

# **GANSBAAI PHOTOGRAPHY CLUB**

## **Position : Chairman**

1. Provides direction for the club by effective leadership.
2. Ensures that the club is managed effectively.
3. Provides support to the committee.
4. Chair and control meetings of the management committee.
5. Makes decisions if the need arises, in consultation with other committee members.
6. Assists other committee members in their area of commitment as and when required to ensure the smooth running of the club.
7. Be involved in the coordination of club activities, internal and external.
8. Keeps up to date with the financial status of the club.
9. Ensures that club assets are recorded and that they are safely stored when not in use.
10. Promotes the club externally by being involved in community projects as well as encouraging members to do so at the same time.
11. Keep up to date with new systems and requirements.
12. General correspondence with the local community.
13. General correspondence with members/committees of other clubs when necessary.
14. Promotion of the club at the Information Centre.