

WORKSHOP CAMERA CLUB INC.

Promoting Photography as an Art Form



Job Description – Workshop Director

The Workshop Director is the person responsible for organising a monthly workshop activity for the **Workshop Camera Club Inc.**

Responsible To

The Workshop Director is directly responsible to the President and members of **Workshop Camera Club.**

Responsibilities and Duties

See attached detailed statement of duties.

Knowledge and Skills Required

Ideally the Workshop Director is someone who is:

- Knowledgeable in basic photographic practices
- Able to communicate effectively, and negotiate/persuade members to present photographic related workshops to their colleagues
- Has access to e-mail and word processing software (to receive Management Committee information).

Estimated Time Commitment Required

The estimated time commitment (over & above attendance at each weekly club meeting) required as the Workshop Director of **Workshop Camera Club** is 7 hours per month, allocated roughly as follows:

- *Arrange presenters of workshops – 2 hours*
- *Attend Management Committee meeting – 4 hours*
- *Other sundry matters – 1.0 hour*

Term

The Workshop Director is appointed for a 12 month period (until the next AGM). Unlike the President's position, there is no restriction on the number of consecutive terms a member may serve as Workshop Director.

Workshop Camera Club Inc.

Detailed Statement of Duties – WORKSHOP DIRECTOR

Club Duties:

- 1) To organise (BUT not necessarily present) monthly workshop activities and learning experiences which are practical, “hands-on” and interactive, and which help improve the photographic abilities of the Club’s members.
- 2) To welcome new members and visitors to the Club, and to introduce them to the facilities and activities of the Club.
- 3) To assist with the set-up and clean-up of the Clubrooms for each weekly meeting.
- 4) To attend and participate in monthly Management Committee meetings.

Statutory Duties:

- 1) To ensure, with the other members of the Management Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 1987, are met.