

## **PRESIDENT**

**(elected position)**

- Subject to the control of the Executive Committee
- Provides general supervision of the affairs of the Dartmouth Photo Society
- Shall act as chairperson for any meetings of the Dartmouth Photo Society
- Responsible to act as an official representative of the Dartmouth Photo Society:
  - speaking on behalf of the Society to the external community
  - speaking to the media or other organizations if necessary
  - speaking to facility rental officials (landlord)
  - point of contact for any phone inquiries that come in
- Responsible for reviewing communications between communities to ensure projects / agenda are on track for the purpose of responding to any inquiries that are made by the membership or general public.
- Responsible for recruiting to fill any vacancies within the executive or planning committees if necessary
- Liaison for the membership including:
  - listening to concerns / questions / ideas from the membership
  - acting as mediator to resolve issues that may arise
- Chair executive meetings
- Open and close General DPS meetings:
- Providing guidance for members of each committee
- Ensure committee objectives are being met
- Estimated time commitment is based on the number of information related inquiries received and any necessities to fill vacancies within the DPS Committee structure

## **VICE PRESIDENT**

**(elected position)**

- Responsible for such duties as designated by the President
- Shall assume the duties of the President in their absence
- Attend executive meetings
- liaison for the membership including:
  - Listening to concerns from the membership
  - gathering questions or ideas from the membership
  - acting as a mediator to resolve issues that may arise among members
  - also point of contact for any phone inquiries that come in
- Time commitment is based on requests brought forward by the president

## TREASURER

(elected position)

- Prepares any financial reports to present to the membership
- Manages the financial books of the Dartmouth Photo Society
- Attendance at Executive Committee Meetings
- Providing guidance for members regarding financial advice
- Pay all Society expenses with club cheques
- Maintain Society account with the Bank of Montreal, Cole Harbour
- Collect Membership dues
- Collect and deposit all monies related to Society donations, funds from Society activities, 50/50 draws, Karen's Recycling, etc.
- Pay all Society expenses:
  - Hall Rental fees (\$24.00 per meeting)
  - Honorariums (as required)
  - Registry of Joint Stock fees (yearly)
  - Any other costs that arise
- Keep a record of all monies received and spent by Society
- Report Society financial situation during Annual General Meeting and when required by Executive
- Due to the financial nature of this position, a criminal record check may be required to be completed and submitted to the executive committee.

## **SECRETARY**

**(elected position)**

- Attends and records the minutes for the executive meetings
- Manages the communications team
- Responsible for any external correspondence between the Dartmouth Photo Society and external entities
- Attendance at Executive Committee meetings
- Providing guidance for the members of the executive
- Keep all documents, correspondence, records, minutes, and information created or received by the Society in an orderly fashion
- Record minutes at executive meetings and other meetings as required
- Prepare any thank you, sympathy, or other notes as required
- Organize correspondence with other organizations as required
- Help with distribution of Society advertising materials throughout community

## PROGRAM COORDINATOR

(not elected position)

- Plans and directs the yearly program and topic material delivered to membership as decided upon by the club executive and committee members
- Plans and schedules the breakdown of topic material for the general meetings
- Source guest speakers and chosen club members to present specific topics to the membership during general DPS meetings.
- Chair Planning Committee meetings
- Oversee Planning Committee Activities

### ***Key Responsibilities***

- Attendance at executive meetings
- Organizing the planning committee and holding planning meetings (Approx. 4 sessions per year)
- Providing guidance for members of the Planning Team
- Scouting, contacting, scheduling guest speakers
- Introduce guest speakers at the general meetings and provide them with a Thank You card
- Coordinates with committee members to ensure that; contest categories, field trips, club show cases and photo analysis events, are scheduled appropriately and are aligned with the general program for the year
- Distribute the program to the communications coordinator for further distribution on the website
- Brainstorming ideas for content and finding willing people to present at club meetings
- Developing the meeting agenda for each general DPS meeting
- Acting as liaison with the following committee members: Contest coordinator, Field Trip Coordinator & Theme Slideshow coordinator to ensure topics are as aligned as possible with the overall plan for the year.

### ***Estimated Time Commitment***

- Weekly: following up with guest speakers and presenters to make sure everyone's ready for the next general meeting - 30min
- Organizing planning committee meetings: This requires approximately one hour prep, 3-4 hours meeting time, plus one additional hour to summarize and send around minutes.
- Scouting guest speakers: sporadic time commitment. Includes cold calling / emailing following up and arranging the agenda.
- Organizing content from members: during and after meetings be prepared to collect suggestions and attempt to work with any input and ideas provided.
- The Planning stages for this role start directly after the Season finishes in June for the next season (In Sept.)
- This position is best described as a large time commitment broken into in 3-4 waves, the overall demand lessens once content is fully scheduled for the season.

## **COORDINATOR MEMBER DEVELOPMENT**

**(not elected position)**

- Develop programs for member learning and development

(position will be modified when information determined)

## **IT COORDINATOR**

**(not elected position)**

- Maintains and set up of equipment for meeting nights and operation of same
- Prepare and send any email communications with information to the membership
- Update the Dartmouth Photo Society website with new information and events, meetings, field trips, etc.
- Attendance at Dartmouth Photo Society Executive meetings
- Time commitment is as required to post emails, and information related to club activities, approximate 2 hours.

## **FIELD TRIP COORDINATOR**

**(not elected position)**

- Works with the Program Coordinator to ensure Field Trips align with the goals of the yearly program
- Provide all information to the Program Coordinator for inclusion in the program
- Arrange and organize various field trips, find guides, appropriate leaders or resources
- Attend planning and executive meetings
- Arrange details for field trips, locations, maps, etc.
- Delegate leadership/guides as necessary
- Coordinate details with members
- Prepare presentations for the Society after the field trips, including slide shows
- Contact members to get new field trip ideas
- Contact field trip venues as required (instances of private property)
- Might be helpful to like public speaking
- Be familiar with media communications, such as Facebook, Twitter, etc.
- Time commitment would be based on booking and planning field trips, venues, and preparation time for presentations and slideshows to be presented at meetings



## **CANTEEN COORDINATOR**

**(Not elected position)**

- Setup and operation of the canteen during Dartmouth Photo Society meetings
- Setup and put away canteen supplies
- Maintains cash box with a float of \$30.00
- Time commitment is twice a month for about .5 hours
- Assistants duties are to assist the Canteen Coordinator as required.

## **MONTHLY THEME SLIDESHOW COORDINATOR**

**(not elected position)**

- Works with meeting chair or program coordinator to ensure showcase topics align with the goals of the yearly program
- Creates a monthly themed slideshow for presentation during the second meeting of each month
- Determines the monthly theme showcases
- Collect member submissions for the monthly showcase
- Assemble the monthly showcase comprised of member submissions for the given theme
- Time commitment is the time it takes to prepare the theme slideshow to be presented