

# Photographic Society of America (PSA) Image Collections Vice President Master Operating Manual September 2019

## **Introduction:**

The Image Collections Vice President Master Operating Manual (MOM) defines the position that oversees the positions of:

- a) PSA Historical Print Collections Chairperson and Committee (MOM September 2019)
- b) PSA Historical Projected Image Collections Committee (MOM September 2019)
- c) PSA Historical Book Collections (MOM September 2019)
- d) PSA Greenhood Scholarships (GS) and Committee (MOM September 2019)

All the above positions and MOMs (Master Operating Manuals) have been updated (Most current MOM dates shown above).

*This document will explain the 1) general roles & responsibilities of the ICVP position, 2) function of the above positions, 3) the purpose of these positions, 4) the term of office of the Chairs and their committees, 5) the reporting responsibilities, 6) the timeline of the responsibilities, 7) the budget, and 8) any equipment required for the positions. 9) ICVP Calendar. Appendices.*

## **1) General roles and responsibilities:**

**Image Collections Vice President (ICVP)** – is responsible for the Society’s functions of the Historical Print Collections, the Historical Projected Collections, the Historical Book Collections and liaison for the Greenhood Scholarship program. The ICVP is an officer of the Society and a member of the PSA Board of Directors follows the PSA Bylaws and the Board’s Master Operating Manual.

The role and responsibilities of the ICVP are to oversee and supervise these above areas and their activities, aid the personnel in these areas and obtain or help with budget requirements, contracts, issue resolution and obtain reports semi-annually to report to the Board of Directors. The ICVP coordinates with each of these areas and reviews the processes and progress with the Chairs and their Committees.

The major role and responsibility of this position is to oversee and manage the Historical Print Collections and Historical Digital Collections with the Chair of the Collections, and the relationship with the current facility where the collection is housed. At present, this is an over \$2 million asset of PSA according to the 2015 appraisal. The ICVP manages the outside functions of the relationship and supervises the inside functions with the chairperson(s). The ICVP is also responsible for all Board of Director duties to the Society. See Appendix 1 for more detail.

It is incumbent upon the ICVP to maintain current and accurate information regarding the Historical Image Collections and associated functions of the position on social media, print material and other mechanism of communication.

## 2) Functions of above positions:

The ICVP supervises and coordinates the work of each functional area and their chairs and committees and reviews the reports, budgets, processes, and purposes to be of service to PSA. See Appendix 2 for more detail on job descriptions of the below functions:

- a) PSA Historical Print Collections Chair and Committee** – invites and obtains images for the Historical Print Collection, inventories images, reviews images for inclusion into the Collection, documents data about the image, documents delivery of images to be scanned and curated into the Collection. Selects and processes images for exhibitions as needed. The committee makes an annual selection of images for the next year at their annual meeting in the spring.
- b) PSA Historical Projected Collections Chair and Committee** – invites and obtains images for the Historical Projected Collections to be used to create a Projected Image Collection library of images similar to the Print Collection.
- c) PSA Historical Book Collections** – the book collection is a documentation of various historical and contemporary books located at PSA Headquarters (HQ) that supports the other Collections of the Society. The books are documented and curated similar to the Print Collection and appraised with the other collections.
- d) Liaison** - Coordinates with the Photographic Arts program in the use of the permanent Historical Print Collection. Coordinates with the Archival department regarding storage and exhibition of the permanent Print Collection. Acts as the liaison for the Greenhood Scholarship program (MOU and Addendum available – March 2018)
- e) Calendar**- works with PSA historical permanent print collection and the collections committee in developing a yearly calendar from the PSA historical collection for the purpose of generating funding for the print collection. The committee selects the next years images at their Spring meeting.
- f) Appraisal** – Will arrange to have the collections appraised at the request of the PSA auditor.

## 3) Purpose of the position:

- a) PSA Historical Print Collections** – collect, inventory, curate, and manage the assets of this Collection to use as an educational tool to provide exhibitions to the public, to promote PSA to the world, and to use as a marketing tool for PSA. To review mechanisms which may generate revenue for the collection.
- b) PSA Historical Projected Collections** – collect, inventory, curate, and manage the assets of this Collection to use as an educational tool, to provide exhibitions to the public, to promote PSA to the world, and to use as a marketing tool for PSA. To review mechanisms which may generate revenue for the collection.
- c) PSA Historical Book Collections** – to inventory and document books that are an asset to PSA in support of the Collections.
- d) Portfolio Review**- The Image Collections Vice President has the responsibility for the retention and archiving of awarded portfolios from the portfolio assessments for PSA (based on storage space availability).

#### **4) Terms of Office**

**The term of the ICVP** and all members of the PSA Board of Directors is a two-year term elected in odd-numbered years. The term limit is three (3) consecutive terms.

- a) PSA Historical Print Collections Chairperson** – the term is four (4) years (renewable).
- b) PSA Historical Projected Image Collections Chair** - the term is two (2) years.
- c) PSA Historical Book Collections Chair** - the term is two (2) years.
- d) Greenhood Scholarship Chair** – the term is two (2) years.
- e) Committee Members** - are a rolling four (4) years term, so all members do not go off at any one time.

#### **5) Reporting Responsibilities**

The ICVP is a member of the BOD and has supervisory responsibilities for the standing committees.

The ICVP must attend the semi-annual board meetings at headquarters held during Spring and in the Fall at the Conference location. In addition, the ICVP must attend the work session for the Print Collection that is conducted, in Spring, at headquarters to provide assistance and review with the committee. At the annual conference, the ICVP must attend all committee meetings held that are under his/her supervision reporting any necessary concerns that the BOD may have related. Meetings may be held by video conference at anytime of the year.

All chairpersons reporting to the ICVP must send a status report to the ICVP (dependent on the PSA Office Manager's request for the Spring/Fall Board Report) on the progress of the committee and the chair. The chair is responsible for notifying the ICVP of any outside contractual needs, vendor needs, issues or concerns on a timely basis, and of any personnel issues or changes. The Chair of each committee is responsible to notify the ICVP of any budgetary needs depending when the PSA Office Manager requests the budget in the Spring so that timely creation of the budgets can be accomplished. The Chair is responsible to notify the ICVP if any item not budgeted is required for their areas with a reason for the need and an estimate of the cost (cost benefit analysis).

#### **6) Timeline of responsibilities**

ICVP provides the PSA Board in the Spring and again in the Fall with the necessary budgetary data, reports, issues, concerns, personnel vacancies/needs, and contractual needs. Throughout the year, the ICVP works with the Board on matters that are brought up generally through email. Throughout the year, the ICVP works with each of the functional areas under her/his capacity. The timelines of the functional areas are represented in their individual MOMs.

## **7) Budget**

The ICVP submits a budget to the Office Manager/Treasurer annually as requested with updates prior to the scheduled Board meetings. The ICVP assists the chairs and their committee with their budgets. The ICVP is responsible for estimating the needs for the Print Collection outside budget that manages the collections and provides the services conducted by the curator or needs for exhibition services for the year. Duplicates of the budget must be kept for PSA records. Each function area has a prior year's budget unless they are a new function. Therefore, the Treasurer or Office Manager can provide a previous year's budget if necessary.

## **8) Equipment Needed**

The ICVP is required to have a computer and be knowledgeable of Word and Excel to provide Board reports; to be familiar with email and social media applications; to provide reporting needs; and to conduct their day-to-day job responsibilities.

Each functional area should have computers, with a reporting processor that can provide timely reports to the ICVP. All special equipment needs will be defined in each Master Operating Manual of the functional area.

## **9) ICVP Calendar**

**JANUARY/FEBRUARY** – Check the Greenhood Scholarship Announcements are sent out. Also check with PSA HQ that award funding has been sent to the appropriate organization.

**JANUARY** – Prepare budget for the Office Manager/Treasurer as requested with updates prior to the scheduled Spring, Board meeting. Assist chairs and their committee with their budgets. Receive all committee budgets and review.

**FEBRUARY** – Deadline; Check all Portfolios have been received in the PSA Dropbox for the Greenhood Scholarships.

**MARCH** – Deadline; Greenhood Scholarships Awarded. Check on progress. Assist Chair and committee as needed. Receive and review all Committee semi-annual reports. Prepare ICVP report for the PSA semi-annual Board Meeting in the Spring.

**APRIL** – Check to make sure all the Greenhood Scholarship awardees receive a PSA digital membership for one (1) year when they receive the scholarship. At the spring BOD meeting choose the images for the next year's calendar. Invite the Journal editor for input on calendar images.

**AFTER END APRIL** – Greenhood Scholarship recipient are expected to provide a portfolio of ten (10) images from the school year for showing at the next PSA Annual Festival. Follow-up to make sure the student portfolios are available and delivered to PSA Headquarters on a date set by PSA, but no later than will be required to ensure display at the Festival.

**SPRING** – Arrive at April BOD meeting a day early for Calendar print selection. Attend the semi-annual Board Meeting at HQ. Attend the work session for the Historical Print Collection that is conducted at PSA headquarters to provide assistance and review with the committee.

**MAY/JUNE** – Consider writing an article for inclusion in the PSA Journal regarding one of your areas of responsibility and to introduce the current year Calendar to PSA members. Article should be ready in time for the August/September issue (2-month lead for deadlines) prior to calendar publication. Also write an ‘On My Mind’ article (date set by PSA Journal Editor).

**JULY** – Make arrangements for possible Calendar display and sales at Conference. Schedule with the Historical Print Collections Committee and arrange judging for the PSA International Print Exhibition, date to be determined.

**AUGUST** - Receive and review all Committee semi-annual reports. Prepare ICVP report for the PSA semi-annual Board Meeting for the Fall Conference.

**FALL** – Attend the semi-annual Board meeting at the PSA Conference location. At the annual conference, the ICVP must attend all committee meetings held that are under his/her supervision reporting any necessary concerns the BOD may have related. Make arrangements with PSA HQ staff for the Greenhood Scholarship print display. Request a volunteer escort from the Greenhood Scholarship Chair and committee members to meet and greet the Greenhood Scholarship award winners who attend the PSA annual conference.

**SEPTEMBER/OCTOBER** – Write a small promotional insert for the PSA Calendar, to be inserted in the PSA Journal from September/October through to January of the next year. Check with the PSA Journal editor as to availability of space and size requirements.

**NOVEMBER** – Prior to the school year. Coordinate with Greenhood Scholarship Chair to Organize Scholarships for the upcoming year.

**VARIABLE** – Prepare an ‘On My Mind’ article for the *PSA Journal* (Schedule is usually available in the Spring). Regularly review and update appropriate PSA website pages under your position. Update MOM’s and MOU’s.

**END OF TERM** – **Pass all current ICVP information and materials to the incoming VP and assist with a smooth transition (Remember what it was like when you took on this important position on the BOD).**

## Appendices

### 1. Job Descriptions of the ICVP:

#### Introduction:

The Image Collections Vice President is a position that oversees the positions of:

- PSA Historical Print Collections

- PSA Historical Projected Collections
- PSA Historical Book Collections
- PSA Greenhood Scholarships

### 1) General roles and responsibilities:

The roles and responsibilities of the ICVP are to oversee the above positions, assist chairpersons when necessary, assist in filing positions when necessary, prepare budgets for the ICVP position, assist responsible areas with budgets, prepare semi-annual reports for the Board of Directors (BOD) meetings, attend BOD meetings in Spring and Fall (normally coincides with Conference), and work with BOD on PSA policies and procedures.

The ICVP is responsible for other duties:

1. Update or prepare all contracts to house prints for safekeeping and educational use.
2. Update contract with curator if/when necessary.
3. Prepare or work with the print/projected chairs to prepare proposals for exhibitions, stock, books, etc.
4. Work with chairs, curator and interns when necessary to prepare for and execute exhibitions, stock, books, etc. As such oversees along with the direct supervision of the Office Manager, the part-time employees who scan and collect the necessary data regarding any of the collections.
5. Work with the PSA Treasurer to obtain insurance coverage of updated appraisal and insurance for any exhibitions.
6. Work with the PSA Treasurer to obtain insurance coverage of updated appraisal and insurance for any exhibitions and / or general insurance of the collections.
7. Update or prepare contracts for digital programs or projected collections.

## Appendix 2

### General responsibilities of the various roles under the ICVP:

**PSA Historical Print Collections Chairperson:** see list at the bottom of this document. Term is four (4) years, which is renewable and reports to ICVP.

Historical Print Collections consists of the Historical Print Collections Chair and Committee (4 members, the ex-officio members President and Vice President; the curator; and the interns.

The Chair and the committee are responsible to develop and refine processes of the chair and committee to meet audit trails:

- a) Acquire prints from target areas
- b) Obtain necessary releases from photographers/contributors/ families / trusts
- c) Inventory new prints and adding information to listing of prints
- d) Evaluate categories to determine if print moves or stays at headquarters
- e) Document transmittal with RSVP to wherever the collection is housed for scanning and archival curatorial work
  - Unless maintained at headquarters or
  - Used or returned from exhibitions, stock agencies, books or for any reason temporarily removed or returned to/from Collection.

- f) Work with curator to obtain backups of database between wherever the collection is housed and headquarters
- g) Create or sort extracts when necessary
- h) Work with the curator to obtain updated inventory with accurate appraisal data and appraisal letter
- i) Work with chair to prepare annual budget for the Historical Print Collection.
- j) Prepare exhibitions for conferences and necessary areas
- k) Market collections to galleries and museums, etc.
- l) Coordinate student exhibitions with PSA when necessary.
- m) Develop marketing and saleable items to be marketed with exhibition of collections
- n) Develop a mechanism for the retention of photo essays from the PSA Divisions.
  - Work with chair, PPD, Who's Who, and Division reps to obtain prints for collection
  - Work with chair to invite notable photographers to donate to the collection
  - Work with treasurer or planned giving, to continue donations to the collection

**PSA Historical Projected Collections Chairperson:** see list at the bottom of this document.  
Reports to ICVP.

Division Projected Collection reps report to Chair.

Division reps invite individuals to submit award images to the Projected Collections and obtain releases.

Electronic submission is under construction and expected to be completed before end of 2016. Once completed the submission of images will be easier. Processes and procedures will be defined as projected collections progresses. Currently historic images, mostly slides were and continue to be scanned and inventoried.

**PSA Historical Book Collections Chairperson:** Vacant, Reports to ICVP

The books stored at PSA HQ will be inventoried and reviewed with the curator before sending to wherever the collection is housed for safekeeping and educational use. The current approximate value of the collection of books is \$25,000.

### Appendix 3

#### PSA Historical Print Collections Committee (6 Members):

<u>NAME</u>	<u>TERM</u>	<u>TERM ENDS</u>
Louis Duncan, APSA, PPSA	4	2023
Sharp Todd, HonPSA, GMPSA/b	4	2023
Janet Bigalke, FPSA	4	2020
Henry Ng, FPSA, EPSA	2	2020
Holly Moore <b>Chair</b> , PPSA*2019-2020	4	2022
Drew Hendrix	4	2022

Elena McTighe, FPSA, MPSA (ex-officio)	2	2021
John Andrew Hughes, APSA, PPSA (ex-officio)	2	2021

**PSA Historical Projected Image Collections Committee (6 Members):**

<u>NAME</u>	<u>TERM</u>	<u>TERM ENDS</u>
<b>CHAIR</b> Henry Ng, FPSA, EPSA	2	2021
Francis King – (PID)	4	2023
H. Lee Pratt, HonPSA – (3D)	4	2023
Shirley Bormann, EPSA – (PTD)	4	2020
Dany Chan – (ND)	4	2023
Fion Wong (PJD)	4	2023
John Andrew Hughes, APSA, PPSA (ex-officio)	2	2021

**PSA Historical Book Collections:**

<u>NAME</u>	<u>TERM</u>	<u>TERM ENDS</u>
Position Vacant	2	