Western Australian Photographic Federation (WAPF)

Vice President – Job Description

Vice-President – Western Australian Photographic Federation (WAPF)

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

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1. Purpose of the Role

The Vice-President supports the President in providing leadership, governance, and strategic direction for the WAPF. The role ensures continuity of leadership by acting as the President's deputy and stepping into the President's duties when required. The Vice-President also contributes to committee coordination, strategic planning, and the smooth functioning of the Federation in accordance with the WAPF Constitution and the Associations Incorporation Act 2015 (WA).

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2. Key Responsibilities

Leadership & Governance

- Support the President in leading the WAPF in alignment with its Constitution, mission, and strategic objectives.
- Act as Chair of Executive Committee meetings and General Meetings in the President's absence, as required by the Constitution.
- Assist in ensuring the Federation meets its governance, compliance, and reporting obligations as an incorporated association.
- Contribute to the development, review, and implementation of policies, procedures, and governance documents.
- Promote a positive, collaborative, and respectful committee culture.

Strategic Support & Planning

- Work with the President and Executive Committee to develop and review strategic priorities, programs, and initiatives.
- Provide leadership support for major events such as PhotoWest, interclub competitions, exhibitions, and training programs.
- Help identify opportunities to strengthen engagement with affiliated clubs and the broader photographic community.
- Support succession planning and leadership development within the committee and affiliated clubs.

Committee Coordination & Operational Support

- Provide guidance and support to committee members, helping ensure clarity of roles and effective teamwork.
- Assist with monitoring progress on action items and committee decisions.
- Step into operational or liaison tasks when additional leadership capacity is needed.
- Work with the Secretary and President to ensure meeting agendas, papers, and follow-ups are well coordinated.

Representation & Advocacy

- Represent the WAPF at events, presentations, and official functions when the President is unavailable or when dual representation is beneficial.
- Build and maintain relationships with affiliated clubs, sponsors, partners, and relevant arts or community organisations.
- Advocate for photography and the interests of WA photographers in alignment with WAPF's mission.

Annual General Meeting (AGM) Responsibilities

- Support the President in preparing the AGM agenda, reports, and documentation.
- Assist with the management of nominations and constitutional processes.
- Step into the President's role at the AGM if required under the Constitution.
- Support the transition of committee roles following the AGM.

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3. Skills & Attributes

Essential

- Strong communication and interpersonal skills.
- Ability to support and, when required, lead committee meetings.
- Understanding of governance principles and incorporated-association responsibilities.
- Collaborative mindset and ability to work effectively with volunteers.
- Reliability, diplomacy, and sound judgement.

Desirable

- Experience in leadership or governance roles within community or volunteer organisations.
- Familiarity with photographic clubs, competitions, and community arts.
- Public speaking or event representation experience.
- Strategic planning or project coordination experience.

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4. Time Commitment

- Approximately 2–4 hours per week, depending on activities and event cycles.
- Additional time required around PhotoWest, interclub competitions, and the AGM.
- Increased commitment may be required when acting in the President's role.

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5. Term of Appointment

- Typically aligned with the WAPF committee year.
- The Vice-President automatically assumes the President's duties when the President is absent, unable to act, or the position becomes temporarily vacant, as outlined in the Constitution.
- Handover support provided to the incoming Vice-President.

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6. Impact of the Role

The Vice-President ensures continuity, stability, and resilience within the WAPF's leadership. By supporting the President, contributing to strategic planning, and stepping confidently into leadership when required, the Vice-President helps maintain the Federation's professionalism, governance integrity, and service to the WA photographic community.