

Grande Prairie Photo Club

Executive Member - Job Descriptions

President

- spokesperson & primary contact for the Club
- ensure club stays on track - financially, membership, etc
- coordinate efforts of executive members
- run executive meetings
- signing authority - Club account(s)
- plan and coordinate activities and events for monthly meetings

Vice President

- assist and stand in for President if absent
- signing authority - Club account(s)
- assist Membership Director or other positions as required
- plan and coordinate activities and events for monthly meetings

Secretary

- take meeting notes at executive meetings and circulate
- file non-profit annual return
- signing authority - Club account (s)
- maintain minutes, files in club binder
- maintain club library
- plan and coordinate activities and events for monthly meetings

Treasurer

- manage the club bank accounts
- prepare and deliver financial statements to club - executive meetings and periodic monthly meetings
- prepare annual financial statement to accompany non-profit annual return
- make deposits
- order cheques
- prepare annual budget for club
- signing authority - club account (s)
- plan and coordinate activities and events for monthly meetings

Director of Membership

- maintain accurate membership list
- provide membership application forms to new members
- explain club membership dues to new members
- email communication to club members
- collect membership fees and turn them in to treasurer for deposit
- plan and coordinate activities and events for monthly meetings

Director of Field Trips

- research and plan club field trips
- develop an itinerary of field trips, 2-3 months in advance; ensure information is provided to Webmaster & Director of Membership for inclusion in website, facebook page and emails
- provide details of trips (maps, logistics) to membership director and web master for communication
- provide reports on field trips at monthly meetings
- plan and coordinate activities and events for monthly meetings

Webmaster

- manage and maintain the Club website
- plan and coordinate activities and events for monthly meetings

Social Coordinator

- setup coffee/refreshments for monthly meetings
- maintain inventory of coffee and refreshment supplies
- plan and coordinate activities and events for monthly meetings

Director at Large

- plan and coordinate activities and events for monthly meetings
- assist with other areas as required including backing up other positions

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