

FALKIRK CAMERA CLUB



Operations Manual

A Guide to the Roles
and Responsibilities
of the
Committee Members

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Amendment History :-

Version No.	Date	Amendments Made
1	Aug 2011	Original release of manual
2	Dec 2012	Changes to operating policies for Web Controller. Document the file retention policy for Internal Competition Secretary
3	Aug 2017	Review of all roles

Presidential Duties:

The duties and responsibilities of the President are:

- Directly, or via a committee-nominated Club member, liaise with the venue manager(s) to report season start and end dates and to request use of the meeting room, or alternative, for committee meetings.
- Discuss annual donation with Club committee then liaise with venue manager(s) maintaining satisfactory relations with the church.
- Have a current copy of Terms & Conditions of Let and ensure that the Club complies.
- Ensure that the venue is opened each Thursday night and that the necessary equipment is set up for the evening's events. In the case of a monthly competition night arrange for assistance.
- Ensure that the main entrance door is monitored during members' arrival period on a meeting night and that it is secured before the meeting starts.
- Ensure members are aware of fire exits.
- Liaise with the Syllabus Secretary and be aware of forthcoming visiting speakers ensuring that they will have the required equipment.
- Prepare for his/her introduction. Be aware of forthcoming competition hand-in dates; announce results of recent inter-club competitions; announce successes of any members in exhibitions, competitions, publications or events. Announce any items of interest such as photographic exhibitions in central Scotland; forthcoming television or radio programmes on photography; information on websites utilising or explaining photography. Mention any events offering photographic opportunities. Promote forthcoming speakers and club events. Divide the announcements over the opening, interval and closing periods keeping the opening announcements reasonably brief.
- Greet the visiting speaker, or judge, and check that they have the required equipment. Ask them how they would like to be introduced and clarify the approximate timing of any interval.. Having delivered the introduction, ask members to welcome the speaker.
- When the speaker closes for the interval, make the bulk of any announcements and give an indication of the length of the interval. Ensure the speaker, and any guests, have refreshments and are accompanied. Resume the meeting at an appropriate time.
- When the speaker ends their presentation, invite questions if appropriate, having previously checked that the speaker is prepared to accept questions.
- Either deliver, or by prior arrangement invite a member to deliver, a vote of thanks. This should always be complimentary and recognise the time, expertise and skill of the speaker or judge.
- Finally, deliver any further announcements, thank the members for attending and recognise those who assisted in the preparation of the evening.
- Hold meetings of the committee to: deliver a President's Report on Club status; receive verbal reports from each Office, and non-Office Bearer; discuss items of other business; discuss and resolve any difficulties; explore opportunities to promote the Club. Review membership levels and discuss measures to stimulate involvement from existing members and encourage new membership.
- Liaise with each committee member to: discuss their role; recognise successes; assist with any issues and explore opportunities for advancement.
- Keep communications open, and be approachable, with all members. Ensure that members know that their opinions are valued and encourage participation in club life. It

is a particular role of the President and committee to develop a positive and enjoyable atmosphere.

- Explore opportunities to promote Falkirk Camera Club. This may include liaising with other groups in the district whose activities may offer photographic opportunities to members; joint activities with other groups or exhibitions by Club members, seeking information and ideas from club members.
- Liaise with other camera clubs sharing information and exploring areas for advancement.

Vice President

◦ **Overview**

The role of the Vice President is to observe and absorb all aspects of the Presidential duties (see below) and be prepared to stand in and carry out said duties when the President is unavailable. Also the Vice President should assist any other Committee members when and where necessary.

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- Have a current copy of Terms & Conditions of Let and ensure that the Club complies.
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- Liaise with each committee member to: discuss their role; recognise successes; assist with any issues and explore opportunities for advancement.
- Keep communications open, and be approachable, with all members. Ensure that members know that their opinions are valued and encourage participation in club life. It is a particular role of the President and committee to develop a positive and enjoyable atmosphere.
- Explore opportunities to promote Falkirk Camera Club. This may include liaising with other groups in the district whose activities may offer photographic opportunities to members; joint activities with other groups or exhibitions by Club members, seeking information and ideas from club members.
- Liaise with other camera clubs sharing information and exploring areas for advancement.

The Vice-President should be prepared to accept nomination for the role of President upon the expiry of the President's term(s) of office.

General Secretary

The Duties and Responsibilities of the General Secretary are to:

- Provide functional communication between the club and external bodies, as appropriate.
- Act as a general point of contact with the PAGB, SPF and GDPU.
- Relay relevant information to club members and/or committee using the most convenient communication channels e.g., verbal, e-mail, etc. Discretion to be used in distributing commercially orientated e-mails on a wide circulation.
- Provide agenda and minutes for committee meetings in a timely manner.
- Provide agenda, minutes and office-bearers' reports (excluding President and Treasurer) for the Annual General Meeting in a timely manner.
- Create and maintain up-to-date distribution list for members for general information.
- Create and maintain up-to-date distribution list for PAGB/SPF newsletters.
- Distribute PAGB/SPF newsletters on a monthly basis.
- Maintain and update Facebook page for FCC.
- Book meetings rooms at Falkirk Bowling Club.
- Help maintain Google Calendar for group events.
- Create, maintain and print blank forms as required (loan, stock item, stocktake forms etc.).
- Maintain an electronic copy of stock items.
- Provide necessary handover and assistance to the incoming General Secretary.

Treasurer

The Treasurer is responsible to the Club Members for the administration, compliance and reporting of the Club's financial activities and status.

◦ **Overview**

The Treasurer's duties are to:

- Collect membership fees and issue receipts and membership cards.
- Provide committee members with a copy of the up to date membership list as it changes.
- Collect weekly dues from members
- Balance weekly dues with member's present
- Pay the expenses/fee of judges and guest speakers
- Arrange payment of all amounts due by the club, either annually or ad hoc.
- Administer the club cheque book and receive bank statements
- Produce an Income and Expenditure Report and present a statement of accounts at the AGM
- Provide the Committee with a rough appraisal of the accounts at each committee meeting

Detail

- At the start of each season the Treasurer's main task is to be available on club nights to collect and receipt all membership fees payable, as agreed by the membership at the AGM.
- Seated at or near the hall door, it is the Treasurer's responsibility to collect the weekly dues agreed at the AGM, from all members attending.
- The Treasurer will prepare a members list, check in every member and note all guests attending, as required under fire regulations. If a member or guest leaves early the Treasurer must also note this.
- Club speakers and judges normally ask for a fee. The Treasurer must make themselves known to this person and ascertain the amount due. The Treasurer then makes payment and asks the speaker/judge to sign an expense's claim form.

NB On many occasions the appropriate Committee member may have ascertained the fee in advance.

- Ad hoc expenses are paid by the Treasurer, usually in cash, and, on every occasion, a petty cash voucher must be signed.
- Larger expenses are paid by cheque after committee approval and it is the Treasurer's duty to sign any cheque and to arrange for the cheque to be signed by another approved signatory.
- The Treasurer must keep detailed books of every transaction. This can be either in the form of an electronic accounting system or a manual accounts book. If an electronic system is used, at the end of each year a full transactions list must be produced for the club records, as well as the Income and Expenditure Report and Balance Sheet. In the case of a manual accounts system the book itself must be maintained and the same reports prepared.

- As well as the above books, bank statements must be kept and reconciled, all receipts , all petty cash vouchers , all expense claim forms and, the cheque stubs kept.
- Provide goods for tea break :- tea, coffee, sugar, milk and biscuits

The account categories which would be used are :

Income:	Bank interest Membership Fees Weekly Dues Donations Other Income (this may be fund raising, etc.)
Expenditure:	Catering (incl. Coffee, Biscuits, Cups, Sugar, Tea Sundry (all other items) Club equipment purchases Committee expenses (detail each member) Fees (SPF, GDPU, etc) Hall Rental Insurances (These come via the SPF) Club equipment Public Liability Judges expenses Speaker Expenses Licences costs Club night expenses (models, etc) Stationery costs Trophy Engraving Sundry expenses

- There may be additional accounts required from time to time. e.g., if the Club applies for a lottery grant and are successful this is significant enough to merit a separate income category.
- There may be an occasion where a specific cost is made, for example the Club's audio set up in 2010. These expenses merit the creation of a separate expenses category. It is suggested that anything over £75 is worthy of a mention.
- The **Income and Expenditure Report** is purely a list of all the incomes for the year, which are then totalled, together with a list of all expenses which, once again, are totalled and then the expenditure is subtracted from the total income to produce a surplus/deficit.
- If the Club is owed money at the end of the financial year this could be written into our books as an accrual and, conversely, if it owed money and wanted to show this as part of the current year's account this would be listed as a liability. These figures would also have to be shown in the Income and Expenditure Report.

NB In general the Club has no need for accruals/liabilities as it is a small club but it is as well to be aware of them.

- A **Balance Sheet** is also required. This is a small report showing our bank and cash balances (if any). These are the Club's total assets and they are equated against the club equity.
- Also, the Club tends to devalue its equipment purchases to nil in the year bought. This takes away the need for depreciation calculations. As the Club does not pay tax there is no need to offset purchases for several years and so it is only mentioned for reference.

Syllabus Secretary

◦ **Overview**

To plan and organise a programme of Club evenings for the annual session.

◦ **Process**

- Prepare an open calendar of Club evenings for the session at least a year ahead. Begin in September for the session beginning 12 months ahead.
- Fix the dates of the Monthly Club Competitions, plus the Donald Polson, Don McDougall, and Print and Projected Digital Image (PDI) of the Year Competitions, using the previous year's dates as a guide.
- In consultation with the External Competitions Secretary, and using the External Competitions - Generic Schedule (see Appendix 1) as a guide, fix dates for any external competitions which the Club will be involved in during the session. Some external 'battles' may not be certain until halfway through the year of planning. These may require adjustments for certain dates in the session.
- Commence making contact with speakers who will provide an evening's programme. Refer to past syllabuses to check which speakers have addressed the Club in the past four or five years to ascertain who might or might not be invited back for an evening.
- Speakers can be contacted:
 - from the list of speakers found in the handbook of the Scottish Photographic Federation (SPF)
 - from the list of speakers found in the handbook of the Glasgow District Photographic Union (GDPU)
 - from the list of speakers found in the handbook of the Photographic Alliance of Great Britain (PAGB)
 - from the lists of previous speakers
 - from suggestions made by the Club committee or Club members
 - from other reliable recommendations
- When invited, speakers should be sent a confirmation email which seeks definite information regarding date of engagement, title of presentation, equipment requested for use, and a requested fee for expenses. (This email becomes the formal record of the booking)
- Confirmed bookings should be entered in the calendar for the session until the programme is completed.
- Prepare list of equipment required for each evening to be pinned on cupboard door to enable those setting up for each Club night to have appropriate information. This should also include expenses as requested by visiting speakers, a copy of which is given to the Treasurer.
- Between 14 and 10 days prior to an engagement, send a reminder email to the speaker with directions enclosed. Competition secretaries are responsible for reminding judges and opposing club secretaries regarding competition evenings.
- During the summer prior to the commencement of session in September, prepare for printing the Syllabus Card/Programme, which is distributed to all registered members by the Treasurer. Arrange for this card to be printed.

Blank page inserted for numbering purposes rather than reprint from page 9 onwards. To be corrected in next reprint

Internal Competition Secretary

The Internal Competition Secretary is responsible to the Club members for the smooth running of all of the Internal Club Competitions by carrying out the following list of duties and responsibilities.

Overview

- ICS is responsible for the organisation and documentation of all competitions held purely 'internally' ie. only involving members of Falkirk Camera Club

Organisation includes booking judges, collecting, collating and delivering competition entries, giving appropriate information to judge, collecting scores/results on competition nights and announcing winners. The process and timings for these tasks are detailed under separate sections 'Monthly Competition Processes' and 'PDI KO Competition Processes'.

- ICS must be fully conversant with the rules governing all internal competitions and is responsible for the enforcement of these rules.
- After competitions, ICS should email the pdf copies of the Competition "Score Sheets" to club members.
- After competitions, ICS should update the "Monthly Display Board" and send pdf copy to club members.
- ICS to liaise with Web Controller (and supply soft copy of "Monthly Display Board" for display on the website.
- ICS should maintain records of numbers of entries, scores for each entry, and judges appointed.
- At the end of each season, and prior to the AGM, ICS should collect all trophies from previous season winners and arrange for engraving of new winners names.
- Prior to the AGM, and for endorsement by the Camera Club Committee, the ICS should make recommendations as to any 'promotion(s)' from B Section to A section
- Prior to the AGM, and for endorsement by the Camera Club Committee, the ICS should make recommendations as to the winner of the 'Best Beginner' Trophy. This award is to be made on the basis of an individual who is in B section(s) for Colour Prints, Monochrome Prints, PDIs or A-V leagues or, if no such B section(s) exist, to someone who has been in this (or other) camera club for no more than 3 years.

Typically the Best Beginner would be that member, as per above, who accumulates the most aggregate points in all monthly competitions. However success in annual PPOY competitions may also be taken into account.

- Prior to the AGM (and for presenting at the AGM) the ICS should create certificates for Winners, Runners-up and Third place awards.
- At the AGM the ICS to organise trophies and certificates ready for presentation.
- ICS to prepare and present a report to the AGM detailing the support for the internal competitions, the winners of the trophies and any other relevant items eg. Adherence to competition rules, issues of specific rules becoming irrelevant etc.
- At the end of the season, ICS should ensure that names of judges used are added to a continuing file (for x-reference when arranging next season's judges). If required, this information should also be given to the club's archivist.
- ICS should ensure that copies of judges lists from SPF, GDPU and other relevant sources are kept current. Lists are sent to FCC Secretary, ICS to request if any updates

have been issued.

- The club shall retain any digital copies of prints or images that have been submitted to the club for possible use by the club including, but not limited to, the following,
 - External competitions. (including the Scottish Photographic Federation).
 - Club website content.
 - Historical archives.
 - Public Relations material both internal/external.
 - Club fund raising activities.

- N.B. The Club Policy is that when a photographer/author submits images they have given consent to Falkirk Camera Club to use their images to further the advancement of the club as detailed above. The photographer/author may request at the time of submitting images that all, or a nominated selection, of their images not be retained.

<u>Event</u>	<u>Timeline</u>	<u>Action</u>	<u>Template to Use</u>	<u>Comment</u>
Booking Judges		Syllabus Secretary will issue dates for competitions. ICS now in position to contact prospective judges. Usually this is for 7 competitions – 5 monthly; Wild Life (Donald Polson) and Print and PDI Of The Year. May also be for Don McDougall AV Trophy		Make Contact ASAP (Other clubs will be doing the same). Avoid excessive use of judges from previous sessions – a list of which should be in the ICS files
	ASAP, i.e. Once Comp dates are Known	Contact prospective judges – initially by email (preferable) or by telephone.	See Sample Emails	Use lists provided by SPF and GDPJ. Judges are required for 5monthly competitions; The PSoY and the Donald Polson. Don McDougall competition may be judged by club member(s) OR external judge - but ICS must “book” the judge(s).
		➤ Once a judge has agreed to do a particular competition then send: Confirmation of Booking (email preferred)	See Sample Emails	
		➤ Ensure acceptances have been received and confirm their receipt (only if handling by surface mail).		
Hand-in & Delivery	T-28 days	<ul style="list-style-type: none"> ➤ Remind members of competition hand-in taking place at next meeting ➤ Produce and have available “Competition Entry” Labels 		Ask President to do in usual notices
	T-28 days	<ul style="list-style-type: none"> ➤ Contact Judge – phone preferred – to confirm date & time of competition are still OK ➤ Arrange date and place for delivery of entries. 		
	T-21 days	Collect entries on hand-in night		
	T-20 to 17 Days	<ul style="list-style-type: none"> ➤ Ensure all members grades are known ➤ Sort entries into relevant categories and sections. ➤ Ensure all entries comply with rules eg. Anonymous, size, repeat entry etc. ➤ Produce and add “Image Acceptance” label to back of prints. ➤ Collate all PDI entries by author ➤ Create “Score” sheet (MS Excel) detailing all Image, PDI entries., and entries to GR, JS, and EICP competitions. ➤ Using “web” based random number sequencer create an anonymous running order for each category. 		
	T-19 to 17 Days	<ul style="list-style-type: none"> ➤ Box up Ready for delivery ➤ Print off all necessary paperwork - Score sheets, Guidance Letter, Club Rules, Judge Expense Claim, and directions to the Club Venue. ➤ Create CD/Memory Stick which contains all necessary documentation that is require by the Judge ➤ Deliver to Judge. ➤ Discuss with Judge what is required from him. ➤ Request Judge’s Bio 	Entry/Score sheets. Guidance Letter to Judge. Expense Claim. Map	
	T -1	<ul style="list-style-type: none"> ➤ Receive Scores From Judge ➤ Modify Running Order of PDI’s to suit scores. 		

Competition Night	T	<ul style="list-style-type: none"> ➤ Competition Night ➤ Welcome Judge, Check All Ok, Introduce to President ➤ Acquire scored entry lists, if not received the day before. ➤ Announce Winners ➤ Personally thank judge – in addition to public thanks ➤ Ensure Ext Comp Sec gets entries for external comps ➤ Retrieve unclaimed print entries for safe keeping 		
After Comp'n	By T + 6 days	<ul style="list-style-type: none"> ➤ Update Score Sheets, & Monthly Display Board and email pdf copies to members. ➤ Send "thank you" email to Judge. 	Standard thank you letter	
	T + 7 days	Return unclaimed images and memory sticks to authors		1 st Club night after competition

Note : T is night of Competition, hence T + 7days) is 1 week after competition

Monthly Competition Process

PDI KO Competition Processes

- i. Remind members of required entry 1 week before entry hand-in. (Ask the President to announce)
- ii. Acquire all entries and check that the images conform to the rules.
- iii. Limit entries, if required, to ensure a MAXIMUM of 6 rounds plus a preliminary round ie. 64 entries.
- iv. Sort entry into draw, ideally keeping authors entries in separate quarters of the draw.
NB May need a preliminary/byes round to ensure correct numbers for subsequent rounds.
- v. On monthly competition night :
 - ensure PDIs are all on the laptop in correct order, with header and end images as required
 - ask judge to decide winner of each pairing (allow judge maximum of 1 re-visit per pairing)
 - record all winners
- vi. Update Master PDI KO Score Sheet
- vii. Produce pdf copy of Master PDI KO Score sheet and email to club members.
- viii. Ensure that the final 2 images are judged on PPOY night.

External Competition Secretary

The External Competition Secretary is responsible to the Club Members for the Club's participation in all External Club Competitions by carrying out the following list of duties and responsibilities.

Overview

- * ECS must be fully conversant with the rules governing the various external competitions (See Appendix 1 for the entry requirements and author restrictions of each competition) and for the enforcement of these rules both in the Club and with participating clubs.
- * ECS must establish which competitions the Club is responsible for hosting in any one season (See Appendix 1) and for the scheduling of these competitions in consultation with the Syllabus Secretary.
- * ECS must liaise with other clubs to determine and then schedule, again in consultation with the Syllabus Secretary, the hand-in and competition dates of the competition being hosted by other clubs.
- * ECS is in complete control of the competition hosted by the Club.

For competitions hosted by the Club

The ECS is responsible for :

- * The procurement of a judge for the competition. The judge to be selected from the SPF/PAGB list of judges which is available from the SPF (website). The engagement of the judge should take place 3 - 6 months prior to the competition as the services of judges are in high demand and late application could prove fruitless leaving the Club in the embarrassing position of having no judge.
- * Informing participating clubs of the hand-in date and the competition date and making arrangements with participating clubs to receive their entries by the hand-in date.
- * Ensuring that all competition entries have a title and that there is no indication on the entry as to which Club it represents and that, on prints, all other competition stamp marks and labels are covered (usually with a removable cover of tin foil) so that only the current competition information is visible.
- * Cataloguing all entries in random order and present this list to the judge 23 weeks before the competition, informing the judge of the venue and provide directions to this.
- * Providing score sheets (see example below) for all delegates attending the competition.
- * Liaising with other clubs participating to ensure that trophy/trophies are available for presentation.

For competitions hosted by other clubs

The ECS is responsible for :

- * Liaising with host clubs confirming the hand-in and competition dates.
- * Ensuring all Club entries are properly titled and that, on prints, all other competition stamps and labels are covered (usually with a removable cover of tin foil) so that only the current competition information is visible.
- * Compiling a list of the Club's entries and ensuring that the Club entries are delivered to the host club on or before the hand-in date as set by the host club.

General

Other items that the ECS is responsible for are :

- * Encouraging members to submit their work for consideration to represent the Club in external competitions.
- * Forming a committee made up of Club members for the purpose of selecting the Club's competition entries from the work submitted.
- * Keeping records of the Club's entries to external competitions listing title, author and mark achieved. Copies are required for :
 - Secretary's own records to ensure compliance with future competition entry rules
 - display on Club notice board along with copy of score cards for the competition
 - historical/archival records

Reference Information

*** External Competitions**

Stirling Battle : Between Stirling and Falkirk CC (hosted on alternate years)

The Williamson Trophy : Between Kirkintilloch CC, Stirling CC and Falkirk CC (hosted every third year)

SPF 5 Way Competition : Between Kirkintilloch CC, Cumbernauld & Kilsyth CC, Stirling CC, Airdrie & Coatbridge CC and Falkirk CC (hosted every fifth year)

NB - As Committee positions change regularly, contacts can be found on the websites of the above mentioned Camera Clubs.

SPF Competitions

The SPF Print Championship & SPF Digital Knockout Competition

Contact regarding these competitions is usually made by email either to the Secretary or External Competition Secretary about 1 month in advance of the competition taking place. Relevant competition information is downloadable from the internet. As a first stage, "Intent To Enter" forms are usually required to be completed and sent back to the SPF.

The necessary forms and information regarding size of prints and PDI's will be given in the competition information on the SPF website. It is essential to check that all PDIs meet the size requirements of the competition prior to the images being stored on a CD. For the SPF Digital KO competition it is useful if thumbnail images of the entries are printed off as this can be of great assistance in making selections for rounds required to be decided during the course of the competition.

The SPF Portfolio

This usually takes place in April of each year and requires 4 colour prints, 4 black & white prints and 6 PDIs, all of which should be the best from the Club's year of photography and are sent off to be entered into the portfolio. All the information regarding this is available from the email sent to the Secretary or External Competition Secretary prior to the time.

The portfolio is usually put onto a CD and sent back to the Club for information.

Sample score sheet

A sample score sheet is displayed on the following page and when hosting an external competition at FCC a number of these sheets are required to be prepared and distributed to members of each team. Three or four per team is sufficient.

The Falkirk v Stirling Battle held at Falkirk on Thursday 22nd November 2007

Judge : Bob Copeland

	Title	Falkirk	Stirling
1	Afacaans Monument		
2	Autumn Wood		
3	Anemone Seedhead		
4	Beltane Drummer		
5	Autumn Shades		
6	Ben Ledi		
7	Avocet 1		
8	Carn Liath		
9	Brown Eyed Girl		
10	Casa Maria		
11	Candlelit Crime		
12	Eilean Donan 2		
13	Colourscape 1		
14	Evening Paddle		
15	Coming Out of the Shadows		
16	Eye, Eye		
17	Felling Blue		
18	Falkirk Wheel		
19	Goldfinch		
20	Ghostly Heads		
21	Hawk Eyed		
22	Klamath Lake, Oregon		
23	Long-tailed Tit		
24	Oregon Dunes		
25	Merlin		
26	Pollenation		
27	Motocross		
28	Secure		
29	North Berwick Sunset		
30	Skaterboy		
31	Out of Fuel		
32	Spinout		
33	Passion Flower		
34	Swan		
35	Pier group		
36	The First Bend		
37	Pumpkins		
38	Lagonda		
39	Quad Crash, Duns		
40	Grampa's Bedroom		
41	Red Arrows		
42	Wild Kitten		
43	Sole Bonne Femme		
44	The Last bend		
45	Terry		
46	Hillclimb Special		
47	The Old Man		
48	Quirang Light		
49	Woodpecker		
50	Must Keep Going		

Totals : _____

Public Relations Secretary

The Duties and Responsibilities of the PR Secretary are to :

- Place weekly report in Falkirk Herald
- Submit photographs and larger articles to Falkirk Herald
- Arrange club exhibitions
- Produce P .R. material for club events.
- Liaise with other clubs on shared P.R. opportunities
- Liaise with other arts clubs and organisations
- Promote the club through other community groups
- Join any club sub-committee which may need a P.R. element.

Web Controller

The Web Controller is responsible for the creation, administration and maintenance of the Club's website.

Overview

The Duties and Responsibilities of the Web Controller are to :

- Recommend, for approval by the Committee, a suitable internet services provider (ISP)
- Liaise with the ISP to set up the web site
- Ensure that any domain set up and annual fees are paid on time
- Ensure that the Club's domain name fee is paid on time
- Create/choose an appropriate web design and set up the overall Club website using this design
- Ensure that all appropriate website and image standards (see below) e.g., privacy; data protection; decency etc. are enforced
- Liaise with other Committee and Club members with regard to maintaining the web content e.g., with PR Secretary regarding exhibitions; events etc.; with Competition Secretaries re competition entries/results etc.; with Syllabus Secretary re the Club syllabus and generally to update material, add news, etc.
- Add appropriate news to the Club news page e.g., individual member successes in external competitions or gaining of photographic awards
- Include appropriate general items of photographic interest e.g., exhibitions, competitions etc.
- Tutor, when appropriate, other committee members in the use of the web design tools and methods to enable them to create/maintain agreed elements of the web site e.g, a web controller 'understudy' or the Club archivist and ensure that they have the appropriate access levels to implement controlled updates.
- Keep the FCC Committee up to date with any issues or developments regarding the website.
- To ensure that an up to date backup of all data and images used is maintained for the maintenance of the web site.

Website Usage Standards and controls

- The website has been created for the use of Falkirk Camera Club (FCC) only.
- The FCC website will not be used to advertise or link to any personal websites. This may be done through the Flickr site, if desired.
- The FCC website will not be used to advertise any commercial activity or promote any commercial or professional websites. This may be done through the Flickr site, if desired.
- The website, in particular the Links page, will only contain links to other photographic or appropriate groups or organisations whose primary purpose is to promote the art of photography. There will be no links to commercial, retail or private businesses.
- The server will have a folder which will form a repository for master copies of current documents which appear on the web site in editable format (i.e., Word).
- No additions or changes are to be made to the website by persons who have not arranged this with, or had agreement from, the Web Controller.
- Areas of the website should not be reproduced without permission of the Web

Controller.

- The Web Controller will, normally, have the final decision on any alteration to the website.
- As a website devoted to FCC, only images produced by FCC members will be displayed.
- Images submitted to the Club for competition purposes can be added to the FCC website galleries unless the author of the photograph specifically requests otherwise.
- Members can request that their images be shown on the website - in which case these should be submitted in digital form to the Web Controller for scaling to the correct size and adding to a gallery.
- FCC is under no obligation to display or use any submission provided and may remove any images at any time at the discretion of the Web Controller.
- Any images submitted and/or agreed to be displayed will be done at no cost to FCC.
- FCC will attempt to display **in galleries** a broad selection of photographs from both A and B categories. The website is meant to showcase the Club's capability and, as such, some preference will be given to higher quality photographs.
- No material which may cause offence will be displayed. When an image has been displayed which is considered contentious then the Web Controller should be contacted immediately regarding this and any concerns passed on.

All Committee Members

The General Duties and Responsibilities of each Committee Member are to :

- Act as an ambassador for Falkirk Camera Club and seek opportunities to promote photography for the overall benefit of the club, members and local community.
- Liaise, as necessary, with guest speakers, visitors and members to ensure they feel welcome within the club.
- Assist with equipment and refreshment preparation etc. at the weekly meetings and special events.
- Attend, as far as practicable, and support the business conducted at the committee meetings and the Annual General Meeting.
- Assist, as required, with specific club events and in liaising with other organisations.
- Be familiar with the club rooms Fire Safety Plan and any other relevant club rooms' instructions.

Falkirk Camera Club- Sub-committee Roles

Shared Responsibilities

- Act as ambassador for Falkirk Camera Club and seek opportunities to promote photography for the overall benefit of the club, members and local community.
- Liaise, as necessary, with guest speakers, visitors and members to ensure they feel welcome within the club.
- Assist with equipment and refreshment preparation, etc. at the weekly meetings and special events.
- Attend, as far as practicable, and support the business conducted at the committee meetings and the Annual General Meeting.
- Assist, as required, with specific club events and in liaising with other organisations.
- Be familiar with the club rooms Fire Safety Plan and any other relevant club rooms' instructions.

Appendix 1 - External Competitions

Format

Battle	Entry Required	Maximum Images per Author
SPF 5-Way	5 Prints & 5 Digital Projected Images	2
Stirling	25 Digital Projected Images	5
Williamson (Mono)	6 Prints	2
Williamson (Colour)	8 Prints	2
Bathgate	20 Digital Projected Images	3

Competition suspended in 2010-11 season as Bathgate Club itself is (temporarily?) no longer functioning.

Last competition took place in February 2010.

NB Prior to 2009, this was a competition based on 8 mono prints, 8 colour prints and 8 projected images.

Generic Schedule

Battle	Usual Month	Home Club	Years				
SPF 5-Way	October	Falkirk	2010	2015	2020	2025	2030
		Kirkintilloch	2011	2016	2021	2026	2031
		Airdrie & Coatbridge	2012	2017	2022	2027	2032
		Cumbernauld & Kilsyth	2013	2018	2023	2028	2033
		Stirling	2014	2019	2024	2029	2034
Stirling	November	Falkirk	2011	2013	2015	2017	2019
		Stirling	2012	2014	2016	2018	2020
Bathgate	February	Falkirk	2011	2013	2015	2017	2019
		Bathgate	2012	2014	2016	2018	2020
Williamson Trophies	March	Falkirk	2011	2014	2017	2020	2023
		Stirling	2012	2015	2018	2021	2024
		Kirkintilloch	2013	2016	2019	2022	2025

As above, competition suspended in February 2010.

In addition to the above, FCC did, for several years, participate in the GDPU League. However a decision was taken in 2010 to no longer participate in this league.