

ROLES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

President

The duties of the President shall include, but not limited to:

1. Be the Chief Executive Officer, responsible for the overall, efficient functioning of NAPA.
2. Presiding at all regular meetings of the members, and the Executive.
3. When calling the Executive meetings, the President in conjunction with the Secretary will prepare and distribute an agenda three days prior to the meeting.
4. The President shall report the major deliberations of the Executive regularly to the membership.
5. Be a member ex-officio of all committees, except the nominating committee.
6. Sign all official documents as well as authorize the treasurer to issue cheques/transfers over a set limit as set out by the executive.
7. Act as the NAPA spokesperson to the public, dealings with other photography clubs and other interested parties.
8. Secure suitable meeting space annually.
9. Oversee Liability and Director insurance coverage as required.
10. At the discretion of the President certain responsibilities may be delegated.

Vice-President

1. Assume the duties of the President in their absence.
2. Perform such other duties as may, from time to time be assigned by the President.
3. Create volunteer committee to welcome new and existing members at the meetings and a “buddy” program to help integrate new members.

Secretary

1. Prepare an agenda for Executive meetings with the President and distribute 3 days prior.
2. Keep the minutes from Executive and business meetings of the Club.
3. Distribute minutes from the meetings and present at next Executive meeting for approval.
4. Conduct and maintain the correspondence for NAPA including maintaining records of minutes, reports, correspondence, and newsletters in hard copy or digital records.
5. Perform other duties as may be assigned from time to time by the Executive.

Seminar Chair

With the House Chair, Communication Chair and President, develop an overall communication plan, house logistics (facilities, material requirements and food planning), liaison with the guest presenter and formulate a work group to handle workload.

Treasurer

1. Process all deposits and issue payment for expenses.
2. Signing authorities for banking and other NAPA financial documentation shall be the President, and the Treasurer. The Treasurer has the authority to issue cheques/eTransfers solely up to a limit established by the President.
3. Maintain financial record of all deposits and expenditures and reconciling banking accounts monthly. From time-to-time, special fund-raising projects may be authorized by the Executive and any funds raised shall be deposited in NAPA's general account.
4. Prepare and present a report on the financial position at each of the Executive meetings or on request of the President.
5. Prepare a budget for approval by the Executive for the upcoming years receipts and expenditures prior to the start of the year.
6. Prepare and present the Annual Financial statement for NAPA's past year ending at the first Executive meeting of the new year.
7. The Treasurer shall be responsible for the registration of members, collection of membership fees and maintaining a members list of names, addresses, phone and email information.

Director of Technology

1. Provide website access and member support as well as content contributors (Newsletter, committees, Executive).
2. Maintain, backup and update website software.
3. Assist in achieving NAPA priorities by providing technical & web related solutions.
4. Help promote social network presence for NAPA.

Programs Chair

1. Responsible for arranging the selection and scheduling of the guest speakers for the monthly program as well as Zoom presentations; contacting guest speakers and arranging for their requirements, meeting introduction and thanking of speakers.
2. Working with the Executive team, develop workshops for specifically identified needs of members (i.e. software, equipment).
3. Responsible for arranging and presenting an honorarium for guest presenters at monthly meetings and workshops.
4. Provide ongoing program content information for social media.

Digital Competition Chair

1. Responsible for the management and co-ordination of all digital competitions with the objective of assisting members in improving their photographic skills and knowledge.
 - Collect, validate, record and present digital images in NAPA competitions, normally held monthly except as otherwise decided by the Executive;
 - Together with the Print Competition Chair, develop or amend and recommend competition groupings and rules to the Executive for all digital and print competitions for the upcoming year and present to the membership by the first meeting of the year;
 - Update NAPA Member's Handbook to reflect any changes to competitions with the Print Chair.
 - Arrange and coordinate judging and results;
 - Arrange and presenting honorariums for judges at Competition meetings;
 - Maintain record of judging results and report standings monthly;
 - Secure and presentation of awards won in club competitions with Print Chair;
 - With the President, Print Chair and other members selected by the group, identify images for outside competitions and arrange for their entry.
2. The Digital Competition Chair is supported with up to two members selected by the Chair and President.

Print Competition Chair

1. Responsible for the management and co-ordination of all print competitions with the objective of assisting members in improving their photographic skills and knowledge.
 - Collect, validate, record and present prints in NAPA competitions;
 - Together with the Digital Competition Chair, develop or amend and recommend competition groupings and rules to the Executive for all digital and print competitions for the upcoming year and present to the membership by the first meeting of the year;
 - Update NAPA Member's Handbook to reflect any changes to competitions with the Digital Chair.
 - Maintain record of judging results, digital copy of competition prints and report standings monthly to members;
 - Report year-end standings of competitions at Annual Awards Banquet;
 - Secure and presentation of awards won in club competitions with Digital Chair;
 - With the President and Digital Chair and other members selected by the group, identify images for outside competitions and arrange for their entry.
2. The Print Competition Chair is supported with up to one or two members selected by the Chair and President.

CAPA Competition Chair

1. The point of contact between NAPA and CAPA responsible for selecting and submitting images from NAPA members to represent us in CAPA club competitions.
2. Ensuring the submitted images for competition are of the proper technical specifications and meet competition themes as set out by CAPA.

Communication Chair

1. Facilitate an effective communication, branding and engagement plan in line with the overall NAPA objectives and in support of the Executive team and committees.
2. Develop and implement a member engagement and communication strategy in liaison with the Executive team in support of programming including Outings, Presentations and involvement in NAPA activities such as competitions, volunteer and mentor programs.
3. Facilitate consistent and comprehensive information to members via a monthly Newsletter, eBlasts, social media, and website content;
4. Act as administrator of the Facebook account;
5. Identify and promote opportunities to enhance NAPA's external profile to attract new members.
6. All media announcements, either prepared or released must be approved by the Chair and the President.

Outings Chair

1. Develops, organizes and coordinates photographic outings for the members.
2. Solicit input from members to identify locations, nature of outings.
3. Oversee volunteer assistants in planning, communicating and organizing details for outings.
4. Research possible locations to provide members with the opportunity to develop their practical photographic skills.
5. Communicate planning, logistics, transportation, meeting locations and agenda.
6. Ensure outings information updated to website calendar and Communication Chair i.e. Newsletter, etc.

House Chair

1. The House Chair is responsible for the physical and social arrangements for all NAPA meetings and events.
2. Recruits and oversees the setup and take down by volunteers for all meetings and events.
3. Recruits and oversees the volunteer committee for the scheduling, provision and cleanup of refreshment, snacks and meals for all meetings and events. The volunteer committee can have two to four assistants as determined by the House Chair.
4. Responsible for equipment of NAPA including the setup and storage of the audio/visual equipment.

Past President

1. As a member of the Executive, provide advice to the Executive and acts as support to the President.
2. Assist the President in planning the annual program and conducts general meetings when the President and Vice-President are absent.
3. The immediate Past-President becomes an additional voting member of the Executive.

Vacancies

1. In the event the President cannot fulfill his/her duties, the Vice-President shall assume the President's role. A majority vote of the Executive shall determine when this is necessary.
2. In the event both the President and Vice-President are unable to fulfill the President's role, the officer responsible until a new election can be held shall be in the following order:
 - Past President,
 - Program Chair,
 - Director, Technology
 - Digital Competition Chair,