

SOLIHULL PHOTOGRAPHIC SOCIETY COMMITTEE OPERATING PROCEDURES

These procedures have been developed by the committee to ensure effective management of the Society and its assets. They are complementary to, but do not supersede or alter the Society Rules which have been adopted by all members.

1. Committee management

- a. The Officers and Committee are elected each year at the AGM in accordance with the Society rules.
- b. Back up procedures should be in place to deal with unplanned resignation or indisposition of key officers and reviewed at least once a year
- c. The Committee will normally meet three times a year. Other ad hoc meetings may be called when necessary for specific purposes.
- d. The committee agenda will be decided by the President in conjunction with the Secretary. All members of the committee will have the opportunity to comment on the draft agenda and add additional items on request.
- e. Although the items on the agenda will vary according to need, the timing and priority focus of each main committee meeting will normally be:
 - i. August: Review of Society arrangements for the forthcoming year; confirmation of overall budget, and agreement of budgets for individual budget holders.
 - ii. November: Review of budget and membership
 - iii. April: Draft financial accounts for the current year; draft budget for next year based on assumptions about estimated income/expenditure; planning for AGM including proposals for committee and changes to membership fees;
 - iv. Each meeting will also consider financial management and contractual issues; meetings programme and other Society activities; competition arrangements; membership; external publicity; Open Exhibition
- f. Additionally at least once a year the committee shall formally review other items as set out in these operating procedures including:
 - i. Health and Safety policy (August)
 - ii. Society assets and any replacement needs (November)
 - iii. Back up arrangements for key officer roles (April)
- g. To ensure transparency and ensure that all members are aware of key Society documents, the following will be sent electronically to all members with the August newsletter:
 - i. Society Rules
 - ii. Internal competition rules
 - iii. Final draft Society accounts
 - iv. Health and Safety Policy
- h. Open Exhibition
 - i. The Open Exhibition is run by the Society, and managed on a day to day basis by the Exhibition Chairman, the Exhibition Treasurer and other nominated members of the Exhibition committee.
 - ii. The Exhibition committee has separate operating procedures which should be read in conjunction with these procedures.
 - iii. The Exhibition Chairman shall report on activities to each meeting of the main committee

2. Financial management (covers all Society activities including the Open Exhibition)

a. Budgets

- i. A draft budget for the Society activities for the forthcoming year will be developed by the Treasurer in conjunction with the president and other key officers, and discussed at the April committee meeting. This will allow consideration of the need (if any) to propose a change in membership fees at the AGM
- ii. The budget will be confirmed at the August committee meeting and then reviewed at the November meeting in the light of any changes to budget assumptions
- iii. Also to be confirmed at the August meeting will be the budgets to be held by individual budget holders. These form the basis of financial control in the Society. Expenditure authorised by budget holders should not exceed the allocated budget.
- iv. The budgets shall operate on prudent assumptions and shall as far as possible maintain sufficient reserves to cover unexpected expenditure or losses and to replace Society assets on a planned basis

b. Financial accounts

- i. The financial year for all Society activities (including the Open Exhibition) shall be the end of May each year
- ii. A draft set of accounts for all Society activities in the preceding year (including the Open Exhibition) shall be reviewed by the committee at the April meeting and presented at the AGM
- iii. A final set of draft accounts will then be issued electronically in August to all members with an opportunity for any queries to be raised
- iv. The accounts will be formally approved by members at a "Financial AGM" held before an appropriate routine meeting in October

c. Banking and financial controls

- i. The Society will maintain three main bank accounts (Main Society account; Reserve account; Open Exhibition account)
- ii. Each account shall be controlled by the Society and Exhibition treasurer(s) as appropriate and have management access by at least one other nominated officer
- iii. The treasurer(s) shall be authorised to make routine budgeted payments directly from the accounts (either electronically, by cheque or cash) subject to:
 1. A daily expenditure limit of £2000 from the current account
 2. The authorisation of all expenditure by the relevant budget holder approved at the August meeting
 3. A monthly review of expenditure by a named authorised officer
 4. Presentation of updated budget to each committee meeting. This should focus on actual v budget expenditure, and identify any area where the budget holder may need to request an increased budget for Committee approval.
- iv. The exception to (iii) above is any proposed capital expenditure or other major non routine payment over £500 where prior authorisation shall be sought from the committee. Such authorisation may be obtained by e-mail but any such expenditure shall be recorded in the minutes of the next appropriate committee meeting.
- v. The treasurer shall be responsible for safe keeping of cash collected from membership fees or other sources. Cash in excess of that necessary for Society use over the next two weeks shall be deposited in the bank as soon as practicable.

- vi. There is no legal requirement for the audit of the Society's annual financial statements. It is considered that subject to the controls above being in place there should be no need for any additional audit of The Society's accounts.

3. Contractual issues

- a. From time to time members will have to enter into contractual arrangements on behalf of the Society. Typical examples include booking for the WI hall (main meetings), Methodist hall (workshops), Membermojo, Web hosting fees, and Storage Unit (Open Exhibition), Insurance payments.
- b. Since the Society cannot legally directly enter into such contracts, the member who does so shall before signing the contract seek authorisation from the committee by e-mail. Provided this has been done, the Society will indemnify the individual who has entered into the contract in the event of any unforeseen loss.
- c. The requirement to seek confirmation before entering into contracts shall not be necessary in respect of simple renewal of existing contracts where no material change in circumstances has taken place.
- d. The treasurer will be responsible for any payments associated with such contracts in accordance with (2) above.

4. Management of Society assets

- a. The Society treasurer will maintain a list of all Society non cash assets valued at over £100. The list will include:
 - i. The nominated member responsible for keeping the item
 - ii. The normal location at which the item is kept
 - iii. The current estimated replacement value
 - iv. Assets which are redundant or life expired
- b. The list will be reviewed annually in November in conjunction with the item keepers and used to update the Society insurance policy
- c. Major assets used regularly by the Society should have a planned long term replacement policy whereby sufficient financial reserves are maintained to replace the item at the end of its useful life. Where such replacement is deemed necessary approval will be sought at the next appropriate committee meeting.

5. Insurance

- a. The Treasurer will be responsible for recommending to the committee adequate insurance cover for all Society activities in respect of (1) public liability (2) loss or damage to key society assets and will be responsible for its implementation.
- b. Unless otherwise agreed this will be through the facility organised for Photographic Societies by MCPF
- c. The policy cover for society assets shall be reviewed at the November committee meeting in November in conjunction with the asset keepers
- d. Copies of the receipts for major society assets shall be kept in the Dropbox folder for easy access in the event of any insurance claim being necessary

6. Health and safety

- a. The Society H and S policy will be reviewed at the August committee meeting prior to each new season, signed by the current President, and issued electronically to all members
- b. The President, Vice President, or other leader of each society meeting or event has the responsibility to ensure that the H and S policy is adhered to, and appropriate warnings issued to participants. A check list will be produced to cover the instructions that are needed.

- c. At regular intervals the leader of the main society meetings shall remind members and guests of the fire procedures.

7. Data Protection

- a. The Society complies with the General Data Protection Regulations (GDPR) which are incorporated in the Data Protection Act 2018. Within the meaning of this Act the Membership Secretary is a processor and the Committee takes on the role of controller on behalf of the Society.
- b. The Society will prepare and publish a data protection policy containing an adequate description of what personal data will be collected and for what purposes.
- c. The Society will review and document compliance with its policy. This will usually take place and be minuted at normal committee meetings.
- d. Member personal information will only be accessible by the Membership Secretary and another nominated committee member who will function as the reserve membership secretary. Other committee members will only be given such data as necessary for specific purposes.
- e. The Society will inform committee members about maintaining a separation between personal data from different data controllers, and between controlled and domestic use of personal data.
- f. The Membership Secretary collects and holds personal information about members and past members on behalf of the Society. This includes name, address, telephone number, e-mail address, membership duration and payment of fees.
- g. The Society also keeps records of those members who have given permission to use their images for use in external competitions or other similar purposes.
- h. Organisers of inter-Club and similar events will review the entry conditions to ensure that any third party entrant confirms explicit consent for the organiser to hold personal data about the photographers entered to the event.
- i. Any member wishing to verify the personal information held by the Society should apply to the Membership Secretary.
- j. Personal contact details are used solely for the administration of the Society, and are only distributed to Committee members, and to others approved by the Committee, for specific purposes. Any such information should be retained by individuals only for as long as is necessary to complete any specific task and should be deleted from personal storage devices once the task is completed.
- k. Contact details may be held about prospective members while they decide whether to join. Contact details may also be held about previous members in case they decide to re-join.
- l. The Society must not make membership contact information available for electronic marketing. It will refuse any request to cascade marketing material to members by electronic messages.

8. Child and Vulnerable Person Protection

- a. The Society will maintain a written policy on the protection of children and vulnerable adults, which will be made available to members and other relevant people.
- b. The policy will be reviewed at regular intervals by the Committee