

**MASTER OPERATIONS MANUAL**

**SOUTHERN CALIFORNIA ROUNDUP CHAPTER OF PSA**

**EXECUTIVE COMMITTEE (BOARD) MEMBERS**

Individual Chapters of the Photographic Society of America (PSA) were organized under the Society's Bylaws in 1955. Since 1955, forty Chapters have received a PSA Charter and, over the years, the number of active Chapters has varied. In 1968, there were only seven Chapters: Chicago, Connecticut, Cosmopolitan (NYC), Hawaii, Pittsburgh, Tri-State (Ohio), and Western Michigan. In 1993, there were 18 active Chapters. The Chicago Chapter received its Charter in 1955 and is the oldest active Chapter. The Metropolitan Chapter received its Charter in 2016 and is the newest PSA Chapter.

All Chapters adhere to the PSA Chapter Bylaws which contain information regarding: purposes; membership; meetings; election of Officers; Executive Committee; Committees; websites, newsletters, & social media; fiscal regulations; and authority. Chapters also follow the PSA Chapter Financial System Outline.

The Southern California Roundup Chapter of PSA (also known as the SoCal Chapter or the "Roundup") is a local branch of the Society and received its PSA Charter in 1991 at the PSA Conference in San Antonio, TX.

**CHAPTER VISION & OBJECTIVES**

The Southern California Roundup Chapter of PSA offers services and activities for the benefit of area members that promote the mission of PSA and serve and support area members by developing a strong sense of community including:

- holding an [annual two to three-day educational and inspirational Photography Event](#) in various locations around Southern California based on the PSA membership growth and photo opportunities available in that location at that time. These events are free or at a greatly reduced rate for all PSA members,
  
- sharing the photography activities and accomplishments (e.g., publication of photographs, holding of a gallery show, leading a photography workshop or tour, providing photography service to a community group, receiving a photography award, providing image evaluation service) of area members via the [Chapter Facebook](#) page to demonstrate the variety of photography interests of PSA members,
  
- maintaining a comprehensive [Chapter web site](#) as a viable reference for area members,

- posting [News Items](#) regarding PSA and area member's PSA positions and activities on the Chapter web site homepage,
- encouraging area PSA members to create an individual [PSA Member Gallery](#) or ROPA Gallery on the PSA web site that will be linked on the Chapter web site as a way for area members to get to know other area members,
- identifying and requesting [Blogs regarding photo adventures from area PSA members](#) and posting them on the Chapter web site to share,
- entering the [PSA Chapters Showcase](#) and posting the results on the Chapter web site, and
- providing [outreach to all Southwest Area PSA](#) members to help them feel a part of the Southern California Roundup Chapter and take advantage of the Roundup Chapter services and activities.

#### **EXECUTIVE COMMITTEE STRUCTURE**

The Chapter business is administered by the Chapter Executive Committee which is comprised of the elected officers, e.g., the Chapter Chair, Vice-Chairs, Secretary, and Treasurer.

#### **EXECUTIVE COMMITTEE MEMBER COMMITMENT**

The Executive Committee meets a minimum of one time each fiscal year, during the Chapter's Annual Photo Event. Executive Committee members are expected to attend.

The Executive Committee also conducts business via email. Committee members are expected to respond to these emails with discussion and a vote, if requested.

Executive Committee members are expected to attend the annual Chapter Event and do everything they can to encourage PSA members near their location to attend the Chapter Event.

#### **EXECUTIVE COMMITTEE MEMBER MAJOR DUTIES**

The Chapter Executive Committee members provide suggestions, discuss alternatives, and determine the best location, speakers, topics, and activities that would draw PSA members to each annual Photo Event. They consider the financial ramifications of all decisions.

## **RESPONSIBILITIES OF THE CHAIR**

The Chair's responsibilities include:

- providing leadership for the Chapter;
- planning for the future of the Chapter: Event locations, speakers, workshops, photo walks, recognition, etc.;
- presiding over all meetings of the Chapter;
- assuring the Chapter's compliance with the PSA Chapter By-Laws;
- assuring the on-time submission of the Chapter's Annual Budget and Annual Report to PSA;
- identifying and appointing members to the Chapter Event Committee;
- identifying and appointing a member to any vacant position on the Executive Committee;
- promoting PSA membership: encouraging area photographers to join PSA and recognizing those who do join PSA;
- promoting retention of PSA membership: creating opportunities for area PSA members to share in photography experiences, describing new PSA programs, recognizing long-time membership, involving members in Chapter and PSA programs and activities, sharing the photography achievements of area members, and developing a sense of community; and
- providing motivation, encouragement, and inspiration for all those serving the Chapter, PSA, and the advancement of photography.

## **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS**

The Chair works with the **Chapter Vice-Chairs** to identify their strengths, interests, and the tasks they can assume (e.g., Webmaster, Chapter Showcase Coordinator, Outreach Coordinator, Chapter Facebook Page Coordinator, etc.). One Vice-Chair is identified as the member who will assume the leadership of the Chapter if something happens to Chair before his/her term is completed.

The **Chapter Secretary** attends the Chapter Executive Committee Meeting and the Election of Officers during the Chapter Event in odd-numbered years. The Secretary takes notes and prepares minutes of these sessions which are then approved by the Executive Committee. The Secretary maintains a permanent record/file of these minutes in both digital and hard copy, and passes this record on to the next Secretary.

The **Chapter Treasurer** maintains all financial transactions of the Chapter, prepares checks (sending them to the appropriate location), deposits checks into the Chapter account, prepares the Annual Budget for PSA, and prepares a brief Treasurer's Report for the Chapter Executive Committee.

## **ESTIMATED TIME**

The annual Executive Committee meeting is estimated to be no longer than three hours including a pre-meeting with active area PSA members to discuss upcoming Chapter Event locations, speakers, and activities.

Two hours each month will be needed during the year as Executive Committee members “Like” and “Comment” on Chapter Facebook posts; provide information to the Chair for the Chapter web site and Facebook posts; encourage area members to create a PSA Member Gallery and a Blog; provide input regarding the potential upcoming Chapter Event locations, speakers, and activities; and discuss and vote on matters requiring the expenditure of Chapter funds or the establishment of policy.

## **APPOINTED BY**

An office that is vacant for any reason can be filled by appointment by the Chapter Chair, with the approval of the Chapter's Executive Committee.

## **TERM OF OFFICE**

Members of the Chapter Executive Committee (Chapter Officers) are selected as a Slate of Officers in odd-numbered years. The Chair appoints a Nominating Committee (minimum of two area PSA members) early in odd-numbered years to identify potential candidates for the Chapter Executive Committee. No member of the Executive Committee, person seeking an Officer position, or their family members can serve on the Nominating Committee.

The PSA members in attendance at the Annual Event vote on the slate of Officers. The two-year terms of the officers begin at 12:01 AM of the day following the closing day of each PSA Conference held in an odd-numbered year.

## **TERM LIMITS**

There are no restrictions to the number of two-year terms that a Chapter Executive Committee Member may serve.

3/31/2017