

## **Purpose**

The purpose of the committee for the Rangiora Photographic Society (RPS) is to provide the club with a supportive team to plan, guide, make decisions, and execute an annual programme. This includes club meetings, competitions, exhibitions, workshops, guest speakers and field trips.

## **The Roles**

### **President:**

- To lead the committee in identifying all goals, roles, and tasks to be completed throughout the year. To chair committee meetings and ensure discussions are kept relevant. To run club meetings and deliver news items and updates to club members. To support other committee members in their roles and ensure all task responsibilities are being undertaken and completed successfully. Identify any further resources required and seek further support from others when needed.

### **Vice President**

- A supportive role and deputy to the President as and when required. Leads committee and club meetings in the absence of the President.

### **Immediate Past President:**

- To support the new President and Vice President with a seamless transfer between Presidents. Remains a voting member of the committee until such time as there is another change of president.

### **Treasurer:**

- Manage the financial transactions of the club, record-keeping, and providing a written financial report for committee meetings. Send invoices as required and handle monies from committee meetings. Keep track of membership and forward details of paid up new members to Website Administrator to allow access etc.

### **Secretary:**

- To provide the committee with secretarial support. This includes ingoing and outgoing correspondence, setting and circulating agendas; writing committee meeting minutes which include conversations and decisions made in previous meetings as necessary, and circulating to the committee in a timely fashion.

### **Other Roles:**

- Other key roles and tasks within Committee will be identified and suitably skilled persons allocated to manage these areas.

### **Election and Handover Period**

The AGM is held in September annually. Club members will be invited to submit nominations to become a committee member in advance of the AGM as per the timeframe noted in the RPS Constitution. If there are too many nominations to the number of roles available, a vote will occur.

The new committee takes over after the last committee meeting in the year. Prior to this, new members are encouraged to attend to learn the roles and tasks of the committee. New members however do not have voting rights during this time. Existing members are required to continue attendance to ensure a quorum is met.

Minutes from previous committee meetings will be available to new members to ensure they are aware of the current status of conversations and decisions made.

Voting: if a decision cannot be reached to the satisfaction of the committee members, a vote may be required. Eligible members may vote either by ballot or show of hands. If a consensus cannot be reached, the President holds the casting vote.

### **Expectations/Attributes Required as a Committee Member**

- Commitment to the Club – every Tuesday alternating between club night one week and committee the other
  - It is expected that holidays and special circumstances may prevent attendance at times.
- Good communicator,
- Confidence to put your own thoughts and ideas forward,
- Respect all other people and have an open mind to their ideas,
- The incoming committee will respect the decisions already made by the current committee,
- Awareness and acceptance that decisions will be made that are not necessarily your own views, but that is the purpose of a Committee,
- Willing to get involved in a variety of tasks, even if these are sometimes outside your comfort zone,
  - However must be able to recognise when you are in over your head and speak up, so others can assist.
- The RPS Constitution is the formal document that sets out the Club's fundamental principles and is the binding document on how the club is run; it is therefore important to be aware and have a general understanding of what is in the Constitution,
- As an official representative of the Club, must always be professional and courteous,
- To always have the best interests of the Club at the forefront of any discussions and decisions being made,
- To always act with integrity and honesty.