

## Volunteer Role Description: Regional 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 membership (relating to overall member benefit), the RPS has divided the United Kingdom into geographical regions based primarily on postcodes. Each Region is run by a Regional Organiser, who is elected by the Regional membership at an Annual General Meeting and ratified by the Board of Trustees.

The organisation of the Region is at the discretion of the Regional Organiser, however it is recommended that there should be a core committee of at least three volunteers:

- Regional Organiser
- Secretary
- Treasurer

Ideally, the core committee should also include a Deputy Regional Organiser. Depending on the size/level of activity within a Region, 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

Regional Organisers are based within one of the geographical regions of the RPS and are expected to travel across the Region as needed. Regional Organisers will also occasionally be required to travel to RPS headquarters and other locations across the UK to attend meetings and training.

### 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 10 hours per week. Flexibility is desirable, but many tasks can be performed according to personal availability.



## Typical tasks include

*NB - The Regional Organiser is encouraged to identify and recruit a team of volunteers (regular or ad-hoc) with whom these tasks can be shared, and to develop the activities and skills of the volunteer team in accordance with the needs of the Region.*

- Managing activities across the Region in line with an overall plan of action
- Acting as the friendly, local point of contact for all members (particularly new members), including handling member queries and issuing regular communications
- Acting as the ears and mouthpiece of the RPS in the Region, including passing member feedback to HQ and circulating messages to/from other Regional volunteers as required
- Organising and/or facilitating the organisation of events in the Region, including planning appropriate publicity and following the RPS anti-clash policy
- Representing the Region and the wider RPS to both members and non-members at a variety of Regional events and meetings
- Maintaining a current knowledge of and implementing RPS policies and guidelines (in particular, document MP003 - Regulations and Guidelines for Regions, found in [Volunteer Documents](#))
- Maintaining a current knowledge of the RPS Distinctions process and helping to organise at least one Distinctions Advisory Day per year
- Chairing Regional committee meetings and Annual General Meetings, ensuring that accurate records are taken and action points are followed up
- Ensuring Regional representation at Regions Standing Committee meetings
- Collaborating and communicating regularly with Special Interest Groups and other Regions
- Ensuring that the Regional 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 Region. Your involvement and enthusiasm for this role will have a direct impact on member benefit levels - including your own! Passion, positivity and a willingness to learn are key. Previous experience in a similar role is desirable, but not essential.

**Please note: to volunteer for this role, you must be a current member of the RPS.**

## What we offer

- A clear explanation of what your role involves, including relevant training opportunities.
- Appropriate resources and assistance to help you carry out your role
- A full RPS induction
- A team of skilled HQ staff, including two dedicated Volunteer and Member Support Co-ordinators, covering 7 days a week to advise and support you as required
- Opportunities to expand your skills and experience in relation to your role, and to change or take on additional roles
- Recognition for your volunteering
- Agreed out-of-pocket expenses reimbursed in accordance with RPS policy



## Additional information

- For more information about the RPS 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.

