



# FROME WESSEX CAMERA CLUB

## DIGITAL SECRETARY – JOB DESCRIPTION

The post does not require any particular skills. It will enable you to become involved in the workings of the club and to know other club members. The club has a laptop for the sole use of the digital secretary. On it are stored all the images and scores entered for the internal digital club competitions. The digital secretary has an exclusive email address.

Here are the tasks associated with this role.

- 1 Select and recruit judges for the 4 digital competitions in each club season. Use the WCPF handbook. Bill Aven can also advise.
- 2 Be sure to inform the judge of the current judging and scoring criteria and, if the competition is a themed competition, a description of the theme. The theme's description should be the same as was issued to the members.
- 3 Check that the competition entries confirm with the requirements as stated in the competition rules and if not advise members on how to correct.
- 4 Check that entrants are paid up members of the club.
- 5 Ensure that entries are received prior to the Friday deadline and disqualify any entries received after the cut-off date.
- 6 On the Saturday after the Friday deadline, email the judge all the entries, a short document describing the current judging criteria, and (if the competition is a themed competition) a description of the theme. The theme's description should be the same as was issued to the members. At the same time, advise the judge to please ensure his marks are returned to the digital secretary on the Wednesday before the judgement evening.
- 7 Collect the marks from the judge ensuring that the marks correspond the current marking criteria.
- 8 Produce a short slideshow of the top 10 winning entries for each entry class.
- 9 Ensure that the all the entries are available and in the correct order for the judgement evening. Add the title to each image so that it may be displayed if required.
- 10 Record the judge's marks on a spreadsheet and keep running totals etc. Do this on the club laptop and ensure records are correct and clear.
- 11 Email the top 10 entries for both classes to the webmaster and to the battles secretary.
- 12 Email a spreadsheet with the running totals for the digital competitions to the webmaster.
- 13 Correspond with the print secretary to produce a combined print and digital competition table and ensure that the webmaster receives said table.
- 14 Thank the judge.
- 15 Arrange the annual "Best of the Best" digital competition.
- 16 Keep the club laptop in good order, virus free, and Windows updated. At the time of writing this document, the laptop is operating with Windows 10 and uses the current Windows security which is adequate for the job.
- 17 Attend committee meetings, first Tuesday of every month (including the summer). Prior to each committee meeting produce a short report for the committee detailing any events relating to the digital secretary that have occurred during that month.

### NB

1. **Currently, all the club evenings are being conducted via Zoom.** At the time of writing this document, the Webmaster and the Hospitality Secretary conduct and prepare the



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zoom evening. The images, the spreadsheet and the slideshow are sent to the Hospitality Secretary on the Thursday prior to the Friday meeting. The Webmaster corresponds with the judge to prepare for the evening.