

Board Member Responsibilities

● General – All Executive Members and Appointed Officers

- Attend board meetings
 - Please send an update or report in your absence.
- Registration Night – Introduce yourself and your primary role in the club
- Appointed Officers - prepare a report for the year-end meeting.
- Update your position responsibilities, as necessary, at the end of each year.
- Submit respective current login and account information to at least 2 members of the Executive either electronically or hardcopy.

● Executive

President (president@saskatoonphotographyclub.com)

Core Responsibilities:

- General duties as outlined above

It's the **President's** responsibility to ensure the club follows its mission, policies and procedures that are in place. As well as enforce member comradery to ensure a united image is maintained.

- The **President** is responsible for the efficient operation of board and executive meetings.

As presiding officer, the President is required to:

- Schedule and arrange agenda.
- Chair meetings and call meetings to order on time and adjourn meetings at the appropriate time
- Announce business according to the agenda of the meeting
- Recognize members who are entitled to speak
- State and put to vote all questions that are legitimately raised, and announce the results of all votes
- Maintain order through the meeting and rule on points of order
- Conduct the meeting expeditiously and in a fair manner
- Follow up to ensure action items get done.

To ensure effective meetings, the **President** should prepare an agenda and distribute to the board in advance of the meeting. This will permit each executive time to review it and ask questions or obtain additional information before the meeting. Relevant information and documents should be distributed with the agenda to allow executive to study issues and make informed decisions by the business judgment rule on matters handled at meetings.

- Primary point of contact for inquiries
- Managing meeting hall rental or zoom registration
- Host club meetings or arrange for substitute, including the introduction/registration night
- Ensure all arrangements happen, mostly by delegation:
- Presenters (delegated to Program/Education Chair)
- Judges (delegated to Judge Chair)
- Socials (delegated to Social Chair)

Also doing:

- Arrange summer fun schedule (delegate to Volunteer(s))
- Provide direction for new initiatives
- Participate as ex officio member of committees
- Manage amendments to constitution and bylaws
- Present images at meetings for online critiques/judging
- Run the summer challenge meetings
- Manage the website submissions setup (delegate to Digital Chair)
- Participation in program planning (delegate to Social Chair)

Vice President (no email)

Core Responsibilities:

- General duties as outlined above

The **Vice President's (VP)** responsibilities include assisting the **President** in providing active leadership and ensuring order is maintained during meetings, ensuring a smooth flow of business and serving as an informed source about club rules, bylaws and governing documents.

- Perform such reasonable duties as are requested by the **President**.
- Participate as ex officio member of committees.
- Overseeing (as a backup to the **President**) internal operations and stepping in when the **President** is unavailable.
- Assist the **President** and the board of directors to design the club's overall mission, values, and strategic goals.
- The **VP** may also help draft bylaws and lead meetings when the **President** is unavailable.
- Update Bylaws and Constitution as per executive directions and agreements for annual AGM.
- Outside of those meetings, the **VP** will step in and assume the **President's** duties if they are unavailable, while also helping with transitions when a board member needs to be replaced.
- Prepare, award certificates and prizes to present to competition winners at the year end event (or mail out after the event in case of absence)
- Prepare and manage 'Board Member Responsibilities" document. Update for the August Board meeting of each year.
- Ensure new logins and passwords are updated and secured in the "vault" and other secure locations in the case of hardcopies.

- Update the Handbook in preparation for the opening of the club season by September 1 of each year.
- Consult with the **President** as required.

Treasurer (treasurer@saskatoonphotographyclub.com)

Core Responsibilities:

- General duties as outlined above

The **Treasurer** is the financial officer of the club and head of the financial committee. In this capacity shall:

- Safeguard the financial assets of the organization.
- Maintain control over the receipt and disbursement of the organization's funds.
- Serve as chair of the Finance committee.
- Reimburse expenses incurred by other members, supported by proper receipts.
- Pay honorariums as necessary.
- Collect information and completed forms from **Chairs** required to pay annual fees (preferably by August 15 of each year).
- Oversee the preparation of the annual budget and financial report and present at the year-end meeting.
- Compile bookkeeping documents and forward them to the bookkeeper/accountant annually.
- Collect and complete all required documentation to ISC to maintain non-profit status annually.

Secretary (secretary@saskatoonphotographyclub.com)

Core Responsibilities:

- General duties as outlined above

The **Secretary** is the officer responsible for the records and correspondence of the organization and in this capacity shall:

- Safeguard all the records of the organization.
- Record and retain the minutes of all board and executive committee meetings and collect and retain the minutes of all other chair meetings.
- Manage the mailing lists and give notice of meetings and distribute minutes and other documents as needed.
- Send out reminders, information and updates to club members as directed from the **President** and/or **VP** as required.

Immediate Past President (no email)

Core Responsibilities:

- General duties as outlined above

The **immediate Past President** is responsible for ensuring meeting protocols are adhered to; reporting past procedures relevant to the SPC; and assisting the new president in their role as required.

- Recruit members into vacant or soon to be vacant board and executive positions.
- Serve as Returning Officer and conduct the election at Annual General Meetings as outlined in the Supplemental Bylaws.
- Other duties

Appointed Officers (Chairs)

Membership Chair (membership@saskatoonphotographyclub.com)

Core Responsibilities:

- General duties as outlined above

The **Membership Chair** is the head of the membership committee and is mainly responsible for the record keeping, membership fee collection, and communication to new members.

- Keep up-to-date records of current membership.
- Prepare and distribute a membership list to each **SPC Chair** and **Executive member**.
- Accept membership fees, if needed and forward to the **Treasurer**.
- Distribute Official and Authenticated membership cards
- Remind members of membership dues.
- Remind members of non-payment of dues and terminate memberships according to the bylaw.
- At each meeting and special function, distribute and collect the name tags.
- Welcome members through an introductory email that includes (among other information) a link to the website, a list of meetings and social activities.
- Keep a record of the honorary life members.

Planning Chair (no email)

Core Responsibilities:

- General duties as outline above

The **Planning Chair** is head of the **Program and Education committees** and is mainly responsible for overseeing the planning of the yearly program calendar.

Responsibilities:

- **Planning Chair** coordinates with the program and education committees a series of talks on photography and a yearly program calendar over the SPC year- September- April
- Each month provides opportunity: a presenter, an education evening, a Review, and a learning/practice/workshop event.
- This is approved by the Board and is then shared on the webpage, both as a list and in monthly calendars. The goal is to have this published August 1 of each year, before the Saskatoon Exhibition Photographic display in August.
- **Education** locates 8-16 speakers with an educational focus. Usually there are 2 educational opportunities a month from September through April.
- The **Program committee** finds 1 speaker a month so 8 speakers annually, including one by Zoom ideally in the winter.
- At least one backup presenter is also commissioned in the event of a cancellation or weather condition that is preferably a club member ready. This could also be by Zoom.
- The **two committees** ask the speakers/presenters to use a similar template so background information is similar for each speaker. The chair who invited the speaker maintains contact with the speaker confirming their needs and other requests with the relevant members of the **Executive**.
- In 2024 the **Executive** took a lead role in planning topics for clinics and competitions including the minor competitions such as Treasure Hunt, Summer Fun etc.. The two chairs offer support and ideas.

- The **Planning Chair** and committee members work closely with the **SPC webmaster**.
- The two committees collaborate and work with the **Executive** on other gatherings such as in house workshops and off site photo shoots.
- It will be the responsibility of the **Planning Chair** and their committees to double check all the information published to make sure there are no errors.

Judging Chair (no email)

Core Responsibilities:

- General duties as outlined above

The **Judging Chair** is head of the committee and is mainly responsible for attaining judges as required for SCC competition events.

- The **Judging Chair** should attend **Program** meetings to help coordinate dates where judges are required.
- The **Judging Chair** should also coordinate with the **PSA Rep** for the competitions PSA Judges will be used.
- Collect potential judges, and request their presence to judge for the SPC. Arrange for a judge for all non-PSA judged events that judges are required for the SPC.
 - One member judge, plus two outside Photographers to judge for each competition.
 - Potentially 6 judges are required for the season: 3 in March for the Photo Presentation Competition; and 3 in April for the Year end Competition.
- Potential judges will have the option of 'in person' or 'zoom' events; and can choose dates as set by the program chair.
- Provide the **President** and/or **Vice President** with a list of 'booked' judges and their contact information for the current year.
- Judges also receive an honorarium which is determined at the year end meeting for the upcoming year.
 - At the time of confirmation before the event, the **Treasurer** is given the names and email addresses with the amount of honorarium to be paid to each judge.
 - Attempts are made to give judges a minimum 5 weeks notice. 1 week before the agreed upon event, judges are sent pdf's:
 - Guide to Judging
 - Judges Phrases
 - Scoring an image.
 - The dates, times and location of the event.
- A few days (preferably a week) prior to the event, the **Digital Chair** will send the judges a link to the submissions, a score sheet and the link for the zoom meeting (as required). This will give the judges time to view, ponder their thoughts, make comments, critiques and score the images.
- At this time a follow-up phone call is made to confirm their time commitment for the date chosen. They are informed they can read their comments off their sheets.
- On the evening of the event, the **Judge Chair** will greet and introduce the judges. And thank them for their time.
- The judges will not give scores during the event. They will send those comments and scores to the **Digital Chair** within a couple of days.

- A follow-up is made with the judges about a week after the event to remind them to send in the scores and comments to the **Digital Chair**, thank them again for their time and to ensure they have received their honorarium.

Digital Chair (submissions@saskatoonphotographyclub.com)

Core Responsibilities:

- General duties as outlined above

The **Digital Chair** is head of the committee. Main responsibilities are to provide set-up and take-down of digital equipment at in person meetings and receive, organize and digital submissions from current club members. Ensure entries comply with SPC rules and entry requirements.

Regular Meetings

- Projector and screen setup and take down
- Audio equipment setup and take down
- Testing microphones
- Charge microphone batteries

Submissions to Reviews, Fall Field Trip & Summer Fun, Competitions, and Year-End

- Maintain a folder for each of the year's reviews on your PC
- Download digital submissions from SPC's website submissions folder into appropriate folder
- Log into website site:
- Ensure submitters are current members of the SPC
- Optional: Review photo submissions against Review guidelines
- Optional: Notify the photographer of submissions that don't meet Review guidelines
- Create PowerPoint presentation for judging and results night
- Create an Excel spreadsheet for judging scores and comments (from template) (not required for Fall Field Trip & Summer Fun)
- Upload images [without names] to the Smugmug gallery for that Review / competition
- Send judges the judging sheet, link to Smugmug images, and copy of "How to Score an Image"

Reviews, Competition, and Year-End Judging Night

- Projector and screen setup and take down
- Show PowerPoint presentation of Review submissions
- Tabulate judges scores and comments
- Create a spreadsheet of final results, sorted in order of score [lowest to highest], send to webmaster and **VP**
- Add judging comments and scores to each image on Smugmug
- Ask secretary to send a mass email informing the members that scores and comments are on website

Review & Competition Results Presentations

- Create PowerPoint slide show so that the category winners are the last ones viewed
- Show PowerPoint presentation of Review / competition submissions

Digital Presentations

- Collect titles for presentations

- Create judging sheets for presentations (from template)
- Projector and screen setup and take down
- Show presentations for judging
- Collect results from judges, tabulate total scores to determine winner
- Distribute results to webmaster and **VP**

Year End

- Create a PowerPoint slideshow of winners from Reviews and competitions
- Determine who is to be awarded Photographer of the Year and notify **VP** for certificate creation.

Print Chair (**no email**)

Core Responsibilities:

- General duties as outlined above

The **Print chair** is head of the committee. The main responsibility is to collect print submissions from the current SPC membership.

Year End Competition Submissions:

- bring bin to collect prints and alphabetize in each of the four categories (portrait, color, monochrome and altered reality)
- input into spreadsheet and send it to the **digital chair** to confirm he has received a digital copy of the print submissions.
- At judging night, help set up tables, bring light stands and gloves; Explain the scope of the Review and scoring criteria to the judges. Hand judges a reference sheet.
- display prints one at a time on the light stand stating the title of the print
- make sure everyone takes their prints home, picks up remaining prints and returns to the maker.
- on awards night, assist with presentation of awards as needed

Web Site Chair (info@saskatoonphotographyclub.com)

Core Responsibilities:

- General duties as outlined above

The **Website Manager** will be responsible for managing the website www.saskatoonphotographyclub.com. This includes but is not limited to maintenance, updates, troubleshooting, and development of new features and improvements. Furthermore, the role will oversee the domain and email maintenance, including payments on GoDaddy. The ideal candidate is a skilled problem-solver with excellent technical and organizational abilities, who is adept at managing a variety of tasks simultaneously.

• **Website Management and Development:**

- Oversee and maintain the overall functionality of the www.saskatoonphotographyclub.com website using WordPress & Smugmug
- Implement new website features and design changes.
- Keep the website updated with relevant and current content.
- Update the list of events to keep the club members informed
- Enhance user experience and website usability.

- Ensure the website is compatible across different browsers and devices.
- Optimize the website for search engines.
- Troubleshoot and fix any website issues or bugs.

- **Social Media Management:**
 - Maintain and update public Facebook page:
<https://www.facebook.com/SaskatoonPhotographyClub>
 - Maintain and update private Facebook group:
<https://www.facebook.com/groups/saskatoonphotographyclub/>
 - Maintain and update Instagram Account:
<https://www.instagram.com/saskatoonphotographyclub/>
 - Maintain and update YouTube Account:
<https://www.youtube.com/@SaskatoonPhotographyClub>
 - Use Buffer to schedule social media post
- **Domain and Email Maintenance:**
 - Manage domain name registration and renewals via GoDaddy.
 - Maintain and manage all email accounts associated with the domain.
 - Troubleshoot any email related issues.
 - Ensure that all domain and email services payments are processed on time to avoid service interruptions.
- **Security and Compliance:**
 - Ensure the website complies with all relevant laws and regulations.
 - Implement and maintain security measures to protect the website from cyber threats.
- **Analytics and Reporting:**
 - Analyze website traffic and user engagement metrics.
 - Provide regular reports on website performance, analytics, and other key metrics.
 - Use data-driven insights to improve the website and its content.
- **Key Date for Updates & Checks**
 - June – Update any executive member changes
 - July – Update all events as finalized in the Club brochure
 - August 23 – Email Renewals (Last Payment \$226.17, 1 year, 8/23/2022)
 - Nov 18, 2025 – Domain Renewal (Last Payment \$126.20, 5 years, 11/19/2020)
 - Dec 28, 2025 - WordPress Renewal (Last Payment \$453.22, 3 years, 12/28/2022)
- **Account Information**
 - Our domain is registered with Godaddy. www.godaddy.com
 - Email Accounts Login Link: <http://email.saskatooncameraclub.com>
 - Gallery Website Hosted by SmugMug www.smugmug.com
 - FTP Account: [ftp.saskatooncameraclub.com](ftp://saskatooncameraclub.com)
 - Google Analytics <https://www.google.com/analytics/settings/home>
 - Associate Chairs (Representatives for CAPA, PSA, etc.)

Associate Chairs (Representatives for CAPA, PSA, etc.)

Core Responsibilities:

Representatives for the Associate organizations are mainly responsible for:

- General Duties as outlined above.
- Renewing SPC membership, ensuring fee payment has been made. Notify the **Treasurer** of the amount for budget consideration asap.
- Ensure your association has correct, current contact information
- being a liaison between SPC and their respective association
- provide SPC members with educational information and opportunities
- Attend any association meetings required.
- Provide your association with appropriate SPC news and publicity for their publications.
- Promote individual membership, association competitions and conferences.
- Support SPC members with association interactions including individual competition entries.
- Work with the SPC Board and Program Chair/committee to coordinate SCC competition entries.

CAPA Representative (Canadian Association for Photographic Arts) (no email)

In addition to the Core Responsibilities, the following duties are specific to the **CAPA Rep.:**

- CAPA website – <https://capacanada.ca/login/>
- Inform SPC members the image criteria needed to enter each of the CAPA Competitions we have chosen for the year.
- Collect and resize images to be entered in CAPA Club Competition.
- Enter SPC Competition Entries onto CAPA's website by deadline.
- Communicate with the CAPA Competitions Director about any issues arising with SPC Competition entries.
- Present the SPC with results from the Club Competitions according to the timeline the Planning Committee has set up for the year.
- Distribute any certificates or awards to SPC members earned in any Club Competition Entries.
- Other duties as required.

PSA Representative (Photographic Society of America) (no email)

In addition to the Core Responsibilities, the following duties are specific to the **PSA Rep.:**

- PSA website – <https://psa-photo.org/login.aspx>
- Renew SPC membership before September of each year.
- Organize Judging with PSA
 - o Get Competition Themes and Due Dates for the year from the Board
 - o Advise PSA Judging Representative of:
 - Competition Themes
 - Dates Images will be provided to Judge
 - Dates Results will be required
- Communicate with Judges once assigned
 - o Obtain the link for images and scoring sheet from the Digital Chair and send it to the judge along with the club judging documents.

- Communicate the theme description to the judge and clarify any questions they may have necessary.
- Communicate what placings we would like the judge to assign. Currently we ask for 1st, 2nd, 3rd and Honorable Mention placings.
- Check the results received from the judge and clarify anything that is unclear.
- Send results to the digital chair for the review meeting.
- Promote PSA competition and learning opportunities to individual PSA members of SPC
- Promote events posted on social media to the SPC membership.

Social/House Chair (no email)

- General Duties as outlined above.

The **Social Chair's** main responsibility is to provide leadership to the social committee; Plan SPC social activities (listed below); set up for the in-person meetings; and arrange for refreshments at the in-person meetings.

- Attend program meetings to help confirm dates for SPC social activities such as the Christmas Party, Year End, Exhibitions, and other socials.
- Delegate the Set up the chairs and tables for in-person meetings. And put them away at the end of the meetings.
- Arrange for refreshments for the in-person meetings. Organize distribution.

THESE DUTIES HAVE BEEN CREATED AND PUBLISHED APRIL 2025

UPDATED: