



2020/2021

INFORMATION BOOKLET

ISSUE No 24



**Netball Centre,
Rainham School for Girls
Derwent Way
Rainham
Kent
ME8 0BX**

REFLEX PHOTOGRAPHIC CLUB



CONTENTS

	Page/s
1. Programme 2020/2021	3-4
2. The Executive and Committee Members	5
3. Competition Organisers	6
4. Competition Winners 2019/20	7-8
5. Competition Rules	9-12
6. Selection Arrangements for External Battles and Competitions	13-14
7. Constitution of Reflex Photographic Club	15-17
8. Management of Reflex Photographic Club	18-19

REFLEX PHOTOGRAPHIC CLUB



PROGRAMME 2020/2021

Date	Event	Judge/Lecturer	Hand In	Notes
2020				
17 September	OPENING NIGHT + Welcome to new members and a welcome back to those renewing	ELISABETH SMITH	N/A	ONLINE VIA ZOOM
24 September	LECTURE Creative Flower Photography	Cherry Larcombe EFIAP ARPS DPAGB BPE5*	Reflex Cup (Digital League R1)	ONLINE VIA ZOOM
8 October	REFLEX CUP (Digital League R1)	JACK TAYLOR EFIAP DPAGB	Novice Cup (Digital)	ONLINE VIA ZOOM
15 October	CLUB MEMBER PRESENTATIONS	CLUB MEMBERS	N/A	ONLINE VIA ZOOM
22 October	NOVICE CUP	CHERRY LARCOMBE EFIAP ARPS DPAGB BPE5*	N/A	ONLINE VIA ZOOM
5 November	LECTURE - Seeing the Light: 25 years of landscape photography	Guy Edwardes	Digital Manipulation Competition-	ONLINE VIA ZOOM
12 November	VIRTUAL EXHIBITION/HOW TO...	CLUB MEMBERS	N/A	ONLINE VIA ZOOM
19 November	Digital Manipulation Competition	STEVE CARROLL ARPS	Invicta Cup (Digital League R2)	ONLINE VIA ZOOM
3 December	INVICTA CUP (Digital League R2)	KIRSTY RALFS ARPS QGP	N/A	ONLINE VIA ZOOM
10 December	LECTURE Sports Photography	Mark Pain	Small Print DPLs	ONLINE VIA ZOOM
17 December	Small Print Competition	We the members decide	N/A	ONLINE VIA ZOOM

The working assumption is that wef 2021 social distancing restrictions will have been lifted...

2021				
7 January	HOW TO... Painting With Light / Light Trails	PAUL HAFFENDEN	CAREY ROBERTS CUP (Print League R1)	
14 January	LECTURE How to prepare a panel of images	Chris Shore FRPS MPAGB EFIAP BPE5* Helen Taylor ARPS DPAGB BPE3*	N/A	
21 January	CAREY ROBERTS CUP (Print League R1)	ROBIN HARMSWORTH	Victory Cup (Digital League R3)	
4 February	Victory Cup (Digital League R3)	DAVE MASON	Ken Hayward Trophy (Digital)	

REFLEX PHOTOGRAPHIC CLUB



2021 cont.				
Date	Event	Judge/Lecturer	Hand In	Notes
11 February	P.I.M.S	Pat Couder CPAGB,BPE1* Ian Brash CPAGB BPE2*	Point and shoot cameras and films available	
18 February	Ken Hayward Trophy (Digital) Theme : Flora and Fauna	JUNE SHARPE ARPS	JOHN AMEY CUP (Print League R2)	
4 March	JOHN AMEY CUP (Print League R2)	RAY BRIDGES LRPS CPAGB ADPS BPE3*	N/A	
11 March	"Point and Shoot" Competition – bring entries on the night	We the members decide	N/A	
18 March	LECTURE 'Life'	Dave Mason	Medway Cup (Digital League R4)	
1 April	Medway Cup (Digital League R4)	KEVIN BELL LRPS	VIC CASSAR CUP (Print League R3)	
8 April	BATTLE WITH GRAVESEND CC (HOME)	JUDGE - TBC	[10 PDIs / 10 Prints Per Club]	Selectors
15 April	VIC CASSAR CUP (Print League R3)	PAUL PARKINSON LRPS CPAGB	Theme Competition "PANEL PRINTS"	Nominations for Hon. Secretary and Committee
6 May	THEME COMPETITION "PANEL PRINTS"	HELEN TAYLOR ARPS DPAGB BPE3*	Print entries for Clash of the Titans	
13 May	MODEL NIGHT	DAVID TOVEY	Return of Trophies	
20 May	Clash of the Clash of the Titans	CHRIS SHORE FRPS MPAGB EFIAP BPE5*	N/A	
3 June	AGM and Presentation Evening	N/A	N/A	COMMITTEE
July 2021	Out and Abouts - TBC			COMMITTEE
August 2021	Annual Exhibition - TBC			COMMITTEE

Please note: physical meetings will be held once COVID-19 restrictions have been lifted at "The Netball Centre", Rainham School for Girls, Derwent Way Rainham ME8 0BX

19:45 Start Time

Programme can be subject to change

REFLEX PHOTOGRAPHIC CLUB



THE EXECUTIVE

Chair	Mrs. E. Smith
Honorary Secretary	Mr. S. Kingman
Honorary Treasurer	Mr. D. Tovey
Co-ordinator	Mr. T. Ray

COMMITTEE MEMBERS

Mr. I. Mauceri

Mr. M. Mitchell

Mr. J. Pocknell

Mr. R. Ponnappah

Ms. N. Neal

Club Archivist:	Mr. I. Mauceri
------------------------	-----------------------

Competition Selector:	Mr. J. Pocknell
------------------------------	------------------------

Club Auditor:	Mrs. B. Amey
----------------------	---------------------

REFLEX PHOTOGRAPHIC CLUB



COMPETITION ORGANISERS

DPI COMPETITIONS

Reflex Cup (Digital R1)	Mr. D. Tovey
Novice Cup	Mrs. E. Smith
Digital Manipulation	Mr. T. Ray
Invicta Cup (Digital R2)	Mrs. E. Smith
The Digital Competition (aka Small Print Comp)	Mr. I. Mauceri
Victory Cup (Digital R3)	Mr. M. Mitchell
Ken Hayward Trophy	Ms. N. Neal
Medway Cup (Digital 4)	Mr. M. Mitchell
Clash of the Clash of the Titans DPI	Mr. I. Mauceri / Mrs. E. Smith

PRINT COMPETITIONS

Carey Roberts Cup (Print R1)	Mr. I. Mauceri
John Amey Cup (Print R2)	Mrs. E. Smith
“Point and Shoot” Competition	Mr. J. Walsh
Vic Cassar Cup (Print R3)	Mr. T. Ray
Theme Competition “Panel Prints”	Mrs. E. Smith
Clash of the Clash of the Titans Print	Mr. I. Mauceri / Mr. D. Tovey
Battles / Externals	Mr. J. Pocknell
Selection Sub-Committee	Ms. S. Flood, Mrs. R. Howes, Mrs. M. Ford & Mr. T. Ray
KCPA Exhibition Co-Ordinator’s	Mr. J. Amey and Mrs. B. Amey

REFLEX PHOTOGRAPHIC CLUB



COMPETITION WINNERS 2019/2020

DIGITAL & LEAGUE

Reflex Cup	1 st Jim Pocknell (20)	2 nd Steve Martin (20)	3 rd Martin Mitchell (20)
Invicta Cup	1 st Jim Pocknell (20)	2 nd Nizar Birch (20)	3 rd Dave Belsham (20)
Victory Cup	1 st Martin Mitchell (20)	2 nd Ignatius Mauceri (20)	3 rd Jim Pocknell (20)
Medway Cup	1 st Nizar Birch (20)	2 nd Dave Belsham (19)	3 rd Steve Martin (19)
<u>LEAGUE</u>	1st Jim Pocknell (237)	2nd Steve Martin (229)	3rd Martin Mitchell (220)

Note: David Tovey also scored 220 points but achieved less 20 point scores than Martin Mitchell

PRINT & LEAGUE

Carey Roberts Cup	1 st Elisabeth Smith (20)	2 nd Brigita Amey (20)	3 rd Steve Martin (20)
John Amey Cup	1 st Ignatius Mauceri (20)	2 nd Rita Howes (20)	3 rd Rita Howes (20)
Vic Cassar Cup	1 st David Tovey (20)	2 nd Steve Martin (20)	3 rd Ignatius Mauceri (19)
<u>LEAGUE</u>	1st Steve Martin (217)	2nd David Tovey (209)	3rd Rita Howes (207)

Note: Annual Print Competition was cancelled due to COVID-19 restrictions and Club shut down.

KEN HAYWARD TROPHY

1st Jim Pocknell (20) 2nd Ignatius Mauceri (20) 3rd Rosemary Woolmer (20)

SMALL PRINT COMPETITION

Colour	1 st Steve Martin	2 nd Maureen Ford	3 rd Dave Belsham
Monochrome	1 st John Amey	2 nd Ignatius Mauceri	3 rd Mark James

DISCOVERY DAY CHALLENGE

1st Colin Pillen (20) 2nd Martin Mitchell (20) 3rd Peter Bruns (20)

NOVICE CUP

1st Nizar Birch (20) 2nd Maureen Ford (20) 3rd Nizar Birch (20)

REFLEX PHOTOGRAPHIC CLUB



DIGITAL MANIPULATION COMPETITION

1st Elisabeth Smith (20) 2nd Steve Martin (20) 3rd Nizar Birch (20)

THEME COMPETITION – ‘ABSTRACT’

1st Elisabeth Smith (20) 2nd Su Flood (20) 3rd Rita Howes (20)

CLASH OF THE TITANS

ROLLED OVER TO 2020-2021

CHAIRMAN’S TROPHY

David Tovey



COMPETITION RULES

GENERAL RULES

General Rules apply to all competitions unless explicitly stated otherwise in the individual competition rules.

GENERAL RULES FOR ALL COMPETITIONS

The competition organiser has discretion to exclude images if the total entry exceeds 80. They will use the members' image rankings to determine which images to leave out, namely image number 3 will be taken out etc. There are no rankings for the Clash of Titans for which separate rules will apply. Two pictures that differ simply because of manipulation such as cropping, cloning and filtering should be deemed to be one image.

GENERAL RULES FOR PRINT COMPETITIONS

Prints must not exceed a maximum size of 50cms x 40cms

They must be mounted on boards of 50cms x 40cms

Entries must have a title and the member's name and/or club number on the back in the **TOP RIGHT HAND CORNER**.

GENERAL RULES FOR DIGITAL (DPI) COMPETITIONS

Digital files should comply with the KCPA format. Currently this requires:

JPEG format File Extension Lower Case i.e. .jpg

Maximum 1400 pixels wide x 1050 pixels high

Colour Space: sRGB

Important: Image titles should only contain the image name e.g. THE SKY AT NIGHT.jpg, except for a member's least preferred image which should have a '3' at the end e.g. THE SKY AT NIGHT 3.jpg. This change is as a result of moving to new competition software, DiCentra.

DIGITAL LEAGUE COMPETITIONS

Reflex Cup; Invicta Cup; Victory Cup and Medway Cup.

Up to 3 images per member, Colour or Monochrome.

Any image that ranks 1st, 2nd or 3rd **shall not** be entered into any of the above competitions again.

Any image entered into one of the above competitions cannot be used again in the current year but may be used in **one** subsequent year.

Entry into any one of these competitions will be as both an individual entry and part of the league. Images used in a digital competition may be used in a print competition subject to the rules of that competition.



PRINT LEAGUE COMPETITIONS

Carey Roberts Cup; John Amey Cup and Vic Cassar Cup.

Up to 3 images per member, Colour or Monochrome unless specific rules apply.

Any image that ranks 1st, 2nd or 3rd **shall not** be entered into any of the above competitions again.

Any image entered into one of the above competitions cannot be used again in the current year but may be used in **one** subsequent year.

Entry in to any one of these competitions will be as an individual entry and part of the league.

Images used in a print competition may be used in a digital competition subject to the rules of that competition.

Ken Hayward Trophy Digital Competition

The subject is Flora and Fauna, i.e. plants and animals with no Latin names. The animals or plants must be the main item featured.

Maximum of 3 DPI images per entry.

Any image that ranks 1st, 2nd or 3rd **shall not** be entered into this competition again.

Any image entered into this competition may be used again in **one** subsequent year.

There are no restrictions on whether the images have been entered into other competitions in the current year and they are eligible for other competitions subject to the rules of those competitions.

The Digital Competition Formally Known as the Small Print Competition

(Note: This competition will now be digital due to COVID-19 restrictions)

Maximum entry is 3 images per member whether colour, monochrome or both.

There will in effect be two competitions: One for colour images and another for monochrome.

A 1st, 2nd and 3rd will be awarded for each category.

There will be NO entry fee this year.

Any image that comes 1st, 2nd or 3rd **shall not** be entered again into this competition.

Associate members are eligible to enter this competition.

Images entered in this competition **do not** qualify for entry to the Clash of Titans.

The Clash of the Clash of the Titans

Prints and DPI images that score 19 or 20 in an internal competition qualify for entry (2019/2020 and 2020/2021 inclusive due to COVID-19). However only a maximum of 80 images will judged and it will be at the Committee's discretion as to how a larger number of qualifying images will be reduced to this number.

Any image that comes 1st, 2nd or 3rd **shall not** be entered into this competition again.

Only one copy of the same image may be entered. Where both a DPI and a print qualify, the member responsible will be asked to decide which version they wish to enter.

Images will not be scored for this competition; the judge will be asked to only select a 1st, 2nd and 3rd place print and digital image. The judge will then deem either the 1st place digital or print image the overall winner.



Digital League

The Digital League comprises the four competitions, **Reflex Cup; Invicta Cup; Victory Cup and Medway Cup.**

Up to 12 images may be entered in total, either colour or monochrome (3 from each competition). These may be re-entered in the subsequent year's league subject to the rules of each competition. All images entered into the above competitions will be entered into the digital league irrespective of the total number of images. An appraisal of the number of entries and scores at the end of the season will determine the winner.

If there is a tie for either 1st, 2nd or 3rd place the ranking will be determined by the member with the highest number of entries gaining 20 points and if still equal then 19 points and so on.

Images entered into a digital league competition may be entered into a print competition in the same season subject to the rules of that competition.

Members entering this competition may have their images entered into the Novice Cup competition subject to eligibility as described in the Novice Cup Rules below.

Print League

The print League comprises the four competitions, **Carey Roberts Cup; John Amey Cup; Vic Cassar Cup and Annual Print.**

Up to 12 prints may be entered in total, either colour or monochrome (3 from each competition). These may be re-entered in the subsequent year's league subject to the rules of each competition. All images entered into the above competitions will be entered into the print league irrespective of the total number of images. An appraisal of the number of entries and scores at the end of the season will determine the winner.

If there is a tie for either 1st, 2nd or 3rd place the ranking will be determined by the member with the highest number of entries gaining 20 points and if still equal then 19 points and so on.

Images entered into a print league competition may be entered into a digital competition in the same season subject to the rules of that competition.

Members entering this competition may have their images entered into the Novice Cup competition subject to eligibility as described in the Novice Cup Rules below.

The Discovery Day Challenge

(Note: this competition has been suspended for 2020/2021 due to COVID-19 restrictions).

This competition is designed as a day's outing for members. Photographs for the competition will take place on a designated day.

Members are to meet in a designated area which will be clearly defined and agreed by the Committee. Each participating member can photograph any image in the area.

Each member can produce a maximum of four DPI images that were taken on the day of the outing.

Images entered in this competition do not qualify for entry to the Clash of Titans.



Theme Competition (Print)

The 2020/2021 theme is **“Panel Prints”**.

Maximum of 6 prints per panel. Up to 3 panels per member.

Prints should adhere to the conventions set out in the General Rules for Print Competitions, and digital copies should adhere to the conventions set out in the General Rules for Digital (DPI) Competitions (see page 9).

Any panel that ranks 1st, 2nd or 3rd **shall not** be entered into this competition again.

Single images which have been entered into other competitions can be used in a panel and images used in a panel are eligible for other competitions subject to the rules of those competitions.

More details will be provided at the *How to prepare a panel of Images* Lecture on 14 January 2021.

Novice Cup (Digital)

The cup is open to all members who have **not** previously gained a first-place award in a Reflex PC competition. This includes the novice cup itself but excludes the small print and workshop outcome competitions. Cups will be awarded for 1st, 2nd and 3rd places. The 1st Place cup is the Vikram Reddy Cup.

Maximum of 4 images per member.

All images entered are eligible for other entry in another competition (Print or Digital) in the same year subject to the rules of those competitions.

Images entered in this competition do not qualify for entry to the Clash of Titans; however; images may be entered for other competitions and will qualify if they score 19 or 20 in that competition.

Digital Manipulation Competition (Digital)

You may enter up to 3 images to enter for the competition.

Use as many of your own images as you wish and as many times as you wish.

You may use any photo manipulation software, technique, filter, plug-in or action to create your image. “Paid for” filters and plugins are allowed.

You may not use any images that are not your own.

This is a digital projection competition; images must be submitted using the usual digital format.

Any image created for this competition **CAN** be entered into any other Reflex competition or external competition.

All competitions include the award of cups or trophies and certificates for 1st, 2nd, 3rd and certificates only for 2 Highly Commended places. In case of a tie e.g. 1st and two 2nds, only the 1st and two 2nds will receive a cup or trophy.

SELECTOR’S NOTE

It is requested that members entering print competitions supply the Selector with full size digital copies of each print to assist them in making selections for external battles as well as for digital projection at the competition. The digital copies should adhere to the conventions set out in the General Rules for Digital (DPI) Competitions (see page 9).



SELECTION ARRANGEMENTS FOR EXTERNAL BATTLES AND COMPETITIONS

1. Process and Responsibility

The "Selector" for external battles and competitions will be chosen by the Committee. He or she has overall responsibility for the selection process. He/she will form a sub-committee, at his/her own choice, of a minimum of three members (including the Selector). The Selection sub-committee will select the images.

2. Eligibility of Images

Images are only eligible for selection for external battles and competitions if they are selected by the Selection sub-committee and: -

- 1.1 If, for prints, the images are brought to the club or sent with another member of the club, as requested. It is preferable that digital images are uploaded to the Club's Dropbox.
- 1.2 The Images can be New or Old and any subject, but they should **not** have been used before in an outside competition with this Club or other clubs in the past.
- 1.3 They must meet with the rules of the battle or competition for which they are being selected. If prints, they should be mounted on Mounting Boards 50 X 40 cm. If digital, they should adhere to the appropriate format.

3. Acquisition of qualifying images by Selector

It is the Selector's responsibility to arrange for the collection of eligible images. Lists of images that meet the criteria given in 1 above will be provided to the Selector by the Club Archivist. Collection will usually be organised by making an announcement at a club meeting when members will be asked to bring their images to a future meeting. The Selector will inform members of the final selection and which battle or competition their image/s will be entered into.

4. Selection Objectives

It is the Selection sub-committee's responsibility to use their judgement in choosing the best images available for the external battles from the 10 or 20 selected by the Selection sub-committee as 1 above.

5. Feedback to Members

Members are interested to know whether their work will be shown at external battles and competitions and success at selection might encourage them to attend the event. Therefore, the Selector will notify members using the club notice board or Club website/email of which images have been selected prior to a battle or competition taking place and request member approval for the Club to use the images externally for this purpose.

REFLEX PHOTOGRAPHIC CLUB



6. Responsibility for Member's Work

The Selector is responsible for the safe keeping and return of members' work. The Selector should ensure that work is made available for collection and he/she should arrange the safe keeping of those images that it has not been possible to return owing to absence, etc. It follows from this that it is the Selector's responsibility to either personally, or to deputise someone, to retrieve images from external event organisers.

To assist in organising the safe keeping of images the Selector will be allocated a Print Box and specially marked in which images that are in his/her possession will be stored. The Selector should keep these two storage facilities in their own possession for the duration of the period that they hold the appointment.



CONSTITUTION OF REFLEX PHOTOGRAPHIC CLUB

- 1 The club is to be known as: Reflex Photographic Club.
- 2 The object of the club shall be to encourage the study and the practice of photography by means of meetings, lectures, competitions and any other means that the Committee may deem desirable.
- 3 The club is to be managed by a Committee consisting of: Chair, Honorary Treasurer, Honorary Secretary and Co-ordinator as the Executive, and up to 5 other members. A committee meeting quorum will comprise of 4 committee members of which one must be an Executive member. Any sub committees must include one full committee member.
- 4 The committee members will retire annually, but shall be eligible for re-election, at the Annual General Meeting. The Executive will serve on the committee for 4 years but one will be retired each year and be eligible for re-election at the AGM in rotation. The order of rotation is Chair, Hon Treasurer, Co-ordinator and Hon. Secretary.
- 5 Should an officer or member resign before their appointment expires, the committee shall have the power to co-opt a member to fill the vacancy until the next AGM.
- 6 The accounts of the Club are to be audited by the examiner at least once a year by a member of the Club who is not on the committee.

7 Annual General Meeting (AGM)

- 7.1 The AGM will be the last meeting before the summer recess.
- 7.2 The quorum for the AGM will be 20% of the membership. Voting will be by a simple majority. In the event of a tie, the Chair will have the casting vote. He has no other Vote.
- 7.3 Motions for consideration at the AGM shall be displayed on the club notice board for at least 2 meetings prior to the AGM. Agenda items must be proposed and seconded and then handed to the Secretary in writing prior to the aforementioned meetings.
- 7.4 The agenda for the AGM will include:-
 - i The reports of the officers of the club
 - ii The election of officers and committee
 - iii The election of the examiner for the following year
 - iv The setting of the annual subscription for the following year
 - v Discussion and voting on motions displayed in accordance with para 7.3 above
 - vi Any other business not requiring a vote
- 7.5 Nominations for the committee and retiring executive must be handed to the Committee one month before the AGM.



8 Extraordinary General Meeting (EGM)

- 8.1 An EGM may be called by the committee or at the signed request of any nine members
- 8.2 The EGM will be held within 6 weeks of receipt of the request and at least 4 weeks' notice given to all members stating the purpose of the meeting.
- 8.3 The rules of quorum and voting shall be the same as the AGM given in para 7.2 above.
- 8.4 No other business may be conducted at this meeting.

9 Annual subscriptions shall be due not more than 30 days following the beginning of a season. Any delay beyond that will result in the now ex-member not being allowed into the club room during meetings.

10 Membership

- a) Membership shall be open to any person over the age of eighteen interested in membership of the club and its activities. Applicants for membership under the age of eighteen may join providing they are accompanied to club meetings or other activities by a parent or guardian who is a member or associate or honorary member of the club.
- b)
 - (i) The Committee may refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the club to do so.
 - (ii) The applicant must be informed of the reasons for refusal in writing within 21 days.
 - (iii) The Committee must consider any written representation the applicant may make about the decision. The Committee must notify the applicant in writing of their decision, but their decision will be final.
- c)
 - (i) The Committee may expel a member from the club should they consider that their ongoing membership is not in the best interest of the club and its members. The expelled member will be given a pro rata refund of the membership fee depending on when in the season the expulsion is made. The member must be given the reasons for the expulsion in writing within 21 days.
 - (ii) The member may submit a written request for a review of the decision which will be considered by two members of the Executive Committee (the Chair and the Secretary). Their decision will be notified to the member in writing and will be final.
- d) Membership is not transferable.
- e) The Committee must keep a register of the names and addresses of all members.



11 Dissolution

- a) If the membership of the club falls below 10 and the majority of the remaining members consider that the club is no longer viable, it may be wound up. The Executive Committee members will be responsible for doing so.
- b) The Executive Committee must collect in all the assets of the club and must pay or make provision for all proper liabilities of the club.
- c) The Executive Committee must dispose of all equipment acquired through lottery funding to a local charity or photographic club. Any money remaining after the payment of all liabilities should be disposed of by agreement with the members, at a quorate EGM. The decision should be minuted and must be produced to the club's bankers if the account is to be closed or transferred.

12 Agenda items must be proposed and seconded and then handed to the Secretary in writing one month before the AGM.

13. Any item to be purchased over £100 must go before the full committee for approval. The Treasurer will advise as to affordability.

Reviewed September 2020

REFLEX PHOTOGRAPHIC CLUB



MANAGEMENT OF REFLEX PHOTOGRAPHIC CLUB

INTRODUCTION

Paragraph 3 of the Constitution says “The club is to be managed by a Committee consisting of: - Chair, Honorary Secretary, Honorary Treasurer and Co-ordinator, and up to 5 other members”.

The individual responsibilities of the Executive members are listed below.

1. CHAIR

The Chair chairs the Annual General Meeting and all Committee Meetings. When he/she is unavailable to do so it is for the Chair, or if this is not possible for the membership of the respective meetings, to agree a deputy.

The Chair is responsible for providing leadership to the club, for which purpose he/she will either initiate or be consulted on all major initiatives affecting the club. However, this is not to say that the Chair has to be involved in every detail of the running of the club. It is for individual Committee Member's judgement on what matters require the Chair's involvement, and the Chair's discretion about what he/she wishes to be informed about.

2. SECRETARY

He/she is responsible for writing the minutes of the Annual General Meeting and all Committee Meetings. He/she also produces the agenda for these meetings in consultation with the Chair. The Secretary assists the Chair and Committee by conducting general correspondence on behalf of the club. This is not an exclusive responsibility as the Chair and/or individual members will conduct their own correspondence on subjects that concern them and their responsibilities to the club.

Similarly, the Secretary will correspond with the membership and the Committee on behalf of the club. Similarly to the above paragraph this is not an exclusive responsibility.

The Secretary is responsible for advising the Chair and the Committee on its adherence to the club constitution and club rules.

3. TREASURER

The Treasurer is responsible for the handling and banking of all the club's monies and for the production of accurate accounts. He/she may devolve the collection of cash to others, but all funds collected must be given to him/her for banking. He/she is also responsible for collecting members' annual subscriptions. The annual subscription charge is decided by the full membership at the AGM, but it is the Treasurer's responsibility to recommend what the amount should be.

Purchases may be made by the Chair or any Committee Member, but such purchases must be notified to the Treasurer in advance who will advise on affordability. Any individual item costing over £100 must be agreed by the full committee in accordance with paragraph 13 of the Constitution. The purchase of items on behalf of the club may be made by the Chair or any Committee Member and where agreed by the Treasurer by individual members. It is not an exclusive responsibility of the Treasurer.



4. CO-ORDINATOR

He/she is responsible for the drafting and smooth running of the club programme. However the final published Programme is the responsibility of the Committee. Club competitions and lectures are the responsibility of the nominated organisers, however the Coordinator is responsible for keeping an overview to ensure that all the necessary arrangements are made. Similarly, external competitions are the responsibility of the Selector, but the Co-ordinator is responsible for keeping an overview on these. However for the KCPA Annual Exhibition, it is the Secretary who acts as the liaison point for the club.

OTHER POST HOLDERS

5. SELECTOR

The Selector is responsible for the co-ordination of arrangements and in particular the selection of images for external competitions. The detailed rules for selection are listed in the club handbook in the section titled "Selection Arrangements for External Battles". Amendments and updates to this document are the responsibility of the full Committee.

The Secretary will conduct any initial communication with external bodies, but the detailed arrangements are the responsibility of the Selector.

Reviewed September 2020