

Volunteer Role Description: Chapter Organiser

About the Royal Photographic Society

The Royal Photographic Society is a registered charity which aims to educate members of the public, promote the highest standards of photography and encourage public appreciation of photography. The RPS was established in 1853 and has over 10,000 members in the UK and abroad. It is the UK's leading photography organisation, realising its aims through a combination of workshops and courses, competitions and touring exhibitions, a distinctions and qualifications programme, and an annual awards ceremony.

About this role

For the purpose of providing facilities for meetings, local involvement, and communication with the overseas membership, The RPS encourages the formation of self-funded, financially and legally independent [overseas Chapters](#). Chapter boundaries usually correspond with recognised geographical borders.

Each Chapter operates independently and is run by a Chapter Organiser, who is elected by the Chapter membership at an Annual General Meeting and ratified by the board of trustees. (For details on how a Chapter is first established, please see document MP005 - Regulations and Guidelines for Overseas Chapters, section 3, accessed from [Volunteer Documents](#).) The organisation of the Chapter is at the discretion of the Chapter Organiser, but it is recommended that there should be a core committee of at least three volunteers:

- Chapter Organiser
- Secretary
- Treasurer

Ideally, the core committee should also include a Deputy Chapter Organiser. Depending on the size/level of activity within a Chapter, the core committee/volunteer team may be extended to include Subarea Coordinators and Task Volunteers (responsible for a specific task or combination of tasks).

For more information about RPS volunteer roles, please visit the [volunteers page](#) of the RPS website.

Location

This role does not have a fixed location. Chapter Organisers will be based in a particular country.

Reporting to

The RPS Chief Executive Officer, with ultimate responsibility to the Board of Trustees and RPS Regional membership.

Hours

There are no set hours for this role. Based on historical records, the minimum time commitment required to be effective in this role equates to an average of 3 hours per week. Flexibility is desirable, but many tasks can be performed according to personal availability.



Typical tasks include

- Being the friendly, personal point of contact for the membership (particularly new members), including issuing regular communications to all members in the Chapter
- Welcoming new members and assisting in their recruitment (this could include members from states/countries/regions close to the Chapter)
- Organising and/or facilitating the organisation of events in the Chapter, including arranging appropriate publicity and insurance cover/risk assessments
- Representing the Chapter to both members and non-members at events and meetings
- Representing Chapter business and interests to The RPS in the UK
- Maintaining a current knowledge of and implementing the RPS policies and guidelines (in particular, document MP005 - Regulations and Guidelines for Overseas Chapters found in [Volunteer Documents](#))
- Acting as the ears and mouthpiece of the RPS in the Chapter, including passing messages/information from HQ to other volunteers in the Chapter as required
- Ensuring that the Chapter microsite is kept up to date
- Preparing and submitting an Annual Report to HQ

What we are looking for

As well as good interpersonal, diplomacy, communication, leadership and teamwork skills, we are looking for people who are interested in the work of the RPS and are willing to give their time to help run a Chapter. Previous experience in a similar role is desirable, but not essential. If you have passion, positivity and a willingness to learn, then this is the role for you!

Please note: to volunteer for this role, you must be a current member of The RPS and able to communicate clearly using the English language (written and verbally).

What we offer

- A clear explanation of what your role involves
- Appropriate resources to carry out your role
- A full online introduction to the RPS
- Opportunities to expand your skills and experience in relation to your role, and to change or take on additional roles
- Recognition for your volunteering
- The services of a dedicated Volunteering Manager, responsible for providing guidance and support



Additional information

- For more information about The Society please refer to the [Strategic Plan](#) and other governing/procedural documents, available to view and download [here](#)
- For details of upcoming induction days and other training/development opportunities, please contact the [Volunteer and Member Support Co-ordinators](#)

Note: This document will be reviewed at regular intervals, every 24 months, this is the latest version from May 2023.



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