

## WCPF Executive Member Job Description

**Job Title:** Travelling Print Exhibition Secretary

**Responsibilities:** To organise and circulate the Travelling Print Exhibition to participating clubs.

**Key Tasks:**

1. Create a rota of participating clubs and advise clubs at least a year in advance to allow inclusion in their programme, based on previous year. Circulate to all clubs via the Secretary and put on Travelling Exhibition webpage via the Webmaster.
2. Prints are selected for the Travelling Exhibition from the submission to the Members Print Exhibition. Note: Usually this is done by the Members Exhibition Secretary.
3. When the prints are received, prepare the boxes of prints for circulation. This includes
  - An “information pack” which can contain the rota, full list of prints, information about the exhibition/judges from the Exhibition Secretaries, forward by the President, introduction by the TE Secretary and suggested viewing options for clubs.
  - List of the prints in each box – in the box.
  - Notebook for clubs contributions and feedback.
4. Update the Travelling Exhibition webpage via the Webmaster; obtain image thumbnails from the Exhibition Secretary, and supply text.
5. Advise clubs by email of the previous and next clubs with contact details in appropriate time scales taking contact details from latest updated electronic copy of the WCPF Directory. (Currently contact details for one month of the rota, 2 or 3 weeks in advance). Help to resolve any issues with circulation.
6. Deliver (or arrange delivery) the print boxes to the first club in good time.
7. Update rota/next rota for any changes.
8. Report to Executive Meetings.
9. Be responsible for Health & Safety checks (using WCPF proformas) at any events organised.

First Draft Alan James 17/7/2011

Updated Alan James 24/11/18