

COMPETITION SECRETARY

FUNCTION

To manage, facilitate and conduct the monthly Members' Competition of the Essendon Camera Club.

DUTIES

- Advise members on competition rules and requirements in accordance with Club rules
- Obtain, coordinate and manage guest judges for each monthly competition
- Receive all DPI and Print submissions for each of the Novice, Intermediate, Advanced and Set Subject competitions by the due dates
- Deliver all images to Judges in hard and soft copy together with relevant club rules and documentation to facilitate their decision-making
- Liaise with each Judge in relation to any queries and concerns relating to their role and responsibilities
- Prepare Power-point presentations and Print displays for viewing on each competition night
- Assist in the set up and put away of electronic equipment (projector, laptop and amplification) on competition night
- Welcome, introduce and thank each Judge on behalf of the Club on competition night
- Record all DPI and Print submissions and results for end of year club awards and to enable the monthly recognition of placegetters through the distribution of place cards
- Ensure that all Prints are safely returned to entrants
- Provide advice and regular reports to the Committee on competition issues as they arise, participation rates, any recommended/required changes, and issues relating to submissions or self-selected gradings

TIME COMMITMENT

- Committee meetings
- Members' competition nights 2nd Monday of each month (Feb - Oct) 7.30 – 10pm
- Prepare labels for Print entries
- Receive Print entries for competition 4th Monday of each month (Jan - Sept) 7.30 – 8pm
- Arrange & deliver prints to Judge
- Prepare & distribute images electronically
- Prepare PowerPoint presentations
- Coordinate & liaise with judges & team 2 hours per month
- Prepare place cards
- Check and record results 1 hour per month
- Finalise annual results for Club awards up to 1 day
- Prepare reports as required – (1/2 hour per report providing information is recorded and updated regularly)

OTHER ISSUES

- A series of pro-forma documents has been prepared to assist with communications and recording functions.
- The incoming IT coordinator will need to undertake some 'training' or 'shadowing' to take over this responsibility.
- Notwithstanding processes are currently in place, there is scope for the incoming Competition Secretary to review and improve all aspects of the role.

INTERCLUB SECRETARY

The Interclub Secretary is responsible for the organisation and running of competitions between the Essendon Camera Club and any other club. Generally, the interclub competitions are run on a rotational basis where each competing club takes turns in organising and hosting the event.

The Interclub Secretary is responsible to the President.

Interclub Secretary Duties include:

- When necessary, host and organize the entire competition in a timely manner and liaise with other clubs as necessary.
- When the other club is the host club, organise the competition within the ECC to meet the timeframes indicated by the hosting club
- Make themselves familiar with the rules and requirements of the particular competition.
- Where ECC is the host club, contact and organise a suitable judge and liaise with the judge during the running of the competition.
- Create the contest on Photo Contest Pro for ECC members and, if necessary, for other participating clubs to transfer their images to.
- Collect and sort the images for the competition (including prints where required).
- Organise the selection of the final images to be entered in the competition. This may be done via a small panel of ECC members or individually by the Interclub Secretary themselves as they see fit.
- Label all print entries and check DPI titles.
- Forward the entries to the host club OR receive the entries if ECC is the host club in a timely manner, collate and forward all entries to the judge.
- If ECC is NOT the host club, advise the membership of the place and time of the host club meeting and presentation night.
- If ECC IS the host club,
 - Collect the scores and results from the judge.
 - Create a Power Point or other presentation (eg, PCP) suitable for presentation and judge's comments on the presentation night.
 - Advise and liaise with the Catering Stores Manager to host a supper for attendees on the presentation night.
 - Prepare any trophy and certificates for the various winners.
 - Liaise with the President regarding the format and running of the presentation night.

Quartermaster (QM)

Responsible for the safe storage and deployment of ECC photographic equipment through the **Equipment Lending Library**.

QM maintains the Equipment Lending Library (ELL) Asset Register.

QM is available at all regular meetings at the ECC meeting venue for Members to access equipment loans / returns.

Prior to the issue of an item/s from the ELL, the QM shall ensure that all equipment is in a condition fit for use. This is to be done in tandem with the borrower.

The loan entry is to be made in the ELL Asset Register listing borrower's name, date checked out and due date for return and any additional notes about the condition etc of the return.

Upon return of the equipment the QM will verify the state of the equipment in tandem with the borrower to ensure and damage etc is noted.

The QM shall prepare a report for all COM Meetings detailing the frequency of loan of the equipment, quality issues and comments from borrowers. This information should also include any recommendations to COM based on the borrowing experience.

Catering Stores Manager

Responsible for the kitchen at the ECC Meeting venue during Competition Nights, Program Meetings and during the conduct of the *Introduction to Photography Course* (IPC).

Responsible for catering for InterClub Competition Nights when hosted by ECC.

Responsible for catering for the end of year Meeting.

Create a volunteer staffing roster for the kitchen and recruit volunteers to fill these positions.

Manage and maintain contact with all volunteers to ensure every session is covered, or alternate volunteers' source in the event that one (or more) are unable to fill their allocated shift.

Open the Meeting venue one (1) hour before scheduled start to set up kitchen and have all in place prior to Member arrival.

At the conclusion of the Meeting, ensure the kitchen is cleaned and all stores returned to their designated place.

Effectively be the last Member to leave, securing the premises, lights off and doors are locked.

Other tasks as identified from time to time.