

# CONTENTS

AGM/Christmas BBQ/Awards Night .....	21
Club T-Shirts .....	4
Committee Members .....	2
Committee Positions .....	22-26
Competition Categories .....	6
Competition Grades .....	5
Dress Code .....	15
End of Year Competition .....	17
Entering Images for Competition: Digital & Print .....	7
Facebook .....	4
Fees .....	3
Financial Members Receive .....	3
Gympie Show .....	16
How to Upload your Competition Entries.....	9-11
Image Ownership .....	13
Library .....	21
Life Time Members .....	2
Matt Board Cutters .....	12
Meeting Fees .....	3
Meeting Place .....	2
Meeting Preparations .....	3
Meeting Times .....	2
Membership .....	2
Membership Card .....	3
New Members .....	2
Newsletter .....	13
Outings .....	14
Practical Night .....	13
Presenting Printed Photos for Judging .....	12
Print Judging and Handling Procedure .....	13
Program .....	5
PSQ .....	20
Public Liability .....	4
Raffles .....	14
Resubmitting an Image .....	6
Sausage Sizzle .....	14
Scoring Submitted Photographs .....	12
Sizing Your Photos to Club Requirement .....	7-8
SEQ .....	20
Social Interclub Night .....	15
Subjects and Definitions .....	19
Supper .....	5
Tewantin Shield .....	19
Triptych .....	18
Website .....	4
What happens on Competition Night .....	6

## **Committee Members**

• Patron	Ken Chapman	Ph: 54822926 / 0418 743 957
• President	Richard Bassett	Ph: 0408 018 223
• Vice President	Dorothea Heath	Ph: 54824006 / 0418 743 957
• Secretary	Gayle Harrison	Ph: 0400 261 066
• Assistant Secretary	Kristina Benson	Ph: 0434 988 410
• Treasurer	Dorothea Heath	Ph: 54824006 / 0418 743 957
• Treasurer Assist.	Maureen McCarthy	Ph: 0409 833 729
• Librarians/Archival	Ian Smith	Ph: 0435 110 921
• Newsletter Editor	Dani Clifford	E: danicifford777@gmail.com
• Competition Officer	Gayle Harrison	Ph: 0434 988 410
• Assist. Comp Officer	Melinda Greenhalgh	Ph: 0459 182 864
• Web/Facebook	Gayle Harrison	Ph: gharrison64@optusnet.com.au
• Sizzle Co Ordinator	Dorothea Heath	Ph: 54824006 / 0418 743 957

## **Life Time Member List**

- Nev Punter
- Ken Chapman
- Gwen Chapman
- Pat Towner
- Paddy McGrath (deceased)
- Merv Betts
- Bev Betts (deceased)
- Les King (deceased)
- Margaret Tompkins (deceased)

## **Meeting Place**

Gympie Camera Club clubhouse, 39 Saleyard Road, Araluen. (Behind Woodworkers shed).

## **Meeting times**

Regular Club meetings are held 2 nights per month.

- First Tues of the month - Competition Night meet at 7pm
- Third Monday of the month - Practical Night meet at 7pm
- Meetings normally go for 2½ to 3 Hours, however this can vary.

## **Membership**

Club membership is a once a year payment. These monies are used for the running of the club throughout the year and insurance cover. If you wish to enter club competitions you will need to be a Financial Club Member.

## **New Members**

On joining for the first time, new members will receive a “Welcome Bag” with an assortment of goodies.

## Meeting Preparations

When attending meetings the members **must tick their name in the space provided on the Attendance Roll**. If this is not done there is no record of attendance and the member will not be covered by the Club Public Liability Insurance (please see page 4).

Setting up the room may involve arranging tables for workshops to take place, print handlers etc. **The microphone must be set up for the President and all attending speakers to use.**

Lending a helping hand builds comradery, appreciation and helps with getting to know other members as well.

Thanks to all helpers.

## Fees

- \$40.00 Adult / \$25 Junior (Subject to change)
- Fees are to be paid at the commencement of the year for long term members.
- New members pay on Joining the Club.
- Membership Fees must be paid in FULL before Club competitions can be entered.

## Meeting Fees

On becoming a financial member you will need to pay a small meeting fee when attending each meeting. This helps to pay for clubhouse expenses and Supper that is supplied on the night.

- \$5.00 paid on entry to meeting and marking the Attendance Roll. (Subject to change)
- These fees can be paid in advance by Direct deposit: \$110 full year, \$55 half year or \$27.50 quarterly. Be sure to reference your surname if paying this way.
- Visitors do not need to pay a Fee.

## Financial Club Members will receive:

- A Gympie Camera Club name badge. (\$5 replacement fee if lost)
- Your personal Club Membership Card - This is to identify that you are a Financial Member of the Gympie Camera Club.
- You will receive a copy of the club HANDBOOK. This book is a collection of important Club information and events supported by the Gympie Camera Club.

## Membership Card

Your card will identify you as a financial club member, showing the year of currency and receipt number.

	<b>Gympie Camera Club Inc.</b> <small>39 Dalmeida Road, Arakoon, QLD 4570</small>
	<b>MEMBERSHIP CARD</b>
Receipt No: <b>20</b>	Member Name: _____
	Treasurers Signature: _____
	Membership Number: _____
	<small>* Please use this number for identity upon club meetings &amp; club activities.</small>

## Public Liability Insurance

The Club Public liability Insurance is paid under the umbrella of PSQ (Photographic Society of Queensland). This Insurance covers injury incurred by **members of the public** (not club members) while a club event is happening.

Members attending meetings should always have their attendance recorded. This means that you must tick your name on the Attendance Roll at all meetings. The Secretary must be informed when you are attending any Club organised event outside the Club Meeting rooms.

Members are NOT covered by this Insurance when on privately organised photography outings. In these cases you will need your own Insurance cover in the event of a member of the public getting hurt as a result of your outing.

## Website

Main site:

<http://gympiecameraclub.wixsite.com/gcci>

Competition Upload site:

[photocompentries.net/?org=Gympie](http://photocompentries.net/?org=Gympie)



## Facebook Page

This page is for Camera Club Photos and comment only ...not for putting personal information up for all to see. It can be a great learning tool if used properly.

After each Competition Night the Digital & Print entry images are posted to our Facebook page by the appointed Club site Manager only.

## Club T-Shirts

The Club T-Shirt is 'Navy' coloured collared and sleeved polo shirt. The sew/iron on badge (required) is available from the club for a cost of \$5.

Club Shirts are a great idea to have for outings and whenever representing the Gympie Camera Club and when other Clubs visit.



## Program

New programs are chosen at the end of each year at the Annual General Meeting in preparation for the next year. Members are encouraged to put forward their subject suggestions for discussion. Subjects are listed and all members in attendance are involved in the selection of the new subjects for the year ahead.



PLEASE BE AWARE THE OUTING DATES

COMP DATE (MONTH)	SUBJECTS	OPEN	UPLOAD DEADLINE	DETAILS
FEBRUARY 01	WILCKLETTE	OPEN		
MARCH 01	PROCKS/PORTLAND			MARCH 01
APRIL 01	DEBLECT			APRIL 01
MAY 01	EDWARDS DAM			MAY 01
JUNE 01				JUNE 01
JULY 01				JULY 01
AUGUST 01				AUGUST 01
SEPTEMBER 01			SEP 01 OLD HYDROEON BURNING	SEPTEMBER 01
OCTOBER 01			SEP 16 TENANTERS WHEEL RACING	OCTOBER 01
NOVEMBER 01				NOVEMBER 01
DECEMBER 01	END OF SEASON		AGM / AWARDS / CHRISTMAS PARTY	DECEMBER 11

## Supper

After each meeting and organised events held in the clubhouse, supper is supplied by the club. Members can also bring along treats to be shared for supper if they wish.

## Competition Grades

There are 3 Grades of Competition: A- (Advanced), B- (Intermediate), C- (Beginners)

The club process of stepping up through the grades is worked on a points system. Points are gathered by your images being judged by an accredited judge in the Club Competitions only. Competition is judged once a month every month.

On joining the club, new members are usually placed in C Grade. However, if the member feels their skills are more advanced than C Grade, they are most welcome to start in B Grade.

- If a member in C Grade accumulates 100 points obtained from honours and merits at monthly competitions, they will then move to B Grade the following year.
- Over a two year period, any member in B Grade who has entered at least 50% of possible entries in one category (print or digital) at monthly competitions during the year, and achieved 30% honours with images entered, will move to A Grade.
- If, after six months of competition, a member who has moved to A Grade feels that the move has not been in their best interests, or those of the club, the member may request a meeting with the Executive Committee, and with approval from that meeting, return to B Grade.

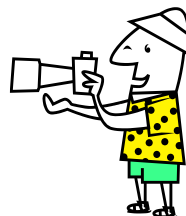
## Competition Categories you can enter each month

Open Section – Any image can be entered into this section (eg Nature, buildings, trees, creative, objects etc) in colour or monochrome, except when the month calls for ‘Monochrome Open’ then any colour images entered in open will not be accepted.

Set Subject – This is the subject that has been chosen for that month – this will be listed in the program set for the year. Images can be in colour or monochrome unless otherwise stated.

C, B & A Grade (8 images in total if you so wish)

- 2 x Prints Open
- 2 x Prints Set subject
- 2 x Digital Open
- 2 x Digital Set subject



## What Happens on Competition Night (1st Tuesday of the month)

The Patron of our club organises the Judge for the night.

Judges can travel a long way to judge the Club competition. Some from as far as Brisbane and the surrounding areas!

Wherever possible the Club engages PSQ (Photographic Society of Queensland) accredited Judges.

The club pays the Judges travel (fuel) and the judges donate their time, so members try hard to support the Judges by entering as many entries on the night as possible, and attending the judging night as there is a lot to be learned. Club members also have an opportunity to talk to the judges after judging and ask questions while having supper.

## Resubmitting an image

An image may be resubmitted for judging in the following competition year **if at its first submission it scores no award but an acceptance**. The resubmitted image may be edited with the changes recommended by the judge at the time of the first submission with a view to gaining an award score (merit or honour). This can only occur once with any given image.

## Entering Images for Competition – Digital & Prints

Digital and Print images must be uploaded to the club webpage:

[photocompentries.net/?org=Gympie](http://photocompentries.net/?org=Gympie)

Illustrated instructions on how to upload is on pages 9-10. You must enter BOTH your digital entries and your print entries as a thumbnail by the closing date (Refer to the Club Calendar for these dates). **NO LATE ENTRIES WILL BE ACCEPTED and PRINTS MUST BE THE SAME AS THE THUMBNAIL UPLOADED.** Please keep your image titles to 30 characters.

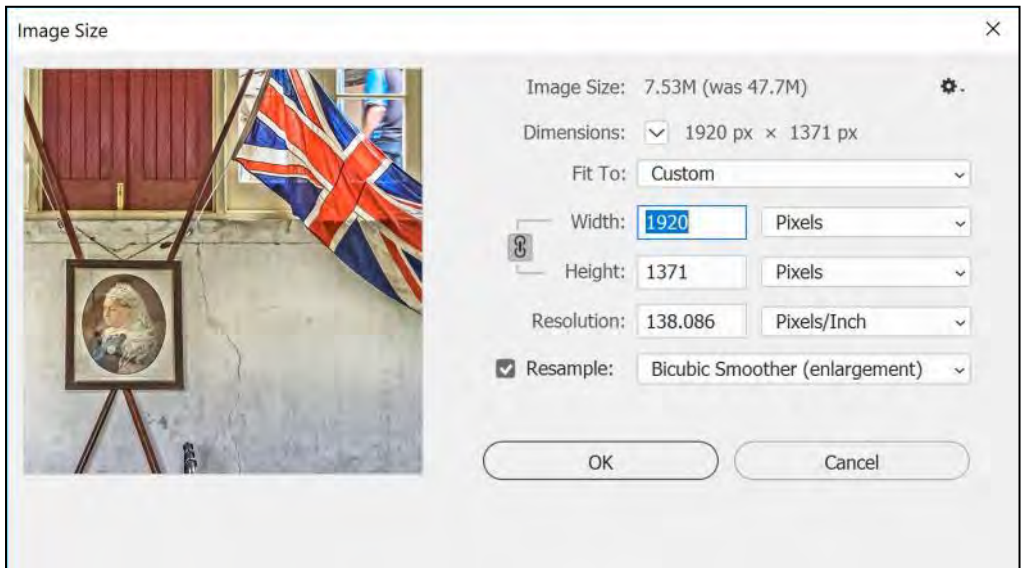
Digital and Printed images need to be presented in the required format. (Print sizes page 6, Digital sizes below and next page).

We use IMPACT JUDGING which means the judge has not seen any of the images until the competition night.

- Required Size for **Digital Screening** - 1920 wide (maximum) and 1080 High. **File Size cannot exceed 2MB.** Digital images must be in SRGB colour space and JPEG. Format

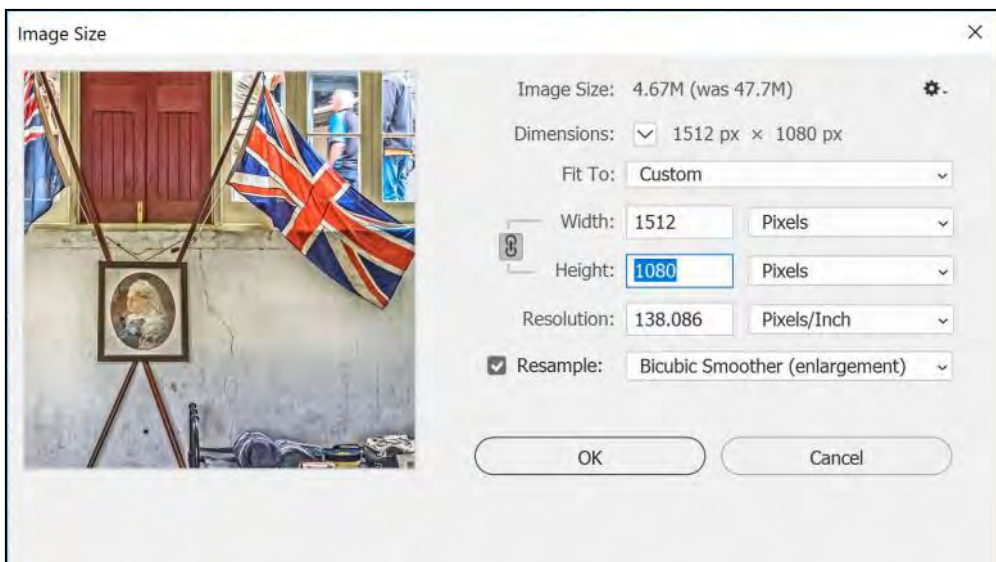
### Sizing your photos to club requirements below:

As you can see in the image (below) when the maximum width of 1920 is entered, the height becomes too big.



### Sizing your photos to club requirements continued:

Therefore we must change the HEIGHT (below) to it's maximum of 1080 and the width will change to suit.



Portrait orientation and square images must be set to the maximum HEIGHT pixels.

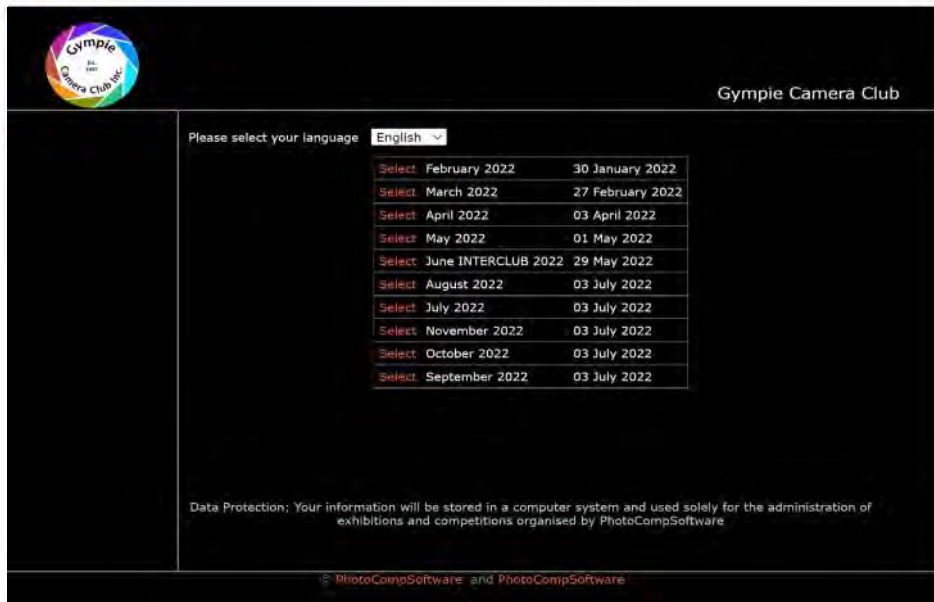
**The print entry thumbnails must be the same sizing as the digital.**


Please refer to pages 9 to 11 for upload instructions.



## How to upload your competition entry:

Open <http://photocompentries.net/?org=Gympie> where you will see this page.



 Gympie Camera Club

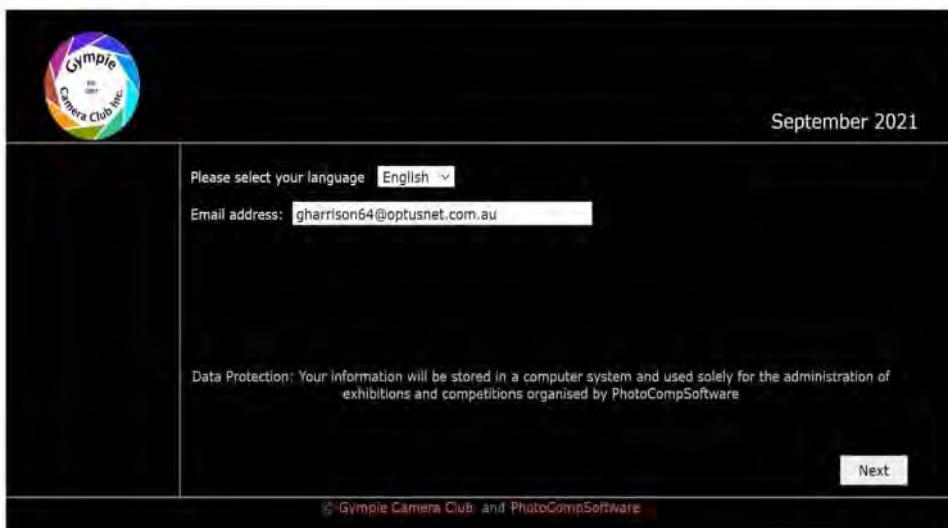
Please select your language **English** ▾


Select February 2022	30 January 2022
Select March 2022	27 February 2022
Select April 2022	03 April 2022
Select May 2022	01 May 2022
Select June INTERCLUB 2022	29 May 2022
Select August 2022	03 July 2022
Select July 2022	03 July 2022
Select November 2022	03 July 2022
Select October 2022	03 July 2022
Select September 2022	03 July 2022

Data Protection: Your information will be stored in a computer system and used solely for the administration of exhibitions and competitions organised by PhotoCompSoftware

© PhotoCompSoftware and PhotoCompSoftware

Click on the red SELECT button to the competition you are entering on this page. Next you will enter your email address. Click NEXT.



 September 2021

Please select your language **English** ▾

Email address:

Data Protection: Your information will be stored in a computer system and used solely for the administration of exhibitions and competitions organised by PhotoCompSoftware

**Next**

© Gympie Camera Club and PhotoCompSoftware

Re-enter your email address on the next page then click NEXT.

Here you need to enter your details: First name, Last name and phone number. Click NEXT. The following page welcomes you and asks you to click NEXT to select your grade to upload.



**Gympie Camera Club** September 2021

[Start](#)

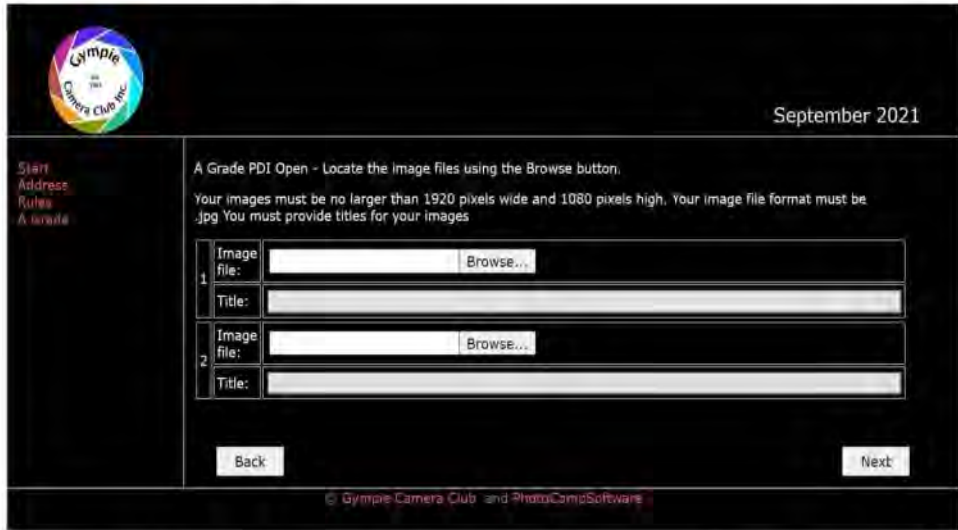
Given name(s)

Family name

Phone

© Gympie Camera Club and PhotoCompSoftware

You will come to the competition upload page. Please be sure to select your correct grade. The software won't allow you to upload to two different grades. You will be told you can enter up to 2 images in your particular grade. And at the bottom asked if you want to enter (x) grade? If you have selected the correct grade, click NEXT. If not, click BACK and select your correct grade.



**Gympie Camera Club** September 2021

[Start](#)  
[Address](#)  
[Rules](#)  
[A grade](#)

A Grade PDI Open - Locate the image files using the Browse button.

Your images must be no larger than 1920 pixels wide and 1080 pixels high. Your image file format must be .jpg You must provide titles for your images

1	Image file: <input type="text"/> <input <="" td="" type="button" value="Browse..."/>
	Title: <input type="text"/>
2	Image file: <input type="text"/> <input <="" td="" type="button" value="Browse..."/>
	Title: <input type="text"/>

© Gympie Camera Club and PhotoCompSoftware

This will take you to where you upload your images. Click BROWSE to find your image. If the image has numbers etc included in the file name, please change it in the TITLE BAR.

Uploading is quick and fast. If you wish to change an image, click remove. You have up until the competition closes to make changes.

September 2021

Start  
Address  
Rules  
A Grade

A Grade PDI Open - Locate the image files using the Browse button. To remove an image, click Remove


Your images must be no larger than 1920 pixels wide and 1080 pixels high. Your image file format must be .jpg You must provide titles for your images

1	Image file:	Room With a View.jpg	Remove
	Title:	Room with a View	
2	Image file:	C:\fakepath\Hervey Bay Pier Browse...	
	Title:		

Please check your image titles before clicking "Next"

BackNext

© Gympie Camera Club and PhotoCampSoftware



Uploading Hervey Bay Pier.jpg  
1269876 bytes of 1765425 bytes (72%) done.  
Time Remaining: 1 second(s)

Cancel

(Below) Here you can see there are 2 entries in the OPEN PDI (Digital). Click another category to upload more entries until you have entered what you want submitted. Click NEXT when finished uploading all your entries.

September 2021

Start  
Address  
Rules  
A Grade

- PDI Open
  - A Grade [2]
  - B Grade
  - C Grade
- PDI Set Subject
  - A Grade
  - B Grade
  - C Grade
- Print Open
  - A Grade
  - B Grade
  - C Grade
- Print Set Subject
  - A Grade
  - B Grade
  - C Grade

BackNext

© Gympie Camera Club and PhotoCampSoftware

## Presenting Printed Photos for Judging

- C Grade prints – Sizes                      From 6" x 8" (15 x 20cm) up to 16" x 20" (40 x 50cm)
- B & A Grade Prints - Sizes                From 8" x 10" (20 x 25cm) up to 16" X 20" (40 x 50cm)
- ALL Prints must be clearly labelled on the back of each print with labels sent to members and also found on the website. These are printable PDF's so you can type your details in on the computer and print out.
- **Images under or over the above print sizes (mounted or unmounted) will not be accepted.**

**It is compulsory that prints should be mounted with a Matt Board Mount, excluding C-Grade.** This protects your print and also presents your print in a much more pleasing manner to the Judge. These mounts can be used over and over again by removing the print ready for the next competition night. Please take care not to leave bits of sticky material on the back of the board as this can damage other members' work.



## Matt Board Cutters

The club has available two matt board cutters for members to use. Please talk to the librarian if you wish to borrow one.

## Scoring Submitted Photographs

How the scores are calculated

- Honour                      -    6 points    (Honour is a photo that is pleasing and cannot be improved)
- Merit                        -    4 points    (Merit is a photo that is great but small adjustments could improve it)
- Acceptance                -    1 point    (Acceptance is a photo that has not quite made it but fits the Criteria)

## Image Ownership

All work submitted by members for inclusion in the Clubs' competitions must consist wholly of the member's own work. **Every image (or images if more than one has been used in creating an entry) must have been taken by the member.** No image – or part of an image – that was taken by a third party can be included as the member's own work for entries being submitted as a competition entry.

## Print Judging and Handling Procedure

- Requires 2 members ONLY to handle the prints
- The prints are run through the lightbox twice. First, one by one for the judge/s to view, then they are presented in the lightbox again for the judges' comments/awards.
- Awards are announced.
- Those members allowing, will have their work displayed in the clubhouse for one month.

## Practical Night (3rd Monday of the month)

This is our night for speakers, tutorials, hands-on activities and selecting club entries for Interclubs etc. Please check on the detailed club calendar to see what's happening in advance, and be prepared for the requirements.

If anyone has a special request of an activity, feel free to ask the President concerning it or write your request or suggestion on paper provided and place in suggestion box on the desk where you sign in each night.

## Newsletter

**PLEASE READ YOUR NEWSLETTER TO KEEP UP TO DATE WITH WHAT'S HAPPENING!**

Every month the Club puts out a newsletter after the Competition Night and members receive this *usually* within a couple of days, unless the planned club outing is later in the month.

- Members with email receive it through email or can download from website.
- Members without email will be able to pick up a printed copy at the next meeting.

## Outings

Throughout the year the club organises a social outing for its members. It is usually a planned destination or event in our local area where there is an opportunity for taking great photographs.

On occasions it can be a mystery outing (always open for suggestions from members).

When heading out on one of these outings, participating club members meet at the Clubhouse (unless other arrangements made), at an appointed time. Once gathered, members must record their attendance. This is for Public Liability Insurance.

If there are members that do not have a ride, they can still meet there and go with another member for a small token to the driver to help with petrol. Car-pooling can be done to save taking lots of vehicles with one passenger only... and it is much more fun to have a chat along the way.

- You will need to take your own camera gear & tripod.
- Bring a hat & a drink as it can be very hot out and about.
- Depending on how long and far the outing is intended you may want to bring food.

## Raffles

We aim to hold raffles from time to time with various donated prizes. It is planned that the proceeds of these raffles will go towards fundraising that will benefit our club members.

## Sausage Sizzle

To help fundraise for the upkeep of the clubhouse, the club has secured spots throughout the year to hold Sausage Sizzles at Bunnings. The days held are: **Thursdays, Fridays, Saturdays and Sundays**, broken into two shifts.

**It is important that as many members help with these sizzles so the same people aren't doing them all the time. It's a great way to get to know others in your club and doing something worthwhile for the benefit of the whole club.**



## Social Interclub Night

The June Meeting is a “Social Interclub” where clubs from surrounding areas are invited to attend and showcase a selection of their members’ photos. This is a wonderful opportunity to see other clubs’ works of art and a great time to meet with old friends, and make new ones! Our club supplies supper for after the meeting.

- Each member uploads to the website a collection of up to 15 images of preferably in a theme.
- Images must be sized correctly for digital and in JPEG format (Size to be informed).
- Members collection of images must have a Title and by whom! (eg. ‘Trees’ by Joe Blow).
- These images will need to be uploaded to the website prior to the night by the date on the club calendar, as all images are then put together and shown as a series of slideshows of our members’ work.
- All other clubs attending bring along their members’ images on USB or CD in similar format on the night.



## Dress Code

We ask members to attend meetings in a tidy and respectable manner. No offensive or inappropriate clothing to be worn. We have children attend on occasion so we need to be mindful of them.

## Gympie Show - May of each Year

Gympie Camera club Members are required to band together to help organise the Gympie Show Photography competition entries each year. This is done at the Gympie Show Grounds at an appropriate time organised by the Club Patron (Ken Chapman) who has been overseeing this event for many years.

All show entries are collected from the Show Society and taken to the Show Pavilion room for sorting into their respective sections. All packaging from each entrant must be kept for repackaging after the show is over. Prints are displayed for easy viewing by the competition judge.

The Patron (Ken Chapman) of Gympie Camera Club organises a Judge to do the Judging on that night. All members and general public are welcome to attend.

The next morning members return to hang photo entries ready for the Show opening. The show prize awards are written on special cards and displayed along with the winning photos for the duration of the Show.

After the Gympie Show, it's all hands on deck once again!

The Sunday morning after the show has finished, we dismantle the display. Prints have to be collected together for each entrant along with prize awards and packaged for return to the Show Society ready for pick up by the owners. All entries are sorted into alphabetical order for easy collection.

This is a big job and requires lots of help from members. It is also a fun job and lots of laughs are enjoyed along the way.



Lifetime Member Nev Punter after the hanging has been completed.



## End of year Competition

All members have the opportunity to enter their best images that have won awards throughout the year, into the End of Year Club competition. This is the competition that really lets you know how you have improved throughout the year. Certificates and or medals will be presented to chosen place getters in each Grade at the Christmas BBQ.

**Entries need to be uploaded by the date stated. Late entries will not be accepted after this deadline and prints MUST be the same as the thumbnail uploaded. All entries must be labelled with those provided from the Competition Officer.**

Entries are then sorted on the competition night, numbered and catalogued by club members ready for the End of year Judging to start. This is why we need to start earlier on the night to sort prints.

**So please don't be late bringing your prints. Judging cannot start until all are received.**

There are 3 Judges (PSQ Accredited Judges) on the night and image scores displayed electronically using a points system 1 to 5. The scores are electronically tallied to determine the winners.

Supper is provided by Club Members. All members are asked to bring a plate of food to be shared and enjoyed by all.

### Competition Rules

- You can enter 3 images in each category. (Except the portfolios which consist of 3 images per ONE entry).
  - \* **Best Print of the Year** (from images entered in the year in PRINT format)
  - \* **Best Digital Image of the Year** (from images entered in the year in DIGITAL format)
  - \* **Keith Waser Memorial Award for Best Monochrome Print** (from images entered in the year in PRINT format)
  - \* **Best Digital Monochrome Image of the Year** (from images entered in the year in DIGITAL format)
  - \* **Altered Reality Digital** (previously Creative) (new or entered images)
  - \* **Digital Portfolio** (3 images (1 Nature, 1 People, 1 Pictorial in a TRYPTICH) ) (from images entered in the year in either format)

A triptych (pronounced Trip'tik), when applied to photography, is a group of three pictures. It could be three photographs mounted in a frame, closely associated pictures displayed near each other or three pictures in one image.

- For the Print and Projected Image of the Year every member can submit a maximum of 3 images **which they have submitted in a club competition through the year in that format.**
- The Keith Waser Memorial Award was started many years ago by club Patron, Ken Chapman. This award is in honour of Keith Waser, a passionate monochrome photographer. This is a prestigious award and therefore only ONE place is awarded.

## Triptych

The End of Year Digital Portfolio subject is presented as a Triptych. These images must be 1 x Nature, 1 x People, 1 x Pictorial. For example:



Instruction are on our website under Links and Info.

## **Tewantin Shield**

Tewantin Shield is a Digital only Photography Competition that is held once a year in October. It is a competition between Camera Clubs in the North Brisbane, Sunshine Coast and surrounding regions. Tewantin Shield has been running now for many years and is Judged by PSQ accredited Judges. It is now hosted by the Gympie Camera Club.

This is a great opportunity to enter your photographs in an external competition, and is a great learning tool. All members of clubs can attend the Judging on the day. Photography Subjects are: (This Competition is not judged by Grading, it is Subject only)

- People
- Nature
- Pictorial
- Subject chosen by the winning club each year for the next Tewantin Shield.
- Subject chosen by the losing club each year for the next Tewantin Shield.

### **What to do to Enter Tewantin Shield**

- Images will be collected from the 'pool' in the PhotoComp collection by the Competition Officer.
- Members may bring extra images on a USB if they wish.
- Images MUST be sized to 1920 x 1080 pixels, 2MB, SRGB, JPEG format.
- These images need to be sized correctly by the OWNER of the image.
- All images must have Title and name of Owner on the image.

### **What Happens with Club Selection**

- Club members participate in the process of choosing the Best 6 images from each section to be recorded as the Club Entry.
- Being a club entry the club tries to give as many members the opportunity to have at least one of their images in the selection.

## **Subjects and definitions**

A document of subjects and their definitions is available on the club website. This is handy for when choosing subjects for the following year.

## **SEQ: (SALON OF EXCELLENCE QUEENSLAND)**

This Salon is under the umbrella of PSQ (Photographic Society of Queensland) and is run in conjunction with the PSQ Convention. This competition is held every year, and is an individual entry. Each member is responsible for their own entry into the competition. This competition has a small entry fee attached, but is well worth the experience.

There are 2 Grades to the competition:

- A Grade
- NON A Grade

There are set subjects: These subjects are the same for digital images as well as prints

- People : Monochrome or Colour
- Open : Monochrome
- Open : Colour
- Nature : Colour
- Social Documentary : Monochrome or Colour
- Special Subject : Subject chosen by host club

Full instructions for this competition are available on the PSQ website [www.psq.org.au/](http://www.psq.org.au/) and follow the links. Do not hesitate to have a look at the site for yourself. Club Members are reminded of this event.

### **Judging of SEQ**

Members can attend the judging of the event. Time, dates and place would be made available on the PSQ website.

Results of the competition, display of the winners and presentation of awards are made at the PSQ Convention.

## **PSQ (Photographic Society of Queensland) Convention**

This Convention is held once every year, on the May long weekend. It is hosted each year by a different Camera Club so is a great opportunity to see new places first hand with resident members of the area happy to share their surroundings with visitors.

This Convention is a full weekend of events, guest speakers and workshops. Once you have been to one of these Conventions you will not want to miss out on another event ever.

For Full information regarding this Convention it is available on the PSQ website [www.psq.org.au](http://www.psq.org.au)

Closer to the event the hosting camera club will put out their program and information of what is going to be on offer at the convention. Gympie Club members will be notified.

## Library

The club has an excellent range of books and Tutorial CD's in our Library. Each year New Books are bought to update our resources so club members are able to improve their knowledge.

- These resources can be borrowed and then returned within a reasonable time frame (about 2weeks) for the use of other members.
- When borrowing from the library the item MUST be recorded in the Library Record Book by The Librarian in charge at the time.



## AGM / Christmas BBQ / Awards Night

On the Sunday night after the End Of Year Competition (E.O.Y), the Christmas BBQ is held and this is when the Awards for the E.O.Y competition are given out.

This is also when the AGM is held.

The nomination form (below) is used to nominate members for committee positions.

NOMINATION FORM FOR 20 ____ COMMITTEE	
Please insert nominations below and return on or by 1 <sup>st</sup> December	
PRESIDENT:	Chair meetings and events, delegate tasks to ensure smooth running of club.
VICE PRESIDENT:	Keeps President and steps in when President is absent.
SECRETARY:	Takes minutes of committee meetings, AGMs etc and circulates minutes. Collects mail in letter and post office and sets necessary @ outgoing. Correspondence when required.
ASSISTANT SECRETARY:	Helps Secretary and steps in when Secretary is absent.
TREASURER:	Oversees the Club's Finances, Banks, meeting fees and membership fees and pay list. Prepares the books of account and to report on income and expenditure at committee meetings. Annual report have to be prepared for the AGM.
ASSISTANT TREASURER:	Keeps Treasurer and steps in when Treasurer is absent.
NEWSLETTER EDITOR:	Produces the monthly newsletter and photographs.
LIBRARIAN:	In charge of books & other media for members by club (also archives must be allowed by committee)
TECHNICAL OFFICER:	Operates the computer on club nights/events.
ASSISTANT TECH. OFFICER:	Operates the computer when Tech. Officer is absent.
ARCHIVAL OFFICER:	Collects archival images of Gungahlin from members and public and upload to membership website.
LANGUAGE SIZE CD-ORINATOR:	Organise the size poster and speeches board etc.
MEDIA OFFICER:	Handles all emails, facebook, news articles etc.

---

I wish to nominate: \_\_\_\_\_

For the position/s of: \_\_\_\_\_

On the 20 \_\_\_\_ Management Committee of the Gungahlin Camera Club.

NOMINEE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

---

NOMINATED BY: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Committee Positions

### PRESIDENT:

There are two main duties of the President of Gympie Camera Club (GCC)

The first is to chair the regular meetings of GCC, namely monthly and annual competition meetings, monthly lecture nights and monthly committee meetings.

The second is to act as a coordinator of GCC members to ensure that tasks required for the successful running of the club are allocated and carried out.

Also, the President, along with the Secretary and Treasurer, is a signatory to the GCC bank account and the signature of at least two of these three approved people is required for the preparation of any cheque payment.

#### In the task of chairing competition and lecture meetings the President will:

- Welcome members (particularly new members)
- Make announcements of upcoming events
- Make announcements of general club news
- Make announcements of recent committee meetings and decisions made.
- Introduce speakers/presenters/judges
- Announce supper break and/or reconvene meeting after supper break
- Close the meeting at the conclusion of presentations

#### In the task of chairing committee meetings the President will:

(Prior to the meeting)

- Work with secretary to prepare Agenda.

(During the meeting)

- Ensure that a quorum is present
- Facilitate discussion and resolution of items on the agenda (and any extra business)
- Close the meeting at the conclusion of business

#### The task of coordination is mostly addressed via the committee meetings, but also requires the President to:

- Read and respond to correspondence from committee and other club members relating to the operation of the club.
- Motivate and inspire all club members to be involved in club activities

## **VICE PRESIDENT:**

### **Brief:**

The Vice-President is responsible for assisting the President in the execution of their duties.

### **Primary Duties:**

Assist the President to chair the regular meetings of GCC and to fill this role should the President be unable to be present.

### **Auxiliary Duties:**

Assist other committee members in the execution of their duties and report to the President the operation of these roles.

## **SECRETARY:**

### **Brief:**

Maintain correspondence on behalf of members

### **Primary Duties:**

- Minutes: take minutes at monthly meetings and AGM and prepare Agenda.
- Email minutes to committee members.
- Circulate copies of the previous AGM prior to the current AGM.
- Agenda: list incoming and outgoing mail.
- Correspondence: Maintain correspondence as required by committee and archive (some important items kept electronically). Newsletter and advertising material are not kept.
- Create member badges for new financial members.
- Make badges for financial members each year.

## **TREASURER:**

### **Brief:**

It is the treasurer's role to oversee the club's finances, to prepare the books of account and to report on income and expenditure at committee meetings. Annual reports have to be prepared for the AGM.

### **Primary Duties:**

On first night of the year -

1. Take annual subscriptions and write receipts for continuing and new members.
2. Have members complete membership application form.
3. For members, take the meeting fee and mark attendance on sheet.
4. Have visitors complete their details on the visitors' register.  
(visitors are not expected to pay the meeting fee, but may offer to.)
5. Distribute information sheets to all members and visitors.

Ongoing duties: 3, 4 and 5 as above.

- Bank all monies in a timely manner.
- Prepare receipts as necessary.
- Make payments as necessary (which are to be ratified at committee meetings).
- Complete bank reconciliation statements to reconcile the club's records against bank statements.
- Prepare and present monthly financial reports to committee.
- Prepare and present the annual financial report to the AGM.
- Prepare the Annual Return and send to the Office of Fair Trading, following the AGM.
- Forward new member details to the Newsletter Editor, Secretary and Technical Officer.

### **COMPETITION OFFICER:**

#### Brief:

In charge of Photocomp collections for GCC members and digital image collection for club. Sends information letter to competition judges. Runs digital section of competition days.

#### Primary Duties:

- Email competition details letter to judge; usually occurs one week prior to competition.
- Set up Photocomp collections and competitions.
- Make any changes to collections as decided by GCC committee.
- Download and run Photocomp for club competition nights.
- Record and upload scores for monthly competitions.
- Send images to other committee members for inclusion in newsletter, paper article etc.
- Tally end of year results for club prizes and most improved.
- Organise End of Year awards.
- Add new members to Photocomp after dues paid.

#### Other Duties:

- Organise images for external competition entry.
- Organise sending of digital images for GCC external competition entry.
- Attend GCC committee meetings.
- Assist with projector and computer set up where necessary.
- Create slideshows for the club.
- Help members with uploading images.
- Can upload images for members who are having problems with uploading.
- Create talks or documents to outline technical processes for club.
- Notify members in a 12 hour window of any date change to a competition upload deadline.



## **NEWSLETTER EDITOR:**

### **Brief:**

Produces a newsletter each month and provides name badges and competition entry forms.

### **Primary Duties:**

- Works with Competition Officer to download Judges Sheets each month prior to competition.
- On competition night, retrieved awarded score sheets from Competition Officer.
- Take notes at meetings of things announced or happening at club for newsletter.
- Create newsletter (usually out before any outings). Email to financial members.
- Send newsletter to media officer to be uploaded to website.
- Attend GCC Committee Meetings.

## **LIBRARIAN:**

### **Brief:**

Responsible for managing the club library resources.

### **Primary Duties:**

- Organise collections of books, publications, documents, audio-visual aids and other reference material for convenient access.
- Catalogue books and audio-visual resources.
- Circulate details of Library material to members. Including lists of material on particular subjects.
- Maintain a collection of periodicals and publications.
- Identify library resource needs of club members.
- Assemble and arrange display materials.
- Maintain records of circulation and borrowing.
- Compile lists of overdue materials and notify borrowers that their materials are overdue.
- Conduct regular audits and evaluate materials to determine outdated or unused items to be discarded.
- Provide input into the architectural planning of library facilities.

**GENERAL MEMBER:** *Although this is not a "Committee Position" as such, it is important however to explain the role of the general member.*

**Brief:**

General Members are voting members of the Club but not tied to a particular role.

**Primary Duties:**

- Attend GCC AGM.
- Assist in general administration activities.
- Assist in regular meeting were possible.

**Auxiliary Duties:**

- Assist in coordination of Club events.
- Other Duties.
- Assist other office bearers where required

...Notes...



