

PRINT SECRETARY – JOB DESCRIPTION

1. Select and recruit judges for 4 print competitions in each club season.
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. Call for and collect entries 2 weeks before competition and transfer these to the judge.
4. Host and assist the judge on the competition night. Ensure that you have arranged to pay the judge's expenses on the night (liaise with Treasurer).
5. Record the marks given and pass them on to the website; keep running totals etc.
6. Return the entries to members.
7. Thank the judge.
8. Help arrange the annual "Best of the Best" competition.
9. Attend committee meetings, first Tuesday of every month (including the summer).

NOTES

1. Use WCPF handbook and refer to Bill Aven if necessary. Booking needs to be done in previous year. Remind judge appropriately and send directions to Beckington as appropriate.
2. Some members will wish to leave entries 3 weeks before.

It is useful to ask members to record name, number and number of prints when these are collected (this helps deals with labelling errors).

Members should send you appropriately re-sized digital versions of their entries (top scorers to be forwarded to the website after each competition).

Use Excel when listing entries, & ensure that surnames are in a separate column. (Enables you to toggle later between name, title of entry and FWCC number as appropriate.)

Make 2 sets of lists: Judge's with club number, title and space for mark (arrange by alphabetical order of titles); Club's also including names (arrange by club number).

Put prints in the boxes in as random an order as possible.

Include judge's mark sheet, instructions and (if used) white gloves in each box.

Take to judge, note mileage and claim later as expenses.

1. Get to Beckington by 7pm (ensure you know the Hall entry code) and have the makings of tea/coffee with you (the tea-maker may not arrive this early and the judge may have travelled a long way).

Put up the print stands, lights, and tables for putting the prints on later.

Arrange the handling of the prints with the judge and assist him/her as the evening goes on. Have someone in the hall note all marks and announce the names of the top scorers in each class.

Be absolutely certain to collect the judge's mark sheets (essential with the new marking system).

1. Marks must be recorded and forwarded to the website, with top scorers' digital images.

2. You will need to collect those not taken at the end of the competition night and take them to subsequent meetings until they can be disposed of. A list on the noticeboard is helpful, as people forget.
3. Best of the Best competition: Identify eligible entries and contact their authors to invite submission.
4. Retrieve, and if necessary polish, the cup, ready for presentation.