Tring & District Camera Club (TDCC)

Operational Manual

This document outlines the operational guidance for the Committee in running the club. It is made up from:

- Records of previous decisions taken at AGM or Committee meetings
- Good Practice

It aligns with the Constitution that states:

- The Committee will act in accordance with the 'Operational Manual' that defines the roles & responsibilities of the Committee and its members.

The Secretary is responsible for maintaining this document and updating as and when new or different decisions are taken at Committee or AGM.

1) Committee

- The Committee shall meet at least two times each season
- At 2026 the Committee consists of:
    - Chair
    - Treasurer
    - Secretary
    - Programme Secretary
    - Co – Programme Secretary
    - Competitions Secretary
    - Co - Competitions Secretary
    - Workshop Secretary

  The roles & Responsibilities of these positions can be seen in Appendix A.
- The Committee may co-opt further members as specifically required. Co-Opted members do not have a voting right
- The Committee may appoint other key roles that are non-elected, honorary positions that have no voting rights on the Committee. At 2026 these are: President & Technical Support – these roles are also defined in Appendix A
- The Committee may make decisions around any expenditure that is in budget as approved each year at AGM. Any single purchase in excess of £300 that was not shared in the annual budget forecast requires agreement from a vote of the membership (such vote can happen at any time and requires: the presence of the Secretary and one other Committee member for counting and recording of that vote and one third of the total membership to vote on a proposal)

2) Financial Planning

The Committee is responsible for ensuring the long term financial stability of the club.

The Committee will:

- Review income and expenditure against budget on a regular basis throughout the year and make decisions on spending, based on the current financial health
- Annually consider the long-term financial stability of the club. This will consist of a forward view of 3 to 5 years, taking into account the expected level of membership and the projected costs. The long-term planning also considers current cash & the target for cash balance of the club which should:
    - Be adequate to cover no less than 12 months forward operating costs.
    - Be adequate to cover the cost of replacement of core equipment that is necessary to support the programme (accepting that it is highly unlikely that all the equipment would require replacement in the same year)
    - Be adequate to fund new opportunities that develop the club in improving the value and / or interest of membership.
- Each year, at the AGM, the Treasurer will share our position and based upon this, propose a subscription rate.
- At each Committee meeting, the Treasurer shall share the current bank statement

3) Expenses

- The Treasurer is responsible for the payment of expenses. **Any expense** over £10 paid must be agreed between a Committee member and the Treasurer in advance and a receipt provided after purchase..
- No Committee member (or member of the club) should fund from their own pocket any authorised expenses related to the club activities. Any payments necessary will be refunded by the Treasurer. A receipt should be sent to the Treasurer whom will arrange payment.
- Any significant purchase (over £50) should be agreed at Committee and recorded in the minutes.
- Two club officers must sign any financial documents relating to T&DCC such as, but not exclusively, cheques and bank mandates. Ordinarily these signatories would be the Chair and Treasurer. Other signatories may be created as necessary at the discretion of the club committee.

4) Scope of Subscription & funding by the club of events

- The annual subscription is calculated to cover the costs of the day to day running of the club and the specific costs related to providing a programme of Thursday evening events (excluding any social events). Where such activity includes visiting a charity owned location, then members should be encouraged to make a donation to that charity. Costs of activities not on a Thursday evening shall be funded by those members that attend.

- The club may support activities by partial funding, under the following guidelines:

- The funding is only available providing that the club has sufficient cash reserves.
- Such activities must be available to and relevant to, all members
- For Photographic related events there must be at least 30% of members willing to pay for the activity – in which case up to 30% of the costs may be provided by the club.
- For Social activities there must be at least 30% of members willing to pay – in which case 20% of the costs may be provided by the club.
- The Chair & Treasurer will decide on the level of funding in each case.

- In addition:
  For those who are working towards a qualification (OU / RPS / PAGB), (Not BPE) the club will fund 20% of the cost of the application fee that the provider organisation charges. This reflects the importance TDCC places on qualifications as a learning opportunity.

5) Assets / Insurance

- The Committee must ensure equipment is well maintained and insured as appropriate
- An asset register should be maintained to ensure the whereabouts and value of all assets are recorded and reported
- The Club must have Public Liability Insurance to protect the club and the premises it uses – it is a requirement of tenancy agreement for Hall

6) AGM

- The Agenda, financials and primary proposals (such as review of subscriptions) must be circulated to all members at least two weeks before the AGM.
- At each AGM, approximately half of the Committee roles would be open for election for a two-year term. This allows for continuity across the Committee. However, it is understood that in some instances a member may not be able to continue in a Committee post for the full two-year period.
- Any change to the subscriptions should be explained and a vote taken at the AGM before they can be implemented
- The Draft Minutes of the AGM shall be circulated to all members for comment. Once such comments have been handled, the minutes are taken to be accepted and the Chair will sign.

7) Communications to Members

- Programme Secretary to send out note each week to describe forward event(s)
- When event is a competition, Competition Secretary to send out details of that event
- Any 'all member' communications MUST be made by email – even if they are covered in some other communication (such as verbal at events or Facebook etc)
- A presentation made at club will, where possible be uploaded to the Information Centre. An email shall be sent by the Programme Secretary or the speaker to all members to let them know of the main elements of the presentation and direct

them to the website for more information. This is to ensure that those whom cannot attend a session still have the opportunity to know about what happened and any actions needed.

8) Communication / Use of Social Media

The club maintains:

- A website – on which all up to date information about the club and programme is maintained – accessible by anyone.
- A WhatsApp group – accessible to all - to share casual information that is relevant to members.

9) Communications regarding the promotion of products and services:

a. If received from a local camera club or camera association

i. The communication will be reviewed by the receiving committee member and if considered of interest to a majority of members and if not a 'commercial' profit making exercise it may be forwarded to all members

b. If 'Commercial' Marketing Communications from non-members – then this will only be forwarded to members if:

i. It is considered to be of potential interest to the majority of members
ii. It offers a special offer or benefit of some significant kind for members

c. **If 'Commercial' Marketing Communications from members.** We are sensitive to the fact that some members are also professional photographers. We need to take care to ensure that any communications differentiate their professional services from any club arranged activities. Such communications will only be forwarded to members if:

i. The Committee has approved such communication & the Committee send out any such communication on behalf of the member. The communication must make clear that this is a commercial activity and not a club supported or organised activity.
ii. It is considered to be of potential interest and potential benefit to the majority of members.
iii. It offers a special offer or benefit of some significant kind for members.

d. **'Commercial' communications direct from a member or non member**: The paragraphs above assume that the communication will always be via a committee member using the club email list. If someone (member or not) develops an independent email marketing list that complies with GDPR, then they are entitled to send emails to that list independent of the rules above. However, if that is a member, then they MUST clearly indicate that the communication is a commercial event and NOT a club supported or organised event.

Note that the club takes no responsibility for the quality related to any such forwarded communications and in no way does such a communication

indicate that the club supports, recommends or is promoting such products or services.

10) Health & Safety

- The Club is responsible for the safety of members at events organised by the club. We should always make members aware of any dangers and ask them to take care. In the end, it is the members responsibility to take care
- It is the duty of the Committee (responsibility of the Secretary) to ensure that there is a fire practice each year and that the actions to be taken in event of fire are communicated to members.
- The Committee (responsibility of the Secretary) will communicate all requirements surrounding health and safety of members each year.

11) Data & Copyright

- The Club has a policy for data protection (GDPR) and this is published on the website
- The Secretary has the role of being 'Data Protection Officer'
- The Club will not publish or use a member's photographs in any way without the permission of the member. However, membership of the club includes that images submitted for club activities may be stored and displayed on the club website and other club internal storage. Whilst the direct downloading of images is denied, the TDCC website does not deliver full protection. The copyright of all images remains with the member.

12) Other:

- Obligations related to occupancy of the Baptist Hall (or any such other location where the Club meet) – will be communicated to Committee and where appropriate to members
- If a non-member wishes to attend a Club Evening, they should pay £5 to one of the committee members who will then pass the money to the Treasurer. New members are entitled to two free taster sessions.
- We are a Club – an Unincorporated Association whose members decide on the Constitution of their club and on the level of the subscription they wish to contribute. Our club does not aim to make any profit, but may gain assets in cash or equipment for the benefit of members and the financial security of the club.

APPENDIX A

Tring & District Camera Club Committee

Roles & Responsibilities

Chair

To lead the club in developing an organisation that is attractive to photographers, is well organised and is financially secure. To represent the club in the local and photographic community.

- Leading the Committee including recruiting members to Committee
- Chairing Committee meetings
- Listening to members to ensure that the club's direction and activity align with the majority's requirements
- Co-Ordinate the actions of Committee in developing and executing the annual programme
- Marketing of the club to attract new members
- Representing and promoting the club in the local and photographic community
- Ensuring that the club is managed in a democratic manner for the benefit of members and with due process.

Secretary

To ensure that the Committee business is conducted with due process in an orderly and democratic fashion. To lead the administration of the club.

- Circulate Agendas for Committee meetings and AGMs in a timely manner
- Ensure that approved records are kept of all Committee meetings and AGMs
- Ensure that the membership data is accurate and up to date and compliant with GDPR – This role is also is 'Data Protection Officer' as defined in the Data Protection Policy
- To ensure that the club acts with due diligence and in accordance with all relevant laws that apply, including data protection.
- To ensure the Operational Manual is kept up to date with any requirements agreed at Committee or AGM
- Administer location
    - Booking of hall
    - Queries with hall
- Maintain record of assets / equipment (ensuring with Treasurer, that insurance is appropriate)
- Member liaison
    - Provide all new members with induction pack & warm welcome
    - Arrange a buddy for new members when requested
- Manage Health & Safety as per section 10 above

Treasurer
Controls all aspects of financial management of the club, ensuring the long term financial security. The Treasurer keeps track of all incoming receipts and outgoing expenditure and ensures this is appropriately recorded.

- Keep proper accounts that show all monies received and paid out by the Club
- Ensure that these accounts are independently audited each year
- Leads an annual finance review to ensure the continued financial health of the club and to calculate the annual subscription that is appropriate
- Ensure due process is followed regarding authorisation of expenditure and recording of expenditure.
- Ensure that the club and the property it owns are insured adequately and that an up to date asset register is maintained (with support from Secretary)
- Manages the club banking

Programme Secretary & Co Programme Secretary
Devises & plans the programme for each year, ensures each activity is well organised and regularly communicates the schedule to all members.

- Plan the forward Programme and ensure this aligns with the short and longer terms objectives of the Committee and is within budget.
- Listen to members requests and suggestions for activities and incorporate where appropriate
- Liaise with Competition Secretary to ensure Programme aligns with supporting learning for future competitions
- Ensure that all those involved in delivering any of the sessions are well briefed and supported as required
- Books external speakers and makes all arrangement necessary to make them feel welcome and well supported
- Ensure the up to date programme is published on the website and provide the Webmaster with whatever files are appropriate to be published on the website from each session
- Communicate regularly with members describing the future programme and encouraging participation
- Tea Rota / supplies

Competition Secretary & Co Competition Secretary
Devises the annual programme of competitions and exhibitions and leads the execution of these. Records results to calculate the annual awards and inform decisions on group membership.

- Devise annual programme for competitions to encourage maximum participation and to provide challenge to members.
- Ensure the Competitions Handbook is always up to date and published on the website and that the brief for each competition is clearly communicated
- Arrange access for all members to the system for competition entries (currently Dropbox) and ensure all members understand how to use the system
- Provide advice and support to all members in preparing for and entering competitions

- Work with programme team to ensure that the programme provides learning opportunities related to competition topics
- Prepare and execute each competition / exhibition and work within the agreed budget
- Arrange feedback / judging for each competition using external judges to share their wider experience of quality across many clubs.
- Record and communicate results
- Provide webmaster with access to images from each competition
- Prepare annual awards

Workshop Secretary
To devise and plan practical learning activities that help members to broaden their creativity and develop photographic skills, especially in support of forthcoming competition subjects:

- To work closely with the Programme team in defining appropriate activities and arranging these events aligned with the rest of the Programme
- To work closely with the Competitions team to ensure subjects are useful in encouraging learning
- To devise and organise a range of activities (practical workshops / learning sessions / events away from club) that will support the development of members photographic skills and knowledge. Such activities may take place on club nights or at other places and times suitable to the event.

Non Elected, non voting roles

Tech Support
Maintains and develops the club information centre and provides the Committee support by managing email system and other media.

- Maintains the Dropbox & Information Centre
- Maintains the club email system and provides support to Committee members in the use of this system
- Provides general support regarding use of technology in supporting club activities.

President
To act as figurehead of the club and as an independent advisor to the Chair. Seeks to promote the club in the community. Specifically leads the development of the photographic skills of members through:

- Design & Content of Club Web Site
- The TDCC Member Development Programme
- The 'Learning Zone' Programme
- External Competitions
- Encouraging and supporting members pursuing Photographic Qualifications

Is a primary point of contact for any member who wishes to confidentially discuss a concern, regarding the behaviour of any member.
The President is also responsible for overseeing any transition of the Chair to another member.