



# Birmingham Photographic Society

## General Information

### 1.0 Name and Objective

- 1.1 The name of the Society shall be Birmingham Photographic Society. Hereinafter referred to as BPS.
- 1.2 The aim of BPS is to create a social studio environment for a practical photography club and encourage photographic knowledge sharing between members.

Although we are not a formal teaching group, almost all our club nights are practical with various stations set up for you to photograph - providing hands on experience to learn and progress your photography.

### 2.0 Committee and Leaders



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## General Information

- 2.1 The general management and direction of BPS shall be in the hands of the Committee  
The Committee shall consist of the following roles;

**Role**

**Responsibilities**

**Chair**

Paul Andrews - Manage the strategic direction of BPS

- Be a main point of contact for BPS
- Lead the development of the years calendar and oversee costs
- Chair and produce agendas for committee meetings
- Review monthly committee minutes

**Vice Chair**

Jamie Kiltie - Responsible to ensure evenings and planned events have been organised and provide support as required

- Responsible for general week to week running of club
- Lead the organisation of special events - i.e. club outings, meals etc
- Oversee Media activities

**Secretary/Treasurer**

Dave Whitehouse - Take committee minutes as appropriate

- Responsible for collecting weekly fees and tracking club in takings
- Responsible for collecting money for special events etc.
- Controls and maintains detailed records of all the financial affairs
- Prepares forecast budget in collaboration with the Chairs for major events and purchases
- Pays bills - i.e. rent for room hire
- Pays money into bank account & keeps track of bank account
- Keeps a record of all expenditure and track against the incomings reporting to Chairs and club when appropriate

**Member Liaison**

Stephen Piper

- Responsible for collecting membership forms and signing up new members
- Supporting previous members in possible reasons for departures
- Brings any member concerns to the committee

- 2.2 Support Staff are appointed by the committee. They are BPS members who have shown knowledge in several areas of photography and enthusiasm to teach others and help with the running of club nights and events. As with the Committee, Team Leaders are volunteers who give up their own time to help run club.



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### General Information

#### 3.0 Club Nights

3.1 Club nights are held every Wednesday evening between 7:00-9:00PM in the Warehouse of a parcel distribution centre, Longbridge

Club nights run throughout the year,.

#### 3.2 Order of club nights:

6.30 Fred opens up. Organisers start setting up.

7.00-7.20 Arrivals

7.20 Talk: Introduction to night, night specific health and safety “toolbox talk”, club notifications, AOB/news from members

7.30 Start shooting

8.30 Pack away

#### 3.3 Programme:

See [www.birminghamphotographicsociety.co.uk/whats-on/club-nights](http://www.birminghamphotographicsociety.co.uk/whats-on/club-nights) for plans for the coming weeks/months. On the last night of each month we have our Tips and Techniques night.

Tips and Techniques night:

Anything goes as it were. This night is to share photographic tips, techniques, interesting facts etc. If you have something you want to do/show/share for this night please get in touch with the Chair.

Things that may happen:

Talks: These will be based on various aspects of photography and post processes.

Workshops: In small groups you will run through a certain aspect of photography and practice that technique.

Critique Corner: This is where you can get some comments constructive criticism on a selection of photos from a member.

The plan for each Tips and Techniques night will be posted on the Facebook BPS Noticeboard and Website.



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## General Information

### 4.0 Website and Social Media

- 4.1 The club maintains a website and social media sites (Facebook & Instagram) to promote the club to prospective members, organise and promote club events and activities and allow members to share their images in a safe and friendly environment.

Website: [www.birminghamphotographicsociety.co.uk](http://www.birminghamphotographicsociety.co.uk)

Facebook:

- Main page: <https://www.facebook.com/groups/Birminghamphotographicsociety/>
  - This is a public page is for members and friends of Birmingham Photographic Society to share photographs (taken both inside and outside of club) and general chat (photographic or otherwise) with each other.
- Notice board: <https://www.facebook.com/groups/598471196880091/>
  - This is a closed group page for club information for club members only. Please pass on your email address linked to your Facebook account to Louise Williams to be added to this group. Important club information will be posted here including what is happening each week.

Instagram:

- Main page: Bham\_Photographic\_Society

This is a public page is for members and friends of Birmingham Photographic Society to share photographs (taken both inside and outside of club)

We also have an email address which is regularly checked by committee members for any questions relating to club and to submit images for events or to be passed onto non-club members.

Email: [birminghamps2016@outlook.com](mailto:birminghamps2016@outlook.com)

We also have a PurplePort account to aid finding models for club nights. This is maintained by a member of the committee.

### 5.0 Trips and Events

We organise a selection of trips and events during the year, including weekends away, some of these are open to family and friends of BPS members. Details of these will be announced at club, posted on the website and club Facebook Notice Board. If you have any ideas for trips or events we could organise please speak to a member of the committee.

### 6.0 Equipment



## Birmingham Photographic Society

### General Information

Club owns a selection of its own studio equipment for use within club nights, including lights and backdrops. Please see BPS Equipment List for further details.

Please ensure care is taken when using all equipment. We do ask for help with setting up and packing away on club nights, please ask if you would like to be shown how to set up or dismantle any of the equipment. Please do not modify any of the equipment for any use apart from its intended without prior discussion with a committee member. Please do not remove the wheels from the large light stands.