

FOCUS – RYDE IMAGING GROUP

ROLES AND RESPONSIBILITIES OF THE COMMITTEE

TERMS OF REFERENCE

Members of the committee will be members of Focus – Ryde Imaging Group and will be voted onto the committee by members of the group each year at the AGM.

The committee will on behalf of the group members arrange / manage the following:-

- Set dates for the season.
- Identify club competition dates and specify subjects.
- Set club competition rules.
- Inform members of Inter Club Competitions.
- Inform members of any other relevant information.
- Arrange venues for meetings and exhibitions.
- Arrange outings.
- Manage clubs finances.
- Collect membership fees and maintain a membership list and contact details.
- Manage Clubs assets.
- Arrange coordinate Judges and Speakers.
- Ensure membership / subscription of Southern Federation is maintained.
- Ensure insurance premiums are maintained.

ROLES AND RESPONSIBILITIES

1. CHAIRPERSON Nigel Twine

- To be master of Ceremonies at club meetings and ensure its smooth running of meetings.
- Understand and coordinate all tasks.
- To oversee other jobs in the club and take over or arrange for someone to take over any task if the need arises.
- Greet visitors and new members.
- Ensure any relevant information is cascaded to members.
- Be available and circulate during meetings.
- Meet, greet, and thank Judge / Speaker with competition secretary.
- Arrange, attend, coordinate and chair committee meetings.
- Assist other committee members as required.
- Assist Club secretary to produce agenda's for meetings and chair AGM

2. SECRETARY Vacant (Interim, Nigel Twine)

- Prepare agendas for committee meetings and other meetings.
- Produce programme and send to members.
- Take minutes of meetings.
- To send and receive correspondence.
- Be contact point with Southern Federation. Inform SPF handbook secretary of any changes, whether names addresses telephone numbers or emails have changed.
- Keep the notice board up to date and remove old notices.
- Assist other committee members as required.

- Attend committee meetings.
3. MEMBERSHIP SECRETARY **Vacant (Interim, Nigel Twine)**
 - Keep a record of membership and their details.
 - Establish well being of members. (Phone or send card as necessary).
 - Print membership cards and give to treasurer to issue to members as they pay their membership fees.
 - Deal with enquiries from new and potential members.
 4. TREASURER **Vivian Please**
 - Keep all accounts and keep committee informed of financial situation.
 - Collect membership fees and issue membership cards. Collect tea money, raffle money or money from sale of club assets.
 - Maintain membership list and keep updated.
 - Maintain financial records.
 - Control Bank Account. Hold chequebooks and pay bills.
 - Pay Judges, Speakers and other expenses.
 - Book meeting venue and pay rent for meeting venue.
 - Pay Southern federation fees and insurance.
 - Forecast budget for following season.
 - Produce finance report at AGM.
 - Assist other committee members as required.
 - Attend committee meetings.
 5. COMPETITION SECRETARY **Robert Mowat assisted by Graham Chapman**
 - Check all competition rules and ensure all club members know them. (Particularly new members).
 - Check outside competition rules carefully as these may not be same as ours.
 - Arrange for display and handling of work during competition.
 - Keep and publish monthly competition results.
 - Record (photograph) club competition results 1st, 2nd & 3rd.
 - Coordinate and attend inter club competitions.
 - Meet, greet, and thank Judge / Speaker with chairperson.
 - Produce competition certificates.
 - Purchase competition medals / shields.
 - Attend committee meetings.
 6. PUBLICITY SECRETARY. **David Patterson**
 - Advertise club via village talk (County Press)
 - Advertise club via the Beacon.
 - Promote the club at any other opportunity.
 - Assist other committee members as required.
 - Attend committee meetings.
 7. COMMITTEE MEMBER (Property officer). **Robert Mowat**
 - Keep an inventory for all club property, with value for insurance purposes.
 - Look after group's assets / equipment, ensure it is well maintained, and arrange repair or renewal as needed if funding is available.
 - Ensure required equipment is at relevant meeting.

- Assist other committee members as required.
- Attend committee meetings.

8. COMMITTEE MEMBER **Pat Luckett**

- Assist other committee members as required.
- Attend committee meetings.

9. WEB MASTER's **Megan Still and Abigail Swinscoe**

- As the Club Webmaster's you will be in charge of improving the club's website and keeping the information on the website up to date.
- You are required to ensure the site meets the demands of the club and the clubs' members.
- Liaise with the Chairman, Treasurer and Competition secretary as required and publish relevant information as required.
- Upload images to the gallery as required.
- Post competition results and images
- Keep the program up to date.

10. SECONDED HELPERS

- Ensure sufficient tea, coffee, milk, and sugar at each meeting.
- Ensure clean tea towels and dish cloth at each meeting.
- Make drinks during break times.