

PSA EXHIBITION SERVICES VICE PRESIDENT

Master Operations Manual

Revised May 2020

INTRODUCTION

This Master Operating Manual for the Exhibition Services Vice President provides a summary of the Exhibition Services VP's 1) general responsibilities; 2) term of office; 3) supervisory responsibilities; 4) required meetings; 5) specific duties; 6) budget; 7) equipment required; and 8) time required. The Exhibition Services VP's annual calendar is presented as Appendix A. The general duties and responsibilities for the standing committees under the supervision of the Exhibition Services VP are presented in Appendix B.

I. GENERAL RESPONSIBILITIES

The Exhibition Services Vice President (ESVP) is responsible for overseeing the activities of committees related to exhibitions: Exhibition Standards (ESC), Star Ratings (SRC) (in conjunction with the Membership VP), Who's Who (WWC), Recognition of Photographic Achievement (ROPA), and the PSA International Exhibition (IEC). The ESVP is a national officer and a member of the Board of Directors. The ESVP reports to the President who must be kept informed of all significant happenings and policy matters.

II. TERM OF OFFICE

Like all members of the PSA Board of Directors, the Exhibition Services Vice President is elected in odd-numbered years for a two-year term. The term limit for the Exhibition Services VP is three consecutive terms.

III. SUPERVISORY RESPONSIBILITIES

The Exhibition Services Vice President has supervisory responsibility for five standing committees, and the Chairpersons of these standing committees report to the Exhibition Services VP. The Exhibition Services VP represents each committee to the PSA Board and reports to the Board on the activities of each committee he supervises.

- **Exhibition Standards Committee**

The ESC, composed of the Exhibition Standards Directors (ESDs) of each Division and chaired by a presidential appointee nominated by the Exhibition Services Vice President, is responsible for the annual review and update of the Exhibition Standards (ES), which govern the conduct of recognized exhibitions. The individual ESDs are responsible for granting recognition based on past performance. On items affecting multiple Divisions, there is one vote per Division.

The ESC is also responsible for maintaining the document on recommended Judging Practices for each format for each Division.

- **Star Ratings Committee**

The SRC, composed of the Star Ratings Directors (SRDs) of each Division and chaired by a presidential appointee, is responsible for reviewing the data submitted by applicants, approving star ratings for those meeting the established criteria, issuing certificates, and submitting the results for publication on a quarterly basis in the *PSA Journal*. The chairman maintains a file of known violations for reference by those issuing honors and awards and facilitates the exchange of such data.

The SRC is also responsible for maintaining the document on Star Ratings Practices for each Division.

- **Who's Who Committee**

The WWC, composed of the Who's Who Directors (WWDs) of each Division and chaired by two presidential appointees, is responsible for reviewing and compiling the acceptance data that meets the established criteria and for listing qualified individuals in the May issue of the *PSA Journal*. There is also a subcommittee dealing with receipt and checking of Electronic Data Acceptance Sheets (EDAS)

- **Recognition of Photographic Achievement Committee**

The ROPA chairman is a presidential appointee responsible for reviewing the data submitted by applicants for PPSA (Proficiency), EPSA (Excellence), MPSA (Master) and GMPSA (Grand Master) photographic distinctions, approving awards for those meeting the established criteria, overseeing the preparation and distribution of certificates, and submitting the information for publication in the *PSA Journal*.

- **International Exhibition Committee**

The IEC, composed of section chairmen appointed by the appropriate Divisions and chairmen of other related tasks appointed by the general chairman, who is a presidential appointee, is responsible for conducting the annual PSA exhibition held in conjunction with each annual Conference. PSA medals are apportioned to each section based on previous participation, and additional donated awards can be approved and provided by the Divisions. The Divisions recommend the inclusion or elimination of sections provided for in the ES and distributes the awards.

IV. REQUIRED MEETINGS

The ESVP is a member of the PSA 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.

- Board meetings are confidential and are not to be discussed outside the meeting room. Approved motions/actions will be officially announced.
- Every Board member prepares a written report on the activities under their responsibility 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 that follows his/her agenda at each meeting and seeks the input of other Board members.

Also at the annual International Conference:

- Attend, and at times chair, the meeting of each committee under his/her responsibility. Chair any joint meetings involving multiple committees under his/her responsibility.

V. BUDGET

The ESVP prepare an annual budget of the ESVP's expenses and submit it to the Treasurer by the first day of the month PRIOR to the month of the spring Board meeting. The ESVP 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 in order 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.

Estimated Time Required: 20 hours per month.

Elected Position: Elected in odd-numbered years for a two-year term, with re-nomination possible.

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Appendix B
General Duties and Responsibilities for the Standing Committees under the
Supervision of the Exhibition Services Vice President

Exhibition Standards Committee (ESC)

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The ESC is also responsible for maintaining the document on recommended Judging Practices for each format for each Division. These practices were formerly handled by a separate committee, the Uniform Practices Advisory Committee. The recommended judging practices are now covered by Appendix A to the Exhibition Standards.