

Photographic Society of America (PSA) Master Operating Manual (MOM)

PSA Club/Council Representative (Club Rep)

Overview: Each PSA-member club and Council will have one person identified as the PSA Rep when the club applies for membership. This contact person will be listed in the PSA Membership data base and the Club Rep name can be changed at any time. Each PSA-member club will also provide a mailing address, an email contact, a phone number, and a club web site URL. Often the mailing address, email address, and phone number are that of the PSA Club Rep.

The PSA Club/Council Representative Responsibilities:

- Receive the club's copy of the *PSA Journal* each month and transfer that copy to the next club meeting to share it with potential PSA members.
- Receive the club's annual **PSA membership invoice** and transfer the invoice to the club Treasurer for **on-time payment**. The Club Rep may make the PSA membership payment and be reimbursed by the club. Additionally, the Club Rep may suggest PSA Automatic Membership Renewal to make sure that the club maintains its continuous PSA membership. The Club Rep will receive any PSA Membership Renewal Reminder Emails.
- Review the contents of the **PSA Club Services web site** regularly for new information to share with club/Council members: <http://psa-clubservices.org/>
- Receive and review the PSA quarterly club newsletter, **the Projector**, and send it via email to the club officers/board.
- Speak at each club/Council meeting regarding the latest PSA service or activity that individual PSA members can enjoy and **encourage PSA membership** for all club members. Identify PSA-recognized Exhibitions with upcoming closing dates and encourage participation by all club members.
- **Help any club member** who wishes to become a PSA member. Offer help to complete their online **membership application** or mail their check and application to Headquarters.
- Participate in the **PSA Camera Club Sparkle** online forum and encourage other club officers to also participate: <http://groups.yahoo.com/group/ccsparkle>
- Encourage the club's webmaster and newsletter editor to join the **PSA PhotoEditors Group**: <http://tech.groups.yahoo.com/group/PhotoEditors/>
- Encourage the club to participate in **PSA Interclub Competitions**. Become the Interclub Coordinator for the club and submit the club's entry or identify another club member to be the Interclub Coordinator.
- Encourage the club to enter the annual **PSA Web Site Contest** and **Newsletter Contest**. Encourage Councils to enter the **PSA Council's Challenge**.