



Oakville Camera Club

Executive and Board of Directors Position Descriptions

Officers and Directors - General Duties

1. Directors Duties

Upon selection for the Board of the Oakville Camera Club (herein known as the Club), and annually after that - the Director is to be aware of, and discharge, his or her legal requirements vis-à-vis skill and diligence, loyalty, honesty and good faith, and avoid any situation where conflict of interest may be present.

Where there are additional duties placed on the Director, by the nature of the Club, or the activities the Club engages in - the Director is to be aware of the extra requirements that may arise for these assignments.

2. Board Business

Feedback should be sought from, and given by Directors both as individuals and as a group on matters related to Board business.

3. Board Policy

There may be a need to adopt or develop specific Policy that will assist Board members in fulfilling their duties - Directors should review their duties and consider any measures that will facilitate them to be fully informed and in compliance with what is required of them as per the Policy

4. Director Attendance Record

The Director must attend frequently enough to make a reasonable contribution to Board deliberations, decisions and votes.

5. Director Performance

The Director is responsible to regularly participate in Board deliberations, and this participation is to be based on an informed understanding of the issues and materials relating to the matter being considered.

In advance of the nomination and election process, facilitated at the Annual General Meeting, Director performance review can be established by resolution, policy or other means.

6. Procedures for Distribution of Material

Board members should allow adequate time to consider materials essential to the operation of the Club and the fulfillment of their duties. Limitations on the volume of material should also be considered when presenting materials to the Board for deliberation, especially where the amount of material prevents Directors from giving it adequate attention.



Officers Position Descriptions

PAST PRESIDENT

The Past President is a member of the Board of Directors. This position draws from his/her experience to provide advice to the Executive, and acts as a support to the President providing information and a link to previous activities.

Assists the President in planning the annual program, and conducts general meetings where the President and Vice-President are absent.

Where called upon, the Past President also acts as the member of the Nomination committee. Help promote a friendly Club atmosphere, in particular, encouraging established members to greet and interact with new members and guests.

PRESIDENT

The President shall preside at all Club meetings of the general membership, and chairs the Board of Directors Executive Meetings. The President works directly with the Director, Communications and Member Engagement to ensure an effective communication strategy. The President, oversees the coordination of all Club activities, and encourages participation. The President is responsible for co-ordinating the strategy related to the development and maintenance of future Club programs and activities, including planning for any necessary budgetary expenditure with the Treasurer.

The President is a signing officer for the Club. The President confirms all meeting locations and arrangements with the Secretary. The President is an ex-officio member of all Committees.

The President acts as liaison with guest speakers, and arranges speaker introductions and acknowledgements.

President attends all Board of Director meetings. The President plans and presides over the Annual General Meetings.

VICE PRESIDENT

The Vice-President assists the President in the planning and organization of executive and general membership meetings, and other Club activities. The Vice-President chairs the Club meetings and Board of Director meetings, if the President cannot attend.

The Vice-President conducts and presents Board Governance requirements at Annual General Meeting.

The Vice-President is responsible for Board Governance activities, including organization and planning of regular Board Meetings.

The Vice-President acts as Chairman of Nominating Committee.

The Vice President shall assume the duties of the President in his/her absence; perform such other duties as may, from time to time, be assigned by the Board.



SECRETARY

Confirms and makes all necessary arrangements for the meeting logistics for the year, including Board meetings, bi-weekly General Member meetings, and other event bookings as requested, including planning for any necessary budgetary expenditure with the Treasurer. Handles Club correspondence, including general club e-mail communications and inquiries (i.e., info@oakvillecameraclub.com),

The Secretary develops Board meeting agendas with input and in coordination with the Board members. The Secretary records minutes of executive and Board of Directors meetings, and distributes meeting minutes.

The Secretary keeps the Club's files, and records the Minutes of all Annual General and Board meetings. The Secretary is responsible for maintaining the Clubs electronic and hard-copy files according to the records retention policy (TBD).

The Secretary shall keep minutes of the proceedings; perform such other duties as may, from time to time, be assigned by the Board.

TREASURER

The Treasurer is a signing officer for the Club, and shall maintain records and custody of Club funds and dues; discharge Club expenses (approval of the Board is required to spend more than \$100 on any one item) and maintains suitable records thereof.

The Treasurer presents a budget to the Board at the beginning of the year, and presents Annual Financial results, and interim financial reports at executive meetings to inform on the Club's financial standing, and further presents financials and budget updates at Club general membership meetings, as required.

The Treasurer issues a Year-end Financial Report for approval of the membership at the Annual General Meeting.

Handles all financial transactions for the Club, and co-ordinates banking arrangements with the Membership Director.

Arranges for signatures of the Treasurer, the President, and the Secretary to be recorded with the bank. (Two of the above signatures required on cheques).

Responsible for development, coordination, application for, and reporting on the Town of Oakville Cultural Grants program.

The Treasurer performs other duties as directed by the Executive Board.

Directors Position Descriptions

The Directors shall be responsible for specific functions as assigned by the Board, and report to the Board on such activities. These functions may be performed by the Directors individually or through committees, and may include organizing competitions, critiques, outings, membership, website operations, workshops or other duties as may, from time to time, be assigned by the Board.

COMMUNICATIONS & MEMBER ENGAGEMENT Director

Facilitate an effective progression of communication and engagement objectives in line with the OCC Strategic Plan.

Communication and engagement strategies should identify objectives, internal and external audiences (i.e., members, potential members, community leaders and special interest groups), messages, and tactics, including:

- Facilitate consistent and comprehensive information flow to members, and other stakeholders, via public information forums including bulletin boards, social media channels, standard media communications, and inter-agency programming forums and calendars
- Develop and implement a member engagement and communication strategy to help OCC communicate effectively and meet our core Strategic Priorities and Objectives
- Liaise & coordinate with Committee chairs and Directors to provide communication support of programming, including Outings, Challenges, presentations, and Capture Oakville
- Maintain & grow outside 'art-based' connections i.e., municipal, community organizations, historic (create publication opportunities), and help the Club to stay current, active and visible
- Provide effective meeting communications in coordination with the President
- Director maintains inter-club connections & membership resources to reduce Board redundancy
- Identify and promote opportunities to enhance OCC's public profile in an effort to attract new members and community support

The Director of Communications will act as the '*Face of the Club*' with respect to OCC's communication strategy and delivery.

The Director will have the ultimate responsibility, and will engage Board members, as required.



CHALLENGES Director

Responsible for all aspects of the Photo Challenges, including Event Planning, establishing rules, and integrating Challenge topics with outings, workshops, technical demonstrations, and presentations.

The Challenges Director coordinates all Challenge contests, including: announcing contests; encouraging participation, and for co-ordinating the process and organization of the Challenge entries for judging.

Responsible for monitoring various aspects of the content of e-mail account 'challenges@oakvillecameraclub.com'.

The Challenges Director is responsible for

- Arranging for judging;
- Coordinate judging & results
- Prepare judging results for the web
- Presentation of results for Meetings
- Announcing winners
- Presenting prizes

ANALYTICS Director

Gathering relevant data from Outings, Meeting attendance, Membership statistics, Capture Oakville, Board Attendance.

Provides review and data analysis.

Develops and coordinates the distribution of member surveys, and reports on the results.

EDUCATION PROGRAMS Director

Develops, organizes and coordinates photographic workshops and educational programs for the Club.

Represent the Board as talented and influential visual communicator, by demonstrating advanced techniques, unprecedented creativity, and a tenacious approach to imaging solutions. Act in the function of a photographic storyteller to go above and beyond, and share his/her passion, energy and commitment to the craft.

Offer the Club members formal education and teaching programs in various areas of photography and post processing, with the primary goal being to increase member confidence and promote the submission of their images into our Club Challenges, as well as our annual Capture Oakville Competition.

Assists the Outings Director in the capacity of Events Coordinator.

OUTINGS Director

Develops, organizes and coordinates photographic outings for the Club.

Assists the Education Programs Director for special events coordination.



WEB MASTER Director

Provide website access & member support to as well as content contributors (i.e. Board, Committee and Ambassador members).

Maintains, backup & update website software.

Help achieve club priorities by providing technical & web related solutions.

Help to promote social network presence for the OCC.

MEMBERSHIP Director

Promote a friendly Club atmosphere, in particular, encouraging established members to greet and chat with new members and guests.

Maintains record of Club members - maintains Membership Contact Records / Database -

Co-ordinates Meeting Attendance - advises Board of new members.

Coordinates Membership Renewals, collects the completed Membership Application forms, and collects membership annual dues.

The Membership Chair is the contact for people wishing to join the Club.

Prepares name identification badges for Club members, and provides temporary name badges for visitors (an assistant may be desirable for first two meetings of the year).

Organizes refreshments for general meetings.

Looks after all Club Banking Activities in coordination with the Treasure; preparation of cheques; etc.

PROGRAMS Director

Acts in the function to develop the Club's photographic programming. Acts in the capacity of a 'co-ordinator' with the other Board Directors, to assist in integrating and developing various photographic themes for Outings, Challenges and Education functions.

He/she plans and organizes each year's overall program, and functions in the capacity of the Program / Speaker representative to identify guest speakers and presenters, recruit and co-ordinate the overall speaker schedule.

Coordinates the Requirements for Speakers & Presentations to confirmed meeting details and expectations with the speakers.

Co-ordinate with the Mentors Volunteers who act in the capacity of 'subject matter experts,' and co-ordinate with the Board to assist Club members in developing their photographic techniques, camera skills, and post-processing applications of subject techniques.

The Director is responsible for the development and maintenance of a file of possible future Club Speakers, programming and activities, including planning for any necessary budgetary expenditure with the Treasurer.

All EXECUTIVE and BOARD MEMBERS

Set an example at general meetings by:

- Arriving promptly to meetings, at least 10 minutes before the start of each meeting,
- Encouraging and contributing to a hospitable atmosphere.

Attend meetings as planned and scheduled.



Prepare and present progress and reports on specific responsibilities and assignments
Participate in executive and other Club meetings, as required.

Committee & Club Volunteer Position Descriptions

AUDIO VISUAL Volunteer(s)

Stores and maintains control of Club equipment.

Coordinates with guest speakers to provide Club equipment, and assists the guest speaker set up equipment.

Operates multi-media projector at meetings and exhibitions, and other Club activities (or arranges for others to do so).

PROGRAM / SPEAKER Committee Volunteer(s)

Coordinates the selection, screening and promotion of speakers and presenters. The Program / Speaker Committee handles initial mailing to guest speakers and is responsible for highlighting upcoming Club events. The Program / Speaker Committee is responsible for corresponding with, and looking after, presenters, obtaining their background information and equipment needs, finding members to introduce and thank them, as well as arranging for their Honorariums.

The Program / Speaker Committee ensures that the program communications and other publicity materials are designed and published, and that all program information is provided to the Web Master for hosting on www.OakvilleCameraClub.ca website.

Develops and maintains a file of possible future Club Speakers, programs and activities.

MENTOR (FORMERLY AMBASSADOR) Volunteer(s)

Promote a friendly Club atmosphere, in particular, encouraging established members to greet and chat with new members and guests.

Act as a 'subject matter expert' to assist members in their skills and application of subject techniques.

GTCCC Representative

The GTCCC representative is the contact between the GTCCC and Oakville Camera Club.

Organizes and represents the Club in meetings with area clubs to coordinate joint activities.

The GTCCC representative will attend GTCCC meetings or find a substitute to attend.



CAPTURE OAKVILLE Committee Chairperson

Coordinates annual Club Photography Competition - this includes all Aspects of the Planning, Marketing, Sponsorship, and Hosting of our Annual Photo Competition, Exhibition, & Awards Ceremony, including:

- announcing and promoting the annual contest;
- developing rules,
- coordinating the development of sponsors,
- encouraging participation,
- collecting image submissions,
- organizing the judging;
- arranging facilities and licencing,
- announcing winners; and
- presenting prizes.

NOMINATION Committee

The Nomination Committee is responsible for putting together a slate of nominees for the election of officers at the Annual General Meeting usually held in August / September.

The Nomination Committee Chair will be the Past President, and in his/her absence, the Vice-President acts as Chairman of Nominating Committee.

The Nomination Chair oversees the activities of this committee. The Nomination Chair will recruit committee members to assist with the running of the committee. The Nomination Chair will make the presentations and run the voting at the Annual General Meeting.