WINDSOR PHOTOGRAPHIC SOCIETY:
Committee Role Descriptions Overview

CHAIRPERSON
- To facilitate club evenings.
- To play a strategic role in representing the vision and purpose of WPS.
- To ensure that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

CLUB SECRETARY
- To be generally responsible for the administration of the club, arranging meetings and taking minutes.

TREASURER
- To have general financial oversight of the club, including financial planning and budgeting.
- To bank, bookkeep, maintain records and report finances to the committee and at the AGM.

INTERNAL COMPETITIONS SECRETARY
- To be responsible for the collection, administration and submission of images for internal competitions in accordance with the competition rules and the prompt storage and reporting back of results for publishing to Club members.
- To communicate with and book judges for competitions.

PROGRAMME SECRETARY
- To undertake to plan a varied and balanced programme to meet the needs of the membership (in conjunction with the Committee).
- To communicate with and book speakers and members for club talks.

MEMBERSHIP SECRETARY
- To enrol members and maintain contact with them.

EXTERNAL COMPETITIONS SECRETARY
- To be responsible for the collection, administration and submission of images for external competitions in accordance with the competition rules and the prompt storage and reporting back of results for publishing to Club members.

PUBLICITY & EVENTS OFFICER(S)
- To raise awareness of the club and promote WPS in the local community and media.
- To identify to the committee opportunities to advertise or market the club.
- To organise internal club events, (such as photo walks, social evenings) and promote to members through WPS newsletters and our club WhatsApp group.

WEBMASTER
- To manage and maintain the WPS website, domain, forwarding email addresses and provide links for Zoom meetings.