

# **GANSBAAI PHOTOGRAPHY CLUB**

## **Position : Treasurer/Secretary**

1. Collect and keep record of the annual fees from each member.
2. Manage the bank account.
3. Make payments as and when required.
4. Keep an accurate record of all income and expenditure.
5. File monthly bank statements together with any slips.
6. Keep the Chairman/committee updated on the financial status of the club.
7. Prepare the Financial report for the AGM.
8. Assist committee members with getting quotes for new equipment if necessary.
9. Keep record of the clubs assets together with serial numbers, descriptions etc.
10. Regularly check and ensure that the Clubs assets are safely stored and insured.

## **Position : Secretary**

1. Attend committee meetings if required and keep record if necessary (AGM's, Special AGM's).
2. Assist with the new program for the year. Edit if necessary from time to time. (Give to Media member to upload to website).
3. Keep the Minutes, Correspondence, Constitutions safely backed up and stored.
4. Arrange/assist with the year end function and the prizes, certificates etc.
5. Send out messages via whatsapp regarding meetings / reminders / or any other event as required by the Chairman or the committee.
6. Assist the Media Member with the management of the Facebook page and the upload of images to Facebook if necessary or required.

Assists other committee members as and when needed.