

Volunteer Role Description: Group Chair

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

There are a number of [Special Interest Groups](#) (Groups) within The RPS which support members' interests in particular areas of photography and imaging. Each Group operates under a bespoke Constitution (approved by the board of trustees) and is run by a Group Chair, who is elected by the Group membership at an Annual General Meeting and ratified by the board of trustees.

Each Group must have a core committee of at least three volunteers:

- Group Chair
- Secretary
- Treasurer

Ideally, the core committee should also include a Deputy Group Chair. Depending on the size/level of activity within a Group, the core committee/volunteer team may be extended to include Subgroup 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

Group Chairs can be based anywhere in the world but are expected to travel as needed (for example, across the UK and to RPS headquarters in Bristol) in order to attend Group and wider RPS meetings, events, and training.

Reporting to

The RPS Chief Executive Officer, with ultimate responsibility to the Board of Trustees and RPS Group 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 7 hours per week.

Flexibility is desirable, but many tasks can be performed according to personal availability.



Typical tasks include

NB - The Group Chair is encouraged to identify and recruit a team of volunteers with whom these tasks can be shared.

- Managing activities across the Group in line with an overall plan of action
- Acting as the friendly, personal point of contact for all Group members (particularly new members), including handling member queries and issuing regular communications
- Organising and/or facilitating the organisation of Group events, including arranging appropriate publicity and following The RPS anti-clash policy
- Representing the Group and the wider RPS to both members and non-members at a variety of Group events and meetings
- Maintaining a current knowledge of and implementing the RPS policies and guidelines (in particular, document MP004 - Regulations and Guidelines for Special Interest Groups, found in [Volunteer Documents](#))
- Chairing Group committee meetings and Annual General Meetings, ensuring that accurate records are taken and action points are followed up
- Ensuring Group representation at SIGs Standing Committee meetings
- Collaborating and communicating regularly with The RPS Regions and other Groups
- Ensuring that the Group microsite is kept up to date and that all Group publications conform to The RPS brand guidelines
- 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 Group. 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.

What we offer

- A clear explanation of what your role involves, including relevant training opportunities.
- Appropriate resources and equipment to carry out your role
- A full RPS induction
- A team of skilled HQ staff, 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 the 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.

