



The Photographic Alliance of Great Britain

CENTRAL ENTRIES SYSTEM – HOW DO I ?

5. Federation Officer

Officer means a member of the committee or any others authorised to act by the committee.

This document deals only with approvals. See Chapter 6 of this documentation for services available to Federation officers over and above those for basic accounts (see Chapter 1) and Club member accounts (see Chapter 2).

5.1 Obtaining Federation Officer Approval

Always provide a postcode. There are certain functions in the system which require distance calculations using postcodes. A postcode must be in the correct format, including the space, and the postcode must exist within the public postcodes database. Make sure you have entered your postcode in your personal details. Use the Edit menu to check.

Use the Registrations menu to request Federation officer approval.

Choose your Federation. Fill in your role within the Federation committee: a drop list of options is available (see 5.3). Click 'Add New Record'.

Your request will need to be approved by your Federation. If the Federation is not able to do that, a system manager can assist. Your request can be refused.

5.2 Explaining Federation Officer Approval Levels

All Federation related functions in the system use the Federation officer approval level to determine access. A level is set as part of approval but can be changed later.

Most officers will have one of these three levels.:

- Basic. Make a Club active/Inactive; enter competitions; view and submit forms; view, buy and download lectures; view speaker activities.
- Standard. In practice, this is the same as Basic.
- Advanced. As Standard, plus add a new Club.

Data Managers are additional levels above Advanced. Every Federation should have at least one officer with Data Manager approval as described in the separate Data Managers Manual.

If you are also a Club officer, then your Federation officer approval level and whatever access that gives you is independent of any Club officer approval level.

5.3 Roles and Flags

There is a field for Federation Role, and a number of flag settings. These settings are important for communications via the system.

The **role** is a text field chosen from the pick list. It should be set as the role within the Federation committee. Issues may arise where an individual has more than one role.

- 'Federation Secretary' is used for governance communications from the PAGB such as notices for general meetings. If the Secretary also has another role, then 'Federation Secretary' must take precedence.
- 'Federation Treasurer' may be used for communications from the PAGB Treasurer about subscriptions or insurance. If the Treasurer also has another role, then 'Federation Treasurer' takes precedence after 'Federation Secretary'.
- 'PAGB Representative' and 'PAGB Officer' are in the pick list but have been replaced by flag settings (see below). Anyone having one of these role settings may have that replaced by their Federation role.
- Otherwise, choose a suitable role from the list.

The **flags** are tick boxes and any of them can be ticked for an individual. The same flag can be ticked for more than one individual. Some flags duplicate some roles. Flags may be used for PAGB communications specific to the flag definitions.

- FCO (Federation Competition Officer). This flag is independent of any role setting.
- FDM (Federation Data Manager). This flag is independent of any permission level.
- FAO (Federation Awards Officer). This flag is independent of any role setting.
- FPR (Federation PAGB Representative). A Federation will only have one individual with this flag ticked.
- FPO (Federation PAGB Officer). This refers to PAGB Executive members who are not the Federation representatives. That means the four officers, the FIAP officer, the Past President, and the Honorary Life Vice Presidents. A Federation may have none, one or several individuals with this flag ticked.
- DIR (Directory). This flag may be set by the individual account holder to enable display in the Directory. It should not be changed by anyone else.

Federation Data Managers should ensure that roles and flag settings are kept up to date.

5.4 Required Set of Federation Officers

The PAGB Executive (October 2023) now requires that all Federations have a minimum set of officer accounts covering these roles:

- Secretary
- Treasurer
- Competition Officer
- Awards Officer
- Data Manager
- PAGB Executive member and any PAGB officers

If, for any reason, a relevant person with the role from this list is unwilling to hold an account, then the Federation must appoint an assistant/proxy who is registered in that role for the receipt of communications.