

CHAPTERS, CLUBS, AND COUNCILS VICE PRESIDENT MASTER OPERATIONS MANUAL

The Chapters, Clubs and Councils Vice President (CCCVP) encourages Chapter and Camera Club functions which benefit the Society and its members with the goal of broadening photographic knowledge and promoting the arts and science of photography. The CCCVP is a national officer and a member of the Board of Directors.

SPECIFIC DUTIES

Oversee the work of committees assigned to the CCCVP, currently the Chapters Committee, the Camera Club Committee, and the Councils Committee:

1. With each of the three Committee Chairmen, select and appoint directors for each Committee's activities.
2. Confer with Chapters Committee Chairman on organization and activities of Chapter Showcase Director, and Chapters PSA Web Site Photo Gallery Director, and the Youth Showcase Director.
3. Confer with each Committee Chairman and PSA Treasurer annually to determine financial requirements of the Showcases, the PSA Bulletin Contest, Web Site Contest, and Councils' Challenge.
4. Confer with each Committee Chairman on Conference activities, including the Showcase, Chapter Breakfast, Camera Club Rep Meeting, Camera Club Committee Meeting, and the special PSA Camera Club International Bulletin Contest and Web Site Contest informational meeting.

CHAPTERS

- Stay informed of chapter activities through frequent communication with Chapter officers and members.
- Provide supervisory and advisory service to all Chapters.
- Maintain up-to-date list of all Chapter officers.
- Monitor and help Chapter officers with personnel, service and financial problems brought to the attention of the CCCVP.
- Provide information upon request to PSA members on procedures for formation of a new chapter. Advise and assist local groups in achieving Chapter status. Present NEW CHAPTER petitions to the BOD for approval.
- Review and maintain general files on Chapter and Society matters, including chapter bulletins and Society membership, budget and finance reports.
- Review and monitor Chapter budgets with the Treasurer to forestall deficits.
- Keep Society officers informed of Chapter matters.
- Keep Chapters informed of actions by the BOD that affect the Chapter/Society relationship and the organization and operations of Chapters at the local level.
- Update Chapter By-Laws periodically.

CAMERA CLUB AND COUNCILS

- Provide communications to member clubs and councils through a newsletter.
- Continually work with the clubs and club representatives to have a good line of communications with them.
- Provide information upon request to PSA members or non-members on procedures for formation of a new clubs. Advise and assist local groups in creating a club or becoming a PSA member club.
- Provide information to member clubs about opportunities PSA offers member clubs.
- Provide information to non-member clubs about opportunities PSA offers member clubs and assist in obtaining membership.
- Update the Clubs and Council Representative's MOM periodically.

DESIRABLE QUALIFICATIONS

- Member in good standing of a local Chapter if one exists in the area of the candidate.
- Previous experience working with Chapter activities, preferably as an officer or committee chairman at local level or on the PSA Chapter Committee.
- Demonstrated leadership and administrative abilities: patient, diplomatic and understanding personality (tempered with a measure of common sense) necessary to maintain smooth Chapter/Society relationships.
- Previous experience in responsible PSA assignments and/or on committees.
- Ability and willingness to devote time and some personal funds to attend BOD and PSA Conference meetings.

REQUIRED MEETINGS

- **Board of Directors Meetings**
 - Board meetings are confidential and are not to be discussed outside the meeting room. Approved motions/actions will be officially announced.
 - The CCCVP is a member of the Board of Directors (BOD) and must attend their meetings: the annual meeting at the annual Conference and the semi-annual meeting in the spring (usually April) at PSA headquarters.
 - Every Board member prepares a written report on the activities under their responsibility (incorporating reports requested of and submitted by Chapters, Chapters Committee Chairman, and the Showcase Director and Distributor) and a meeting agenda and then e-mails them to the President and Secretary according to the instructions and the deadline specified in a Secretary's e-mailed request. The Secretary distributes the reports and agendas via e-mail to the other Board members. Each Board member reads and prints the reports and agendas and takes them to the meetings.
 - Each Board member makes an oral presentation which follows his/her agenda at each meeting and seeks the input of other Board members.
- **Annual Conference**
 - Prepare agenda and preside at the Chapter Officers Meeting, the Club Representatives Meeting, the Camera Club Committee Meeting, and the Chapters Breakfast. Present your annual report on activities to Chapter Chairmen at this Conference meeting.
 - Attend the PSA Membership meeting at the Annual Conference.

BUDGET

- Prepare an annual budget of the CCCVP's expenses and submit it to the Treasurer when requested. The CCCVP makes sure the committees reporting to him/her have prepared and sent their budgets directly to the Treasurer on time.
- There is limited reimbursement for transportation to the semi-annual meeting (usually in April) but none for the annual meetings held during the PSA International Conference. An adequate dollar amount must have been included in the budget to request reimbursement.
- PSA Financial Policy prohibits disbursement unless an expense has been budgeted and approved by the Finance Committee. Under special circumstances, the Finance Committee may consider a mid-year Budget adjustment request.

CALENDAR TIMELINE

Month	Activity	Description	Comment
October	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	

	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	Post Conference	Send Thank Yous to anyone you have missed	Conference can be in Sept or October
		Send Reimbursement Forms to all that may have expenses	
		Ask the Directors of competitions for any changes they would like to make	
		Ask the Directors of competitions to take a look at their websites and their forms for their competitions to be updated	
		Send webmaster any competition results that have not been already sent. Ask her to do News Items for these results when ready.... Let her do it at her convenience, but if you have something you need right away, let her know.	
	<i>Projector</i>	Contact anyone you expect to provide articles for the November Issue	I let these people know after the issue comes out when next issue is due. Take a look at previous projectors to see what info should be in each issue.
November	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	<i>PSA Journal</i>	Send Journal people the information announcing all of the competitions and their contest information from January through June.	Club Reps of the Year,

		Projector Published - to include the Club Rep of the Year Small and Large clubs, the Club Rep mom, the Club service award winners, all of the interclub deadlines, to include all of the upcoming CCC contest deadlines.	
December	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
		Let Sharon know Opening and Closing dates for all CCC competitions.	
		Make sure all areas have updated their information on the PSA website for their competitions	
January	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	Conference	When info for conference goes on-line, can request equipment on the PSA website for programs	
		Decide what the Chapter Breakfast will be for the Pittsburg Contest w Signe	Conference people will let you know what the menus are. Dates vary
February	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	

	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	PSA	Send out for Chapter Budgets (HQ Twila does this)	
		Projector published	
March	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	PSA	Chapter Budgets Due	
		Board Reports Due	
April	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
May	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
		Projector Published	

June	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
		Start sending HQ lists of all winners from the Website Contest. Kathy Braun takes care of the Youth Showcase	
July	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	Conference	Order any awards that HQ will not be providing	
		Let PSA HQ know who your Club Reps of the Year is (Large/Small Clubs) and Newsletter Contest Winners	
		Articles for the PSA Journal: Newsletter Contest, Website Contest, Council Challenge, Chapter Showcase, Youth Showcase (usually in Sept issue), Club Service Awards	
		Make Agenda with Signe for the Chapters Meeting	
		Select Club Rep of the Year and write articles for both small and large Clubs	
		Chapter Annual Reports check with Chapter Chair for updates. Twila can send out	

		Double check slide shows for errors (Youth Showcase and Chapter Showcase do not need any help there). Pat Gordy may not need any assistance for the Newsletter Contest. She may not know that HQ will take care of the awards.	
	Budgets Due		
August	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
		Projector Published	
	PSA Journal	Articles for the PSA Journal: Newsletter Contest, Website Contest, Council Challenge, Chapter Showcase, Youth Showcase (usually in Sept issue)	Could be July. Let the Directors write their own articles unless they want you to. It is best to proof them for spelling, honors and distinctions.
		Make certificates for Chapters, and Directors to thank them.	
		Send Thank You notes to any one you think is deserving	
	PSA Annual Report Due for Chapters	Get information and make a chart	
September	Chapter Calendar	Go to each Chapter Webpage and get activity list to send to Sharon (webmaster)	If the email does not go through, go to their website to find someone to get to send the information too... if no info on website, check out FB, etc.
	Council Calendar	Go to each Council webpage and get activity list to send to Sharon (webmaster)	
	Lapsed Clubs	Send an email to Lapsed members to encourage them to renew membership	

ESTIMATED TIME REQUIRED

Ten hours weekly

ELECTED POSITION

Elected in the odd years for a two-year term, with re-nomination possible. There no limit on terms.

Revised by Kah-Wai Lin, May 26, 2017