



Job Description – Program Director

The Program Director is the person responsible for coordinating and organising the weekly program of events and activities for the **Workshop Camera Club Inc.**

Responsible To

The Program 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 Program Director is someone who is:

- Knowledgeable in basic photographic practices
- Able to communicate effectively in order to build a network of people willing to make photographic related presentations to the members and/or refer to others who may be willing to do so.
- Able to negotiate/persuade others (both members and external parties) to make photographic related presentations to the members
- 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 Program Director of **Workshop Camera Club** is 7 hours per month, allocated roughly as follows:

- *Arrange guest speakers and other presenters – 2 hours*
- *Attend Management Committee meeting – 4 hours*
- *Other sundry matters – 1.0 hour*

Term

The Program 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 Program Director.

Workshop Camera Club Inc.

Detailed Statement of Duties – PROGRAM DIRECTOR

Club Duties:

- 1) To organise (BUT not present) guest speakers and other photographic related activities (members' nights) for two club meetings per month which help improve the photographic understanding and skill 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.