

SCPF COUNCIL ROLES AND RESPONSIBILITIES

1 Purpose

The purpose of this document is to describe the roles and responsibilities within the Council of the Southern Counties Photographic Federation.

2 Scope

This document is for guidance only and the published SCPF Constitution, Competition Rules and any other documented procedures take precedence.

3 Responsibilities

The Council is responsible for the maintenance of this document. Changes to this document can be made at any time subject to approval by the Council.

4 Council Role Descriptions

4.1 All Council members

All Council members, including those without other roles are expected to:

- Participate in Council meetings
- Make reasonable efforts to attend Reps meetings, whether they are held over Zoom or in person
- Support Federation activities such as the exhibition, championships, etc
- Represent the SCPF where required
- Attend the Annual General Meeting (AGM)
- Ensure that the SCPF adheres to the General Data Protection Regulation (GDPR)

Council members may have multiple roles, including shadowing/ deputising for other posts. Some roles may be split between members, varied from time to time, depending on the need and composition of the Council. All roles should have a nominated deputy/ shadow, agreed by the Council, who can be delegated to undertake the role to address planned or unplanned absences

4.2 President

The President is the key representative of the SCPF and the chair of the Council

Key responsibilities

- Ensure that, always, the best interests of the Federation, its member clubs and their members are addressed, and that the reputation of our Federation is held in the highest regard.
- Ensure that all Council officers fulfil their roles and are fully able to do so

- Be the master of ceremonies at SCPF meetings
- Welcome, thank and, where appropriate, entertain external judges, speakers and sponsors
- Chair Council meetings
- Chair Club Reps meetings
- Chair the AGM and EGMs
- Represent the SCPF in local affairs and any external events
- Intervene in any dispute or disagreement and oversee a satisfactory outcome.
- Handle any escalations that affect the running of the SCPF
- Ensure that sensitive images or AVs entered for league competitions, championships and the exhibition are appropriately reviewed and handled
- Secure catering for helpers at exhibition judging and Finals Day
- Update SCPF calendar on website
- Create framed RoH certificates, present to recipients and update RoH on website
- Ensure that the PAGB's APAGB award is used to recognise service within the Federation at Council and club level.

4.3 Past President

The Past President remains on the Council for one year after stepping down as president

Key responsibility

- Support the newly elected president and offer the benefit of their experience to ensure continuity

4.4 Vice President

The Vice President serves for a year before the president stands down

Key responsibilities

- Familiarise themselves with the workings of the SCPF in preparation for taking on the role of President and support the President as required, representing and undertaking the duties of the President, as set out above, where the President is unable to be present or otherwise fulfil those duties

4.5 Secretary

The Secretary allows meetings and communications within the SCPF to take place according to the SCPF Constitution

- Organise and minute Council meetings as required for the running of the SCPF
- Organise and minute Club Reps meetings
- Organise and minute AGMs and EGMs
- Process incoming queries and correspondence
- Ensure up to date SCPF documentation is made available to Council members and Club Reps according to the availability criteria agreed by the Council.

4.6 Treasurer

The Treasurer manages the income and expenditure of the SCPF

Key responsibilities

- Record and monitor financial information for each financial year
- Manage and maintain appropriate access to the bank accounts used by the SCPF
- Pay expenses needed for the running of the club or approved by the Council
- Ensure the Council are kept up to date with the state of the finances
- Ensure that the End of Financial Year Accounts is independently verified and reported at the AGM

4.7 Directory Secretary

The Directory Secretary secures the integrity of the Directory data for the benefit of all its users

Key responsibilities

- Liaise with the webmaster to ensure and maintain access to the directory and integrity of the records
- Liaise with clubs to ensure that their records are accurately maintained and that the key roles are defined, and their contact details are correct
- Resolve directory access issues that club representatives or other authorised users or the system may have
- Review directory entries at least every 6 months and flag/ resolve incomplete or inaccurate data. In particular:
 - Active appraisers are correctly described, and inactive appraisers are not visible
 - Active lecturers are correctly listed and that the specified details of available lectures are valid
 - Email lists are accurate
 - Directory users, ensuring that unnecessary access rights are revoked

4.8 Championships Secretary

This role enables the SCPF to run an annual print and PDI championships event

Key responsibilities

- Organise the annual Print and PDI championships.
- Ensure an open, fair and safe event as dictated in the SCPF Print and PDI Championships guidelines.
- Ensure that judges are appointed in accordance with the SCPF Print and PDI Championships guidelines
- Liaise with a host SCPF club to secure a venue.
- Ensure that the host club is aware of their responsibilities.
- Ensure that guidelines for running the SCPF Championships are kept up to date.

- Liaise with the treasurer regarding budget and costs for the event.
- Ensure that they attend the event.

4.9 AV Secretary

The AV Secretary supports and encourages audio visual activities in the SCPF including an annual AV Championship

Key responsibilities

- Ensure that the audio-visual discipline is promoted by advising SCPF clubs' members on relevant competitions and award schemes.
- Organise the annual AV championship.
- Ensure an open, fair and safe event as dictated in the SCPF AV Championships guidelines.
- Ensure that a judge is appointed in accordance with the SCPF AV Championship guidelines
- Liaise with a host SCPF club to secure a venue.
- Ensure that the host club is aware of their responsibilities.
- Ensure that guidelines for running the AV Championship are kept up to date.
- Liaise with the treasurer regarding budget and costs for the event.

4.10 Publicity Secretary

The Publicity Secretary maintains an external face to the SCPF and manages partnerships with sponsors

Key responsibilities

- Manage advertising and promotion of the Federation and all external events
- Find and manage sponsors for the Annual Exhibition
- Manage the SCPF Facebook page and ensure appropriate guidelines and moderation of content
- Exploit other social media to promote the federation and its clubs' activities

4.11 League Secretary

The role allows the SCPF to run the print and PDI leagues

Key responsibilities

- Review and update General and League rules and obtain approval of SCPF Council prior to issuing at the AGM.
- Review and update Print and Digital Image leagues and update the website to reflect prior season's results and clubs joining or leaving the competition by the end of July.
- Ensure uploader is ready for entries by end of August and all participating clubs have uploaded their images by the end of September.
- Ensure all participating clubs have specified a dates and judges by the end of October.

- Review all images for quality and sensitivity and resolve issues arising.
- During the season from November to March record the result of each competition for distribution to participating clubs and for publishing on the website.
- Settle any issues or disputes arising during the season and escalate those that cannot be resolved to the President and Council.
- Ensure that an appropriate judge is appointed for Final's Day
- At end of the season distribute division results and inform all clubs of the prints and digital images that will be entered for the Final's Day competition.
- Present winners' certificates at AGM.
- Organise equipment needed and arrange for scoring and printing of certificates for Final's Day.

4.12 PAGB Executive

Each member federation provides one representative to the PAGB Executive Committee (EC). Their responsibilities within the EC are defined by the PAGB.

Specific responsibilities in the SCPF Council include:

- Report on EC motions and outcomes pertinent to the federation
- Communicate via the EC the federation's position on issues relating to the PAGB
- Deal with requests for information or clarifications on PAGB matters from clubs or individuals within the federation
- Attend PAGB EC meetings as required by the PAGB

Members of the PAGB EC are required to retire each year at the PAGB AGM. This event normally precedes the SCPF AGM, where elections are held for SCPF Council posts. The nominee for the PAGB EC representation will usually be agreed by the Council prior to the PAGB AGM.

4.13 PAGB Competitions Secretary

The SCPF - PAGB Competition Secretary is responsible for managing the entries for all Inter Photographic Federation Region competitions (within the PAGB affiliated regions.)

This involves collecting entries from SCPF (and PAGB) affiliated clubs and organising a committee to select entries. Once the entries have been selected, the Compsec needs to upload the entries to the PAGB system – currently CMS – and make sure that the entries arrive at the judging location in time for the event – date to be agreed with the PAGB organising rep.

Currently the competitions are Print only which will involve postage costs or transportation costs.

In real life this means:

- Emailing clubs to request prints which are of the highest standard to represent our region.
- Arranging to collect the prints from, a location/ venue/meeting place hopefully coinciding with a major SCPF event such as the SCPF Championships or Finals Day.
- The Compsec is responsible for organising a selection committee for the entries.
- The Compsec is responsible for arranging the return of the prints to the hosting clubs after the judging
- Liaising with the PAGB as necessary for the actual event.
- Reporting the outcomes/issues/learning with the council and clubs involved. NB – Issues and Learnings with the council only.
- Liaising with the winners and runners-up of the SCPF and PDI Championships to ensure their attendance at the PAGB inter-club competitions
- Ensuring the results or the PAGB inter-club competitions are distributed in the newsletter and on the website

4.14 Judging Advisory Representative

The Judging Advisory Representative is the interface between the Judging Advisory Panel and the SCPF Council

- Be a point of contact for the Judges and Clubs for guidance.
- Keep rules up to date
- Oversee the compliance of rules for League matches (in conjunction with League Sec)
- Promote Judging to Club members
- Organise training for new Judges
- Update Website
- Process feedback for Judges from Clubs

4.15 Webmaster

The Webmaster manages the resources which maintain the online presence of the SCPF, including the necessary internal and external environments

Key Responsibilities

- Maintain and update the SCPF website including directory and competition uploader functionality
- Manage access to the website backend
- Maintain and control the SCPF domain and webspace
- Maintain and control the SCPF's email addresses

4.16 Roll of Honour Coordinator

The Roll of Honour Coordinator oversees the SCPF Roll of Honour scheme

Key responsibilities

- Receive Roll of Honour proposals and collect statements from seconders
- Check all proposals to ensure that candidates fulfil requirements for RoH admission, seeking further clarifications where needed
- Present verified RoH applications to the SCPF Council for approval

4.17 Exhibition Secretary

This role allows the SCPF to smoothly run an annual print and PDI exhibition.

Key responsibilities

- Organise and coordinate activities relating to the SCPF Annual Exhibition
- Ensure that an appropriate judge is appointed in accordance with the guidelines
- Ensure that a venue is booked for the exhibition judging
- With the President and the exhibition gallery - arrange, agree, and sign the annual contract
- Liaise with the treasurer regarding budget and costs for the event
- Process queries and correspondence as required

Detailed responsibilities and tasks are maintained in a separate document

4.18 PAGB Awards Officer

This role acts as the intermediary between the Federation and the PAGB for the Awards for Photographic Merit (APM)

Key Responsibilities

- Collect and review APM applications from Federation members for APM's
- Check if applicant meets PAGB criteria for the APM submitted and send PAGB APM Application form, completed and signed, together with cheque, to the PAGB Awards Secretary, if these requirements are met

Adjudication Co-ordination

- Monitor available spaces at each Adjudication and advise new entrants and Federation Council accordingly.
- Receive and verify the Entrants list from the PAGB Awards Secretary
- Publicise successful Federation entrants
- Adjudication Hosting (when applicable)
- Coordinate venue, costs, volunteer roles and the PAGB Awards team requirements
- Consider running an APM Advisory Day in conjunction with the PAGB Awards team approx. 18-24 months before the Federation is due to host an Adjudication

Essentially, this role facilitates the smooth participation of Federation members in the PAGB APM awards process, ensuring their applications are properly submitted and their achievements are recognized.

4.19 Newsletter Editor

The Newsletter Editor facilitates regular communication with SCPF members

Key responsibilities

- Publish a newsletter monthly during the normal club season – September to May, and in the off-season where possible
- Upload newsletter to the website and distribute link to Club Secretaries
- Collect articles suitable for publication including
 - promotions for federation and club events
 - club and individual successes
 - advertising of sponsors