

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

THE PRESIDENT

The President shall act as a leader and Board Chair to the Board of Directors in the planning and administration of each annual program of the Club. The aims of such administration are constructive collaboration in the management of Club business, harmonious fellowship among Club members, and enhancement of Club members' photographic skills and experience. The President is a non-voting member of the Board, but will be the deciding vote to break a tie vote at any and all votes.

The President will therefore strive to achieve the following:

- ensure that all activities of the Club are properly planned and conducted.
- Ascertain that all activities of individual members and the Club as a whole occur in conformity with the Constitution and as determined by the Board, as well as by the principles of honesty, unselfishness, sportsmanship, and sound business.
- Lead all Regular Meetings of the Club, or delegate this duty to the Vice-President, Past President or other suitable Director.
- Announce, plan and chair all meetings of the Board of Directors.
- Prepare the Agenda for the Secretary to mail to all Board members prior to each Board meeting and allow additional business to be added at the meeting, if required.
- In accordance with the Constitution [Section 6-D], break any tie resulting from any Board vote.
- Ensure that Board of Directors undertake their duties in an appropriate and thorough manner.
- In accordance with the Constitution [Section 3-B], assist the Past President in compiling the slate of nominees for the proposed Board of Directors for the next year.
- In accordance with the Constitution [Section 3-B], advise the membership two (2) weeks prior to the General Business Meeting in April, presenting a proposed slate of Directors with their positions, also stating that nominations from the floor, with acceptance confirmed by nominee, will be accepted.
- Represent the Club to other organizations at times of cooperative projects involving the Club.
- Act as a cheque-signing officer for the Club's bank account(s).
- Review expense claims submitted by Board members and approve for reimbursement any claims deemed to be valid.
- Act as an ex-officio member of all committees.

THE ETOBICOKE CAMERA CLUB JOB DESCRIPTION FOR

THE VICE-PRESIDENT

The Vice-President is a key collaborator and the understudy to the President in preparation for assuming the office of President. The Vice-President is a voting member of the Board of Directors.

In the absence of, or at the request of the President, the Vice-President will fulfill the President's role as follows:

- Chair regular and other club meetings.
- Chair Board of Director meetings.
- In accordance with the Constitution [Section 3-B], assist the Past President in compiling the slate of nominees for the proposed Board of Directors for the next year.
- Represent the President as an ex-officio member at any committee meetings of the Club.
- Accept and discharge assignments from the President regarding projects of the Club and relationships with affiliated organizations.
- In accordance with the Constitution [Section 8], annually update the Honour Roll and send an electronic copy of same to the Secretary for inclusion in the Club's historical archive.

THE ETOBICOKE CAMERA CLUB JOB DESCRIPTION FOR

THE PAST PRESIDENT

The Past President acts as a facilitator and supporter of the new President and Vice-President to ensure continuity of Club activities and consistency in its management. The Past President is a voting member of the Board of Directors.

The Past President will:

- Attend all meetings of the Board.
- At the request of the President, chair Board Meetings in the absence of the President.
- At the request of the President, act on the President's behalf at Regular Meetings of the Club or take a leading position in a Club project.
- In accordance with the Constitution [Section 3-B], chair the Nominating Committee to compile a slate of nominees for the proposed Board of Directors for the next year.
- Act as a cheque-signing officer for the Club's bank account(s).

THE ETOBICOKE CAMERA CLUB JOB DESCRIPTION FOR

THE SECRETARY

The Secretary provides administrative support to the President and Board of Directors. The Secretary is a voting member of the Board of Directors and attends all Board meetings.

The Secretary will:

- In consultation with the President and Treasurer, reserve an appropriate locale for each Board meeting.
- Record the Minutes of each Board meeting, noting all Board members in attendance as well as any committee members or guests who may attend, and issue formal copy of such minutes by email to Board members in a timely manner; such Minutes will include the date, time and location of the next Board meeting.
- Prior to each upcoming Board Meeting, email copy of the Agenda, as prepared by the President, and inform each Board member of that meeting's date, time and location, and request confirmation of planned attendance.
- As directed by the President, draft and issue correspondence relating to activities and functions of the Club.
- In accordance with the Constitution [Section 8], act as the Historical Resource person.
- Act as a cheque-signing officer for the Club's bank account(s).

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

THE TREASURER

The Treasurer assumes the care of the monetary assets of the Club and manages the financial affairs of the Club in accordance with Section 10 of the Constitution and as directed by the Board. The Treasurer is a voting member of the Board of Directors and attends all Board meetings.

The Treasurer will:

- Maintain the Club's bank account(s) to ensure safe storage and appropriate disbursements of the Club's funds in accordance with directives from the Board, creating separate bank accounts for special projects and events of the Club if so directed by the Board. The bank must be suitably located in the area of the Club's operation.
- Arrange with the bank for the appropriate Signing Officers of the Club's account(s), designated as any two (2) of: the Treasurer, the President, the Past President and the Secretary. Consequently the Treasurer will act as one of these Signing Officers.
- Receive and archive all bank correspondence, including the monthly Account Statement.
- Receive any amounts paid to the Club, issue a receipt, and deposit the monies into the appropriate Club bank account in a timely manner.
- Collaborate with the Membership Chair to register members upon receipt of annual membership fees, this fee structure established annually by the Board, and to provide each registered member with a membership card signed by the President and Treasurer.
- Issue cheques to reimburse Board, Committee or Club members for expenses incurred on behalf of the Club, upon presentation of receipts, provided that the amount is within the annual maximum established by the Board for routine budgeted expenses or has received prior approval from the Board.
- Maintain the Club's receipts and disbursements journals, and prepare a monthly Bank Reconciliation in accordance with an accounting system deemed suitable by the Board and the Club's Auditor.
- Prepare an annual Budget for review and approval by the Board at a meeting held before the first Regular Meeting of each season and a Year-End Financial Statement at the end of each season.
- Prepare periodic Interim Financial Reports for review and approval by the Board at each of its regular Board Meetings and at other times, as directed by the Board, permit an appointed Board member to inspect the Club's financial records.
- Arrange to have the year's financial records audited by the Club's Auditor and provide the Auditor with all relevant documentation and information upon request. The resulting Audited Financial Statement, signed by the Treasurer and Auditor, is to be presented to the Board for review and approval at the first meeting following the end of the Club's financial year on June 30th.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

MEMBERSHIP

The Membership Chair is responsible for all matters relating to membership, ensuring that members are made to feel welcome and informed about Club activities and fellowship. The Membership Chair is a voting member of the Board of Directors and attends all Board meetings.

MEMBERSHIP ENQUIRIES AND WELCOME

- Answer telephone, email or verbal enquiries from the public or visiting guests concerning membership in the Club, providing a copy of any relevant information about Club activities.
- Attend all regular Club meetings to greet members and guests upon arrival, ensuring that guests sign in and pay a guest fee at applicable meetings. If unable to attend any meeting, inform the President and ensure that a substitute is found to handle membership responsibilities at that meeting.
- Introduce guests/new members at the start of each meeting and try to seat them with a senior member who can answer any questions and make them feel at ease.
- Collaborate with other Board members to ensure that new members are informed about Club administrative and competition requirements. This may include participating in a formal New Members event or mentoring program, or informally guiding and referring new members to more experienced members for assistance.

MEMBERSHIP RECORDS AND IDENTIFICATION

- Collaborate with the Treasurer, in accordance with the fee structure set by the Board, to ensure that members register, complete a membership application and waiver form, and pay the appropriate fee in a timely manner.
- Inform the Webmaster about new members to facilitate their entry on the Club's Members Only site.
- Enter member contact information on the Members Only site and ensure that information is kept up to date in the Club's Google Mail account so that they may receive emails from Board members authorized to use that account. All such Board members should treat this information as confidential.
- Maintain a digital/paper list of paid members with their email/ mailing addresses and telephone numbers. A copy of the list should be provided to the President, Secretary and Outings Chair.
- Near the beginning of a new season, update members' name tags, including proper titles for Board of Directors members. Ensure that name tags are suitably arranged on a table at the entrance so that members will wear them during meetings and return them as they leave.
- Regularly inform the Viewfinder editor of the total number of members, the names of new members and significant news about any member so that it may be published in the newsletter as deemed appropriate.

OTHER MEMBERSHIP DUTIES

- Keep members informed about other members as appropriate, and arrange for cards relevant to the condition of the members (ie. congratulations, get well, sympathy, etc.).
- Keep a supply of Programs and any other relevant information/handouts on a table at the entrance.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

PROGRAMS

The Programs Chair, assisted by a Committee of one or more members, is responsible for creating the Program for the season by organizing a variety of presentations and seminars for the purpose of informing and entertaining Club members. The Programs Chair is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

PROGRAM DEVELOPMENT DUTIES

- Begin Program development early in the New Year for the following season, with a tentative outline to be presented to the Board at its May meeting and a final version to be presented for approval at the August Board meeting.
- Coordinate with the Board of Directors to establish the budget for the year's presenters and seek approval for any unusual programming events or amounts.
- Coordinate with Image Evaluation Director to ensure that the year's program of seminars and presentations is scheduled appropriately around dates for competitions, critiques and salons.
- Coordinate with Outings Director to obtain and include dates and locations for outings in the Program.
- Coordinate the design and printing of the Program.
- Coordinate with Publicity Director to ensure distribution of printed copies of the Program 1-2 weeks prior to the start of the Club season.
- Send Webmaster and Viewfinder Editor a finalized copy of the Program for posting and publication purposes.

PRESENTER-RELATED DUTIES

- Secure speakers for each presentation and seminar. Speakers may be found in the GTCCC Presenter List (updated and provided to the GTCCC Rep each spring), or by word-of-mouth recommendation from Board and general membership, or by personal experience at other photographic venues. These speakers will be a combination of external presenters and experienced members from within the Club.
- Confirm with presenter in writing/by email, to include the meeting date/time, presentation/ seminar topic and length, equipment requirements, presenter's fee, and directions to the venue if needed.
- Contact presenters by email/telephone one week prior to the meeting to remind and re-confirm details.
- Notify Equipment Director at least 2 days prior to presentation/seminar of required equipment and any other presenter requests (ie. early setup time, assistance in operating equipment).
- Coordinate with Treasurer to obtain a cheque for the presenter's fee/honorarium.
- Prepare a thank-you card to accompany presenter's cheque.
- Introduce presenter to the audience at the start of the presentation/seminar, and thank presenter on the membership's behalf at the conclusion of the meeting.
- Follow-up email or telephone call to thank presenter.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

IMAGE EVALUATION

The Image Evaluation Chair, assisted by a Committee of three or more members, is responsible for administering the Club's competitions and related activities. The Image Evaluation Chair is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

The Image Evaluation Chair performs the following specific duties:

- Works with the Programs Committee to coordinate competitions and related activities into each season's programming schedule, and with the Social Committee to coordinate the Image-of-the-Year Salon and year-end awards at the annual banquet.
- Establishes a Category Committee to review submitted images to ensure that they are within the relevant category (Nature, Architecture, People, Creative) and disqualify entries that do not meet the requirements as specified in the Rules of Competition. This decision-making process is intended to remove the need for judges to make decisions regarding an image's suitability.
- Regularly reviews the image evaluation process and Rules of Competition and recommends potential changes to the Board of Directors.
- Annually reviews the scores of Intermediate and Advanced members to determine who will move up to the next division, based on criteria outlined in the Rules of Competition.

Responsibilities of the Image Evaluation Committee, under the direction of the Image Evaluation Chair, fall into four main categories, outlined in detail below:

- 1) Judging
- 2) Digital
- 3) Administration
- 4) Awards

1) **JUDGING DUTIES**

Rules of Competition

- Maintain/update the Rules of Competition and entry forms on an annual basis to be available to the membership at the beginning of the season.
- Announce upcoming judging events at all appropriate meetings, reminding membership of entry deadlines and any required attention to the rules of competition for the appropriate category.

Judging – Regular, Special and End of Year Competitions and Print Evaluation

- Secure three judges to attend each judging event using the list of judges published by the Greater Toronto Council of Camera Clubs (GTCCC).
- Confirm by email with each judge details regarding the time, date, and place, the topic of the judging, and guidelines or rules of competition for that topic and any other pertinent information.
- Review rules of competition, the system of scoring, comments on images and the process of selection of ribbons/awards with the judges prior to the start of the evening.
- Introduce the judges to the membership at the judging evening.
- Facilitate the judging process ensuring that comments are provided when required, the appropriate number of ribbons/awards are made and that the event ends at the appointed time.

- With the assistance of the President, present the ribbons to the winning members on the appropriate club meeting nights, and present Image-of-the-Year ribbons, Award of Merit certificates and trophies at the annual banquet.

Critique Events

- Secure two internal members who are knowledgeable about the rules of competition to act as critiquers for each meeting scheduled for comments on images submitted by members for that purpose.
- Facilitate the critiquing process ensuring that appropriate comments are provided and the event ends at the appointed time.

Print Judging

- Receive and organize submitted prints on the appointed evening for judging by division; ensure prints meet criteria as specified in the Rules of Competition.
- Solicit volunteers to assist in displaying the prints in light box.
- Facilitate the judging process ensuring that comments are provided when required and that the event ends at the appointed time.

2) DIGITAL DUTIES

Prior to Judging Evening – Regular and Image-of-the-Year Competitions

- Collect all submitted digital entries for each competition via web site/email submission or CD ROM, enforcing submission dates and procedures.
- Provide confirmation of entry receipt.
- Review submissions and solicit missing information (entry forms, etc.).
- Add entries to judging sheet, sort and assign entry position.
- Prepare a contact sheet of entries and circulate among the Category Committee and remove any rejected entries for each competition (not applicable to the two photographers choice competitions).
- Prepare entries for judging via a manually controlled slideshow.
- Assemble all entry data for submission (entry forms, contact sheet of entries, etc.) to judging personnel.

Judging Evening

- Submit all entry data to Judging personnel (entry forms, contact sheets, etc.).
- Coordinate with equipment personnel to ensure projector and laptop are properly set up and functioning.
- Run slide show for judging.
- Assemble potential winning entries for further evaluation by judges to determine gold, silver and honourable mention awards.

Presentation of Winning Entries for Regular and Image-of-the-Year

- Prepare a Winners Salon of the winning entries for each competition indicating the winners of honourable mention, silver, gold and gold of the month (data to be provided by Administration personnel).
- Submit all entries to the Website Director for inclusion on the Club's website.
- Maintain an archive of submitted entries for future use and for CAPA competition entry.

3) ADMINISTRATION DUTIES

Prior to Judging Nights – Regular and Image-of-the-Year

- In conjunction with the Digital personnel, maintain Excel spreadsheets on each division for each regular and year end judging event. These spreadsheets record the member's code number, member's name, title of submitted entries in order of sequence (A, B or C) indicated by the maker. Once all entries are recorded, the entries will be sorted so that all "A" entries are listed first, "B" entries next etc. A position number is then assigned to each entry.

Judging Event – Regular and Image-of-the-Year

- Record judges' comments, ensure that the images are shown in accordance with the assigned position number, and manually record the total points to serve as a double check of scores if required.
- Run the digital scoring system, call out the three judges' score and total points of each image.
- Copy the total scores tabulated by the digital scoring system in its specific Excel spreadsheet and paste to the relevant column in the completed ECC spreadsheet for each division. Sort entries by total point scores to assist Judging personnel in the selection of the entries that require further decision from the judges as to awards/ribbons.
- Provide the position number to the Digital personnel of the required entries to be shown to the judges.
- Record the ribbon winners on the spreadsheet once selected. Confirmation if required can be made to the manual records.

After Judging Events

- Provide the following information on the winning entries to the Viewfinder and Website Directors, and to Digital and Awards personnel:
 - Names of the judges,
 - Ribbon winners by name and title of image (Gold, Silver, HM, Gold of the Month),
 - The total number of accepted entries and total number of entries,
 - The average score by division.
- Re-sort the spreadsheet by Code Number so that the final worksheet can tabulate the total aggregate scores and award points.
- Record the Image-of-the-Year winners on the appropriate worksheet (Award of Merit and/or Trophy winner).
- Indicate the type of ribbon won for the relevant image and the total award points scored on each member's paper copy of the entry form.
- Bring the completed entry forms on the evening when the winning entries are presented for distribution to the participating members.

Year End Awards

- Recall all trophies at the close of the season. Upon determining the winners of the various awards in each division, arrange for name plates to be engraved for the winners and apply to the trophies.
 - The McDonald trophy is awarded to the member with the highest award points in the Intermediate Division; President's Trophy is awarded to the highest award points awarded in the Advanced Division, and the Ian Billington Trophy to the Superset with the highest award points.
 - The Bob Campbell Award goes to the maker (any division) who is awarded the highest individual score (out of a possible 30 points) for a nature image. The winner of the Bob Campbell Award may not necessarily be the winner of the gold or gold of the month in the Nature Salon.
 - The 3M Award Trophy goes to the maker who has won the Image of the Year.
 - The Carling O'Keefe Award Trophy, formerly awarded to the maker of the top Canadian Scenic Image, is currently "on hold", but may be reinstated at some future time.

- Provide the names of the winners of the Award of Merit and Ted Maginn certificates and the Image-of-the-Year ribbon winners to the Awards personnel.
 - The Award of Merit certificates are awarded for each category to the competitor or competitors if there are ties (any division) with the highest scoring points. These awards are based on total scoring points (versus award points) for the image entry.
 - The Ted Maginn Award is a certificate awarded to the competitor (any division) having the highest total aggregate points for all the regular competitions held during the season.
- Provide a list of ribbon winners along with titles of applicable images, certificate, and trophy winners, and names of members who are moved up to Advanced/Superset to the Viewfinder Director for publication.

4) AWARDS DUTIES

- Prepare the ribbons for winners of the regular, special, print and Image-of-the-Year competitions for presentation at the applicable appointed evenings.
- Prepare the Certificate of Merit and the Ted Maginn Award certificates for presentation at the annual banquet.
- Prepare any special awards or certificates of Appreciation or Service as required by the Board of Directors.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

OUTINGS

The Outings Chair, assisted by a Committee of one or more members, is responsible for planning, organizing and leading the Club's outings, typically 4-6 per season. The Outings Chair is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

PLANNING (to be started during June-July each year):

- Establish a schedule of outing dates and locations for the coming season.
- Forward a list of dates and locations to the Programs Chair for inclusion in the club's printed Program for the coming season (typically by mid-August).
- Communicate with the appropriate people at any venue that may require advance knowledge of a visit (ie. galleries, museums, restaurants, hotels) to ensure that they can accommodate the anticipated group size on the desired date, and make bookings when applicable.

COMMUNICATION WITH MEMBERS (to be done 3-4 weeks prior to each outing):

- Prepare an information sheet about each outing that includes:
 - Date and meeting time, and alternate date/time if rescheduling becomes necessary,
 - Location and directions to get there,
 - Facilities for meals and toilets,
 - Cost of participation (ie. admission fee, parking, meals, accommodations, etc.),
 - Points of interest, purpose or focus of the outing,
 - Relevant websites that may offer supplementary information.
- Forward the information sheet to the Website and Viewfinder Directors for inclusion in the ECC's website and newsletter.
- Announce upcoming outings during regular ECC meetings at least 3 times prior to the outing.
- Inform members that an annual Liability Waiver Form (included with the annual Membership form) must be completed and submitted prior to participation in any outing.
- When appropriate, prepare a signup list for attendance or car-pooling.

FOLLOW-UP (to be done within a week of each outing):

- Prepare a short outings report and forward to the Viewfinder Director for inclusion in the newsletter.
- Provide or solicit photographs (in small JPEG format) from participants and submit to the Website and Viewfinder Directors for inclusion in the ECC's website and newsletter.
- Make note of participants' comments, complaints or suggestions and attempt to incorporate any appropriate changes into future outing plans.

OTHER (as applicable)

- In the event that an outing must be cancelled/rescheduled, send an email via the ECC's Google Mail to inform the membership, and attempt to contact by telephone any member who has expressed an interest in attending the outing but does not have internet access.
- In the event that the Outings Director is unavailable to attend the outing, the responsibilities may be delegated to an alternate member.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

THE VIEWFINDER EDITOR

The Viewfinder Editor, assisted by a Committee of one or more members and volunteer contributors, is responsible for preparing and distributing the Etobicoke Camera Club's newsletter (called the *Viewfinder*). The Viewfinder Editor is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

COLLECT INFORMATION & REPORTS

- Obtain competition results from Image Evaluation Committee following each competition (typically in Excel spreadsheet format which can easily be copied into the *Viewfinder* layout).
- Request from each presenter following a Seminar, Presentation and Members Show:
 - A bio and head-and-shoulders photograph (typically in Word and JPEG format).
 - Some information about the Seminar/Presentation/Members Show and 4-8 photos that best represent the content of the presentation (typically in Word and JPEG format).
 - Any PDF or Powerpoint documents that the presenter would allow being posted in the Members Only section of the ECC website (to be passed along to the Webmaster).
- Send a standard survey to all members following each Seminar/Presentation/Members Show, soliciting feedback and comments about the presentation (current survey tool is SurveyMonkey at a cost of \$200 per year).
- Request a report from the Outings Committee following each outing, and solicit comments and images from members who attended.
- Obtain GTCCC and CAPA competition results and other news from the respective Club Reps.
- Request a President's Report from current/incoming/outgoing Presidents (whichever is appropriate) at the beginning/end of each Club season for inclusion in the May/August editions.
- Request a summary of any changes to the Rules of Competition from the Image Evaluation Chair.
- Solicit and receive any other reports, articles, photographic tips/websites and images from members who wish to contribute them.

NEWSLETTER WRITING & LAYOUT

- Using a standard template (Word or other publication software) and numbering system (ie. Vol #, No #, Month-Year), copy/paste information collected above into the appropriate sections.
- When necessary, write text or edit/rewrite contributed text in a literate manner.
- Insert images in appropriate locations and prepare page(s) of collages for Outings and other special events (ie. Christmas Potluck, Year-End Banquet).
- Proof-read to ensure accuracy, correct spelling/punctuation/grammar and consistent formatting.
- Convert the document to a readily-transmittable/readable format (currently PDF).

DISTRIBUTION

- Using the Club's Google Mail account, send the *Viewfinder* to current members via email.
- Forward a copy to the Webmaster for inclusion on the Club's website.
- When appropriate, forward a copy to external presenters whose Presentations/Seminars are reported on in that edition.
- Print copies to hand out or mail to members who are not on email.
- The *Viewfinder* should be prepared and distributed approximately 8 times per season on the following schedule: mid-August prior to season's start (sent to last year's membership), following each regular competition (Oct, Nov, Dec, Jan, Feb, Mar), and mid-May (to include Image-of-the-Year competition results, Year-End Banquet images and report from President).

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

THE WEBMASTER

The Webmaster is responsible for maintaining the Etobicoke Camera Club's website to ensure that information it contains is useful and up to date, and that information for the Members Only Section of the site is secure and accessible to current members. The Webmaster is a voting member of the Board of Directors and attends all Board meetings.

SOFTWARE

- The Webmaster should be knowledgeable and comfortable with a variety of web-related and other software, and keep current with software developments that may help in the design and maintenance of the site.
- Software/file formats currently used: Microsoft Expression Web 2 (website management), Lightroom (gallery creation), Word/Excel (for document submission for easy copy/paste into webpages), PDF (for documents/forms/*Viewfinder* intended for download/printing), Powerpoint/PDF (for presenters' documents), JPEG (for photographic images).

MAIN WEBSITE

- Manage any necessary interaction with the Club's ISP (currently MyHosting.com); this includes passing on invoices to the Treasurer for payment.
- At the beginning of each season (and as requested by the Board or new information becomes available), review and update various webpages to reflect current information about meetings (location/time), membership (fees/application form), Board of Directors (names/contact phone numbers), Rules of Competition and submission forms, member/supporter website links.
- At the beginning of each season, post links to the current Program (ie. PDF format) and revise the Program calendar on the Homepage; throughout the season post revisions as necessary.
- Following each regular competition, create and post a gallery of winning images for the main website Gallery Page (obtain images from Image Evaluation Committee).

MEMBERS ONLY SECTION

- At the beginning of each season, and as needed when new members join during the season, send an email outlining the process for accessing the Members Only Section of the website, including current username/password information (current passwords are managed via MyHosting.com).
- Following each regular competition, create and post a gallery of images submitted, organized by division and maker name.
- As time permits, create and post a gallery of images submitted for Image Critiques, with before-and-after versions showing suggested edits if possible (obtain images from Image Evaluation Committee).
- Prior to each Outing, post information (typically PDF format) from the Outings Committee.
- Post items from members and external presenters that are appropriate for Club members but not for general public viewing. This includes images from Outings and special events, documents submitted by presenters that are intended for internal distribution only.

CLUB EMAIL

- Regularly check all email sent to info@etobicokecameraclub.org and answer or forward as appropriate. Typically the webmaster arranges to have emails to the above address automatically forwarded to his/her personal email in order to ensure timely responses to emails.
- All inquiries about joining the club should be answered with a copy of the current Program attached.
- Notices of photo competitions/items for sale and other emails should be thoroughly screened and passed on to the membership via the Club's Google Mail account *only* if deemed appropriate.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

EQUIPMENT

The Equipment Chair, assisted by a Committee of two or more members, is responsible for operating and maintaining the equipment necessary to run the programs, competitions and other activities at each Club meeting and at the Image-of-the-Year Salon at the year-end banquet. The Equipment Chair is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

WEEKLY EQUIPMENT SETUP

- Coordinate with the Programs Committee to ensure that the necessary equipment is available for each meeting.
- Coordinate with the Programs Committee, and with the presenter if necessary, to ensure that the presenter's requests (ie. special equipment, early setup, assistance with operation) are accommodated whenever possible, and that equipment/software compatibility issues are resolved (experience with recent versions of Windows and Macintosh operating systems is advisable).
- Arrive at the meeting venue early to allow adequate time to set up equipment and test its operation prior to the meeting start.
- Typical equipment setup includes: laptop/notebook, digital projector, sound system (speakers, microphone, sound control), power supply and connecting cables.
- At judging events, in addition to regular equipment, set up judging laptop and scorepads (with cables firmly secured to prevent accidental disconnection) and test scorepads with judging system software to ensure that scores are correctly recorded.
- Operate or assist with equipment during the program/competition to ensure smooth technical operation and suitable sound system volume control.
- At the end of each meeting, dis-assemble all equipment and store in a secure location (locked cabinet at meeting venue or at an Equipment Committee member's home).

YEAR-END BANQUET EQUIPMENT SETUP

- Coordinate with the President, Image Evaluation and Social/Fellowship Chairs to determine equipment requirements for the Image-of-the-Year Salon and any other presentations at the year-end banquet (ie. sound system, laptop, projector).
- Arrive early to allow adequate time to set up and test equipment prior to the event start, and operate the sound system and projection equipment as required during the evening.

EQUIPMENT PURCHASE AND MAINTENANCE

- Regularly inspect equipment to determine condition and replace minor parts (ie. batteries, cables) as needed.
- Recommend repair, replacement or upgrading of equipment and related software (together with a price/cost estimate) for consideration and approval by the Board of Directors.
- Arrange the purchase of any equipment approved by the Board and submit receipts to the President/Treasurer for reimbursement.
- Maintain a record of equipment purchased, together with the operating manual and copy of receipt for valuation purposes.
- Clean equipment (ie. laptop screens/keyboards, projector lens) as needed.
- Ensure that equipment and connecting/power cables are arranged neatly and securely in the storage area after each use.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

PUBLICITY

The Publicity Chair, assisted by a Committee of one or more members, is responsible for liaising between the Etobicoke Camera Club and the Etobicoke community, using printed materials and local media to advise citizens of the existence of the ECC and activities and opportunities available to its members. The Publicity Chair is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

DUTIES

- Maintain and update a list of local media (newspapers, magazines, radio/television stations, noting submission deadlines), arts and crafts associations (ie. Etobicoke Arts, Neilson Centre for Creative Arts), libraries and other public venues, together with pertinent addresses and telephone/email addresses of contact people at these locations.
- Coordinate with the Programs Chair to obtain copies of the Program prior to the start of each season in early September.
- Coordinate the distribution of the Program and any other printed publicity materials to suitable community locations for display/posting prior to the start of each season, and ensure that supplies of these materials are topped up regularly as needed throughout the season.
- Notify local media of any Club meetings or events that may be of particular interest to the public, including information about the meeting date/time, location, presentation/seminar topic and guest fees if applicable.
- Coordinate with the Board and Committee Chairs in planning publicity for all special programs of the Club as they occur.

THE ETOBICOKE CAMERA CLUB

JOB DESCRIPTION FOR

SOCIAL/FELLOWSHIP

The Social/Fellowship Chair, assisted by a Committee of two or more members and other volunteers, is responsible for fostering an atmosphere of fellowship among Club members, providing refreshments at weekly meetings, and organizing Christmas Potluck and Year-End Banquets where members may socialize in a comfortable atmosphere. The Social/Fellowship Chair is a voting member of the Board of Directors and attends all Board meetings or assigns a Committee member to act on his/her behalf at these meetings.

WEEKLY REFRESHMENTS

- Provide coffee/tea and cookies or similar snacks to members during the break at each weekly meeting. This requires early arrival at the meeting venue to brew coffee/tea and set out cups, utensils, milk/cream/sugar and cookies on an appropriate table, and involves cleanup of the venue and equipment/utensils following the break.
- Collect a fee from members/guests for each cup of coffee/tea taken, this fee to be established each year by the Board.
- Purchase adequate supplies of refreshments on a regular basis, to be stored in a suitable location at the meeting venue or at a Committee member's house between meetings.
- Manage the fees collected and use them to pay for necessary supplies, then transfer the *net* proceeds, together with receipts, to the Treasurer each week for deposit into the Club's bank account.
- Ensure that guest speakers and judges are supplied with coffee/tea or water free of charge.

ANNUAL CHRISTMAS POTLUCK

- Collaborate with the President, Programs and Image Evaluation Chairs and other Board members to establish the agenda for the evening (ie. special competition or other activity).
- Announce the event at meetings and by email 2-3 weeks beforehand, informing members that they may invite family/friends, and providing a food signup sheet to solicit contributions of simple finger-food, cheese/crackers, cookies/sweets.
- Purchase an adequate supply of tea/coffee, soft drinks/juice, and plates/cups/glasses/serviettes/ plastic cutlery for the event (to be reimbursed by the Treasurer upon presentation of receipts).
- Contact the meeting venue 2-3 weeks beforehand to ensure that it will be available for setup of tables and decorations during the afternoon of the event, and assist other Social/Fellowship Committee members and volunteers with that setup.

ANNUAL YEAR-END BANQUET

- Collaborate with the President, Treasurer, Image Evaluation Chair and other Board members to set the banquet date and venue, approve the ticket price and draws/prizes, and establish the agenda for the event (ie. speeches, Image-of-the-Year Salon, year-end awards, prize draws).
- Reserve banquet facility (Coordinate payment of deposit with Treasurer), arrange menu/food service, and establish any other requirements with the facility (ie. parking, equipment, seating plan, lighting). Follow-up to confirm arrangements and finalize menu two weeks prior, and again to confirm expected attendance 1-2 days prior to the event.
- Arrange for printing of tickets and sale to members, with proceeds to be deposited by the Treasurer.
- Announce the banquet and promote ticket sales to members and their family/friends at weekly meetings 4-6 weeks prior to event.
- Arrange for design and printing of the banquet agenda and distribute to all members at the event.
- In collaboration with the President, Image Evaluation Chair and other Board members, assist with setup of the banquet venue during the afternoon and supervise activities during the event itself to ensure the agenda is followed in a timely manner.

OTHER DUTIES

- Organize regular 50/50 draws, to be held on Salon/Critique/Member Show nights. Sell tickets before the meeting and during the coffee break, count the proceeds and divide in half, arrange for an appropriate Club member to draw the winning ticket. Give half the money collected to the winning member and half to the Treasurer for deposit into the Club's bank account.
- Organize a special 33/33/33 draw to be held at the Christmas Potluck, with 1/3 of the proceeds going to the winning ticket, 1/3 going to the Treasurer for deposit into the Club's account, and 1/3 going to a charity designated by the Board at its November meeting.

THE ETOBICOKE CAMERA CLUB JOB DESCRIPTION FOR

THE GTCCC REPRESENTATIVE

The Greater Toronto Council of Camera clubs (GTCCC) Rep acts as a liaison between the Etobicoke Camera Club and the GTCCC, of which the Club is a member. The GTCCC Rep is a voting member of the Board of Directors and attends all Board meetings.

GTCCC REP DUTIES

- Attend all GTCCC meetings to represent the ECC.
- Receive GTCCC membership renewal notification and pass on to Treasurer for payment.
- Advise Board and membership of pertinent information relating to the GTCCC and its member clubs.
- Coordinate ECC entries for the annual GTCCC Interclub Competitions.

INTERCLUB COMPETITION DUTIES

- Collect individual member images and prepare them for submission as identified in the Interclub Rules of Competition and related Interclub documents.
- Package and deliver all images as required.
- After competition collect and return all images to Club members.
- Provide individual results to each entrant.
- Announce Club results/standings to the membership with a copy to Viewfinder Editor.

THE ETOBICOKE CAMERA CLUB JOB DESCRIPTION FOR

THE CAPA REPRESENTATIVE

The Canadian Association for Photographic Arts (CAPA) Rep acts as a liaison between the Etobicoke Camera Club and CAPA, of which the Club is a member. The CAPA Rep is a voting member of the Board of Directors and attends all Board meetings.

CAPA REP DUTIES

- Advise ECC Board and membership of pertinent information relating to CAPA.
- Receive the Club copy of Canada Camera (CAPA's quarterly magazine) and make available at Club meetings for the membership to borrow.
- Receive CAPA membership renewal notification and pass on to Treasurer for payment.
- Coordinate ECC entries for CAPA competitions.

COMPETITION COORDINATION

- Request copies of winning images and other high-scoring images in recent ECC competitions for the regular annual CAPA competitions which take place in October, January, and March of each year, and any other competitions as specified by CAPA.
- Ensure that images are correctly sized and formatted in accordance with CAPA competition regulations.
- Email the ECC club entry form and the allowable number of images in the entry to the host club, specified each year by CAPA.
- When competition results are returned to the ECC Rep:
 - provide copy of results to each participant,
 - present ribbons, as awarded by the host club, to ECC members,
 - announce the club results/standing to the membership,
 - provide copy of club standing to the Viewfinder editor.
- Consult with the Board regarding ECC being host club for CAPA competitions, and when ECC does act as a host club the Rep, coordinate the competition with assistance from club members.

THE ETOBICOKE CAMERA CLUB JOB DESCRIPTION FOR

HONORARY BOARD MEMBERS (formerly Directors-at-Large)

Honorary Board Members are typically limited to 2-3 senior individuals who have an extensive history and experience with the Club and have held past executive posts on the Board, although they may be newer members with special skills or experience relating to Club operations. These Members act as consultants and may become Chair for special projects or act in some prominent positions at regular meetings.

Honorary Board Members participate in Board activities, and may attend and contribute to discussion at Board meetings, but they do not have voting privileges.