

**Photographic Society of America**  
**INTERNATIONAL RELATIONSHIPS VICE PRESIDENT (IRVP)**  
**Master Operating Manual**  
**June 2020**

**INTRODUCTION**

This Master Operating Manual (MOM) for the International Relationship Vice President (IRVP) describes the 1) general responsibilities, 2) specific duties and responsibilities, 3) appointment and term of office, 4) supervisory responsibilities, 5) required meetings, 6) budget, 7) equipment required, 8) schedule of tasks, and 9) time required for the position.

**I. GENERAL RESPONSIBILITIES**

The IRVP, will represent and promote the interests of the International Members of PSA (those members residing outside of the USA) and promoting PSA internationally as a worldwide organizations in various countries and otherwise serve as required by the Executive Committee, the Board of Directors, and the provisions in the PSA Bylaws.

The IRVP has supervisory responsibility for the PSA Liaison Officers and PSA Goodwill Ambassadors, PSA International Partnership Emissary and PSA Translation Service Committee (TSC), subject to review, oversight and limitations imposed by the PSA Board of Directors, Executive Committee and President.

**II. SPECIFIC DUTIES AND RESPONSIBILITIES**

The IRVP is responsible for:

- a. Establishing and maintaining good relationships and communication between PSA and its International Members.
- b. Promoting PSA internationally as a worldwide organizations in various countries
- c. Advocating for PSA member services to apply to all International Members.
- d. Recruiting and appointing Liaison Officers in countries where there are PSA members; and assisting the Liaison Officers to carry out their duties and responsibilities.
- e. Establishing and maintaining good relationships and communication between PSA and international or national photographic societies, groups of clubs or other entities in countries where no national society exists.
- f. Recruiting and appointing PSA International Partnership Emissary for significant international photographic organizations such as FIAP, RPS and GPU.
- g. Recruiting and appointing PSA Goodwill Ambassador and helping them to promote PSA Internationally
- h. Maintaining regular contact with Liaison Officers and supporting their efforts to establish and maintain good relationships with national and international photographic organizations.
- i. Supervising the work of the Translation Services Committee (TSC). The IRVP works directly with other PSA Officers to identify where translation services are most critical and assists in the recruitment of translators to ensure that PSA member services are accessible to all international members.
- j. Preparing a report for each Board meeting.
- k. Preparing a monthly International News column for the PSA Journal.
- l. Keeping the website information relevant to international relationships up to

date. The IRVP will send copies of revisions or additions to the PSA Webmaster and to the Information Technology Vice President.

- m. Nominating an International Representative of the Year and ensuring that all relevant information for this award is prepared for the Annual Conference presentation and for the PSA Journal.
- n. Writing an “On My Mind” article for the PSA Journal as requested.

### **III. APPOINTMENT AND TERM OF OFFICE**

The IRVP is appointed by the President, subject to confirmation by the PSA Executive Committee. The IRVP has the same terms of office as the PSA Board of Directors which would be three, two-year terms. The terms can be extended based on the majority approval of the PSA Executive Committee. There would be no maximum term limit.

If possible, the position may be rotated between areas of the world, such that the IRVP may be domiciled in a different area of the world (e.g. Asia, Europe, South America, etc.) each term. However, the IRVP will represent all areas of the world equally and fairly regardless of domicile.

A condition of appointment is that the IRVP has strong English speaking, reading and writing skills. Also, the IRVP has strong communication skills and has broad networking internationally.

### **IV. SUPERVISORY RESPONSIBILITIES**

The IRVP supervises and assists:

- a. The Country Liaison Officers.
- b. The PSA International Partnership Emissary for international photographic organizations such as the Royal Photographic Society (RPS), The Global Photographers Union (GPU) and the International Federation of Photographic Arts (FIAP).
- c. The PSA Goodwill Ambassadors.
- d. The Translation Services Committee.

### **V. REQUIRED MEETINGS**

The IRVP is a member of the Board of Directors. The IRVP must participate in the Board meeting at the annual Conference and the Board meeting in the Spring (usually April) at PSA headquarters, either in person or by phone or video teleconferencing. In addition, the IRVP will participate in required phone or email meetings of the Board of Directors.

### **VI. BUDGET**

The IRVP prepares an annual budget (or estimates expenses) and submits it to the Treasurer, usually by about March 1. The IRVP also makes sure the committees and individuals reporting to him/her have prepared their budgets and sent them directly to the Treasurer on time.

The IRVP can be reimbursed for travel and hotel expenses for meetings as negotiated with the Executive of the Board.

### **VII. EQUIPMENT REQUIRED**

The IRVP is required to have a personal (and not paid for by PSA) computer and internet connection, including email, and the ability to make phone calls (e.g. skype, Zoom or

other similar conferencing phone capability).

### VIII. SCHEDULE OF TASKS

January	Work with LOs , Goodwill Ambassadors, International Partnership Emissary and Translation Services Committee to set goals for the year. Prepare International News column for April Journal.
February	Prepare International News column for May Journal.
March	Prepare budget. Receive report form Translation Services Committee. Submit report for Board meeting. Prepare International News column for June Journal.
April	Attend Board meeting. Prepare International News column for July Journal.
May	Report to LOs, Goodwill Ambassadors, International Partnership Emissary on Board decisions. Prepare International News column for August Journal.
June	Work with LOs, Goodwill Ambassadors, International Partnership Emissary Translation Service Committee to review progress on yearly goals. Prepare International News column for September Journal.
July	Prepare International News column for October Journal.
August	Nominate ‘International Representative of the Year’. Prepare International News column for November Journal.
September	Nominate LOs and Goodwill Ambassadors, International Partnership Emissary for re-appointment (depending on the expiry date) Submit report for Board meeting. Prepare International News column for December Journal.
October	Attend Board meeting. Prepare International News column for January Journal.
November	Report to LOs, Goodwill Ambassadors, International Partnership Emissary on Board decisions. Prepare International News column for February Journal.
December	Prepare International News column for March Journal.
January-December	Promoting PSA internationally as a worldwide organizations in various countries

### IX. TIME REQUIRED FOR THE POSITION

It is estimated that the duties and responsibilities of the IRVP will require a commitment of approximately fifteen hours per month plus the time required to attend Board meetings.