Western Australian Photographic Federation (WAPF)

President – Job Description

Position Type: Volunteer
Reports to: WAPF Executive Committee
Works closely with: Vice President, Secretary, Treasurer, Webmaster, Social Media Manager, Newsletter Editor, Competition Coordinators, Affiliated Club Representatives, Event Committees

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1. Purpose of the Role

The President provides **strategic leadership, governance oversight, and public representation** for the WAPF. This role ensures the Federation operates effectively, lawfully supports the best interests of its affiliated clubs, and advances photography across Western Australia. The President chairs meetings, represents the organisation publicly, and guides the Executive Committee in delivering the Federation's mission in accordance with the WAPF Constitution and the Associations Incorporation Act 2015 (WA).

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2. Key Responsibilities

Leadership & Governance

- Provide overall leadership to the WAPF in alignment with its Constitution, mission, and strategic direction.
- Chair Executive Committee meetings and General Meetings, ensuring productive discussion and clear decision-making.
- Work with the Secretary to set agendas, review meeting papers, and ensure timely distribution of notices as required by the Constitution.
- Ensure that the minutes taken of a general meeting or Committee meeting are checked and signed as correct by the President
- Oversee the implementation of committee decisions and follow-up actions.
- Ensure the Federation meets all governance, compliance, and reporting obligations as an incorporated association in WA as per the Associations Incorporation Act 2015 (WA).
- Support succession planning and encourage leadership development within the committee.

Strategic Direction & Planning

- Lead the development and review of the WAPF's strategic priorities, programs, and initiatives.
- Identify opportunities to strengthen the Federation's role in the WA photographic community.
- Support long-term planning for events such as promotional events, PhotoWest, interclub competitions, exhibitions and any WAPF organised workshops/outings.
- Foster collaboration between clubs and promote statewide engagement.

Representation & Advocacy

- Act as the primary public representative of the WAPF at events, presentations, and official functions.
- Build and maintain relationships with affiliated clubs, sponsors, partners, and relevant arts or community organisations.
- Advocate for photography as an art form and for the interests of WA photographers.
- Represent the Federation in external forums, ensuring the WAPF's reputation and values are upheld.

Committee Coordination & Support

- Provide guidance and support to committee members in their respective roles.
- Encourage a positive, respectful, and collaborative committee culture.
- Work closely with the Vice-President to ensure leadership continuity and succession planning.
- Assist in resolving issues or disputes in a fair, transparent, and constitutionally compliant manner.
- Work with the Treasurer to ensure financial sustainability and responsible budgeting.

Annual General Meeting (AGM) Responsibilities

- Deliver the President's Report summarising the year's activities, achievements, and strategic progress.
- Oversee the AGM process in accordance with constitutional requirements, including notices, reports, and elections.
- Support the transition of committee roles following the AGM.

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3. Skills & Attributes

Essential

- Strong leadership and communication skills.
- Ability to chair meetings effectively and encourage balanced participation.
- Good understanding of governance principles and committee processes.
- Strategic thinking and the ability to guide long-term planning.
- Diplomacy, fairness, and the ability to manage sensitive issues.
- Commitment to the WA photographic community.

Desirable

- Experience in committee leadership or governance roles.
- Understanding of the needs and dynamics of volunteer-run organisations.
- Familiarity with photographic clubs, competitions, and community arts.
- Public speaking or event representation experience.
- Experience in strategic planning, project oversight, or stakeholder engagement.

4. Time Commitment

- Approximately 3–6 hours per week, depending on activities and event cycles.
- Additional time required around promotional events, PhotoWest, interclub competitions, Office Bearer's Breakfast and the AGM.

5. Term of Appointment

- Aligned with the WAPF committee year.
- No more than 2 consecutive years, unless there is a 90% majority agreement of members at the Annual General Meeting to an election of a further term of one year.
- Handover support provided to the incoming President, including strategic documents, contacts, and ongoing initiatives.

6. Impact of the Role

The President plays a pivotal role in shaping the direction, reputation, and effectiveness of the WAPF. Through strong leadership, clear communication, and a commitment to the photographic community, the President ensures the Federation remains a vibrant, supportive, and forward-looking organisation for membership clubs across Western Australia.