the Executive member only. Executive members are entitled to 50% workshop discount on club organized workshops over \$50 and are required to pay no fee under \$50.\* Providing the breakeven point for any given workshop is reached, Executive members may be required to provide a partial deposit and complete an event registration.

### **President:**

As the Chief Executive Officer you will be responsible to lead regular club meetings, attend Executive meetings and be responsible for appointing and delegating club related tasks.

Evaluating- on-going analysis of club meetings and operation leads to continuous improvement in the club.

Monitoring- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.

Motivating- establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.

Succession- prepare next year's president for duties as your club's next chief officer. Try to encourage members to run

for positions. Be very observant of those you think can do well with certain posts for the next year.

The club President is a voting board member and should vote on all issues presented by the executive

### **Vice President:**

Preside over monthly club meetings in the absence of the president.

Gather material for and help edit a club newsletter. See that a monthly /quarterly club newsletter is produced.

Attend all club meetings.

Make sure that attendance is taken at every meeting.

Keep a personal record of each club member.

Assist the president in every way.

Watch over the committee system and assist committee chairs.

The club Vice President is a voting board member and should vote on all issues presented by the executive

## **Secretary:**

Responsible for Club records. This means that the secretary must be organized in his/her approach, and Club records must be kept up to date and in good order. The secretary's Club record file should include the following:

Keeper of Club Bylaws.

Minutes of all club meetings-regular and board meetings. Getting PDF or MS Word copies to the webmaster for upload to the website.

Committee reports, List of committee chairs and members.

Club roster having the following information for each member:

Members full name, home address, and e-mail address, telephone number, date of joining the club.

## **The Secretary's Role During Meetings**

During club and board meetings, the secretary should be prepared to document all club and board meeting activity by maintaining an attendance log and transcribing minutes. The writing of minutes is described below.

A form to document meeting and project attendance should be created. Record each time a member attends a club meeting or project. When a member participates in a service project, document on a service hour report the number of hours he/she participated.

The secretary also is responsible for assisting the club president in developing meeting agendas. The secretary, with the president, should identify topics that need to be addressed during each meeting.

The secretary should be prepared to present a secretary's report during board meetings, as well as present the monthly report for approval by the board. The club secretary is a voting board member and should vote on all issues presented by the executive.

## **Treasurer:**

The office of club treasurer is important because the Treasurer is in control of the club's money, its collection and disbursement.

The Treasurer be responsible for keeping accurate

books that will enable him/her to give a full financial report whenever requested. The Treasurer should do his/her best to see that everything is done properly so that there are no doubts about his/her integrity.

It should be noted that the treasurer's records always should be open to inspection by the club's officers.

## **Duties and Responsibilities**

Collect member dues. In coordination with the secretary. Prepare the budget for special projects such as workshops or presentations, present it to the executive for approval, and ensure that club activities adhere to the budget.

Maintain accurate financial records.

Inform the club of its financial strengths and weaknesses.

### **Treasurers Duties and Responsibilities cont.**

File appropriate forms with Revenue Canada if/when necessary.  
Disburse funds and pay bills promptly as approved by the executive.  
Reconcile bank statements.  
Collect dues from new members.  
Bill members for unpaid dues.  
Deposit club funds.  
Understand policies and responsibilities regarding Non-Profit organizations and clubs.

#### Communications Director:

This is a new position we will create this year. Primary duties will include club and event promotion thru local media. Coordinating advertising for club events. Organize media to be presented to the club webmaster for website updating. Develop and maintain a monthly or quarterly Newsletter. The Newsletter will be developed in cooperation with the webmaster. To assist the President, Secretary and Project chairs with timely communications to the rest of the club membership. The clubs Communications Director is a voting board member and should vote on all issues presented by the executive.

#### Outings and Event Coordinator

This is a very important position solely due to the nature of our club,

The OEC will be responsible for asking for and receiving feedback related to possible outings and events. Publicize the event by sending emails to the email list reminding all of the event, time, place, any special instructions, encourage registration, forward information to the webmaster and Communications Director.  
Coordinate directly with the person/person's responsible for granting access to locations.  
Provide liaison with event sponsor, presenter before, during and after the event.  
Report participation to the Secretary.  
The clubs OEC is a voting board member and should vote on all issues presented by the executive.

Nominations

Members please print below the names of your nominations for EPC Executive positions

President

Vice President

Secretary

Treasurer

Communications Director

Outings & Event Coordinator (OEC)