

Media Club Standard Operational Procedure.

GHAAZEE BANDAARAIN SCHOOL

INTRODUCTION

The plural of medium, media, refers to the communication channels through which we disseminate information such as news, music, movies, education, promotional messages, and other data. It includes print and electronic newspapers and magazines, as well as television, radio, telephones, mobile phones, and the Internet. It describes the various modes of communication that we use in society. Because it encompasses all forms of communication, media can include anything from a phone call to the evening news on television.

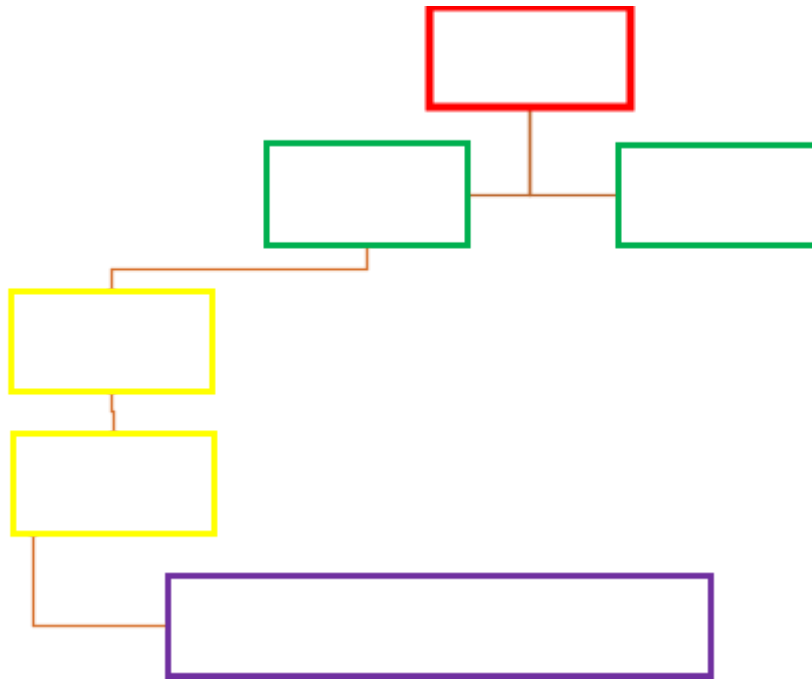
Our members are taught to be technologically practicality, proficient in the use of photography and video equipment, and to think out of the box. Media Club of Ghaazee Bandaarain School (GBS) gives viewers a glimpse into the worlds of camerawork and photography. We also provide support at school events such as the Annual Awards Ceremony and National Day Celebrations. To improve their skills and competency, our members regularly attend training sessions and digital audio and image processing and news production workshops.

Sports photography, events, and even macro photography are among the genres covered by Media Club. We are equipped with equipment to capture the art of photography and filmmaking camerawork. Students will use photo and film editing skills to document various school events and functions, as well as to support major school events and functions.

Students participate in project work and competitions in addition to learning technical skills through weekly training. Students also learn to write, direct, shoot, and edit their videos when it comes to videography. During production, students are also taught how to use supporting equipment such as tripods, gimbals, and stabilizers.

Overall, Media Club instills values and skills in its members, such as thinking collaboratively and persevering, giving them a realistic perspective on the world of production. (Celebrating, recognizing, congratulating staff success, personal achievement, and also feeling for them during “calamities”, times of sorrows. And improving school PR)

ORGANIZATION STRUCTURE AND CHAIN OF COMMUNICATION



(Include a class rep from all the classes from Grade6 and above)

AIMS AND OBJECTIVES

GBS media club aims to:

- Encourage students to use photographs to communicate their ideas, thoughts, and feelings.
- expand students' observations skills and providing new insights in viewing of the world
- Develop students' creativity through storytelling and videography
- Nurture students' metacognitive developments through providing school-based media services and participation in national wide competitions.
- Cultivate students' leadership skills and management of resources.
- (Include aim(s) for Celebrating, recognizing, congratulating staff success, personal achievement, and also feeling for them during "calamities", times of sorrows. And improving school PR)

PURPOSE OF MEDIA CLUB

- To arrange for a professional to give a basic lecture on media skills.
- To provide a gathering place for those interested in photography, music, documentary film, and, where possible, to facilitate the provision of advice and assistance to members; photography's career and future.
- To make media enjoyment available to a larger community, such as fellow students
- To promote and highlight the activities carried out in school and other school related activities.
- To provide students with the opportunity to express their ideas and talent through social media

SCOPE

- Because architecture deals with art and creativity, media is essential.
- Students will learn how to improve their communication skills and interact with other students who are interested in music, dance, and other areas of media.
- (write a bit more of likely achievements (direct and indirect) through media club)

PROCEDURES TO SELECT / ELECT THE EXCO MEMBERS

- Advertise all the positions of club for the whole school
- Students will be elected by voting.
- Coordinator and assistant coordinator will be selected by the SMT.

Criteria

- o seeks candidates who bring a variety of experiences, skills, expertise, and identities
- o Demonstrate breadth and depth of leadership experience
- o Demonstrated commitment to diversity and inclusion.

NOTE: As long as anyone within school have a passion for media – be it photo, video or audio-visual, have the initiative to volunteer for events, join the media club.

FUNDS MATERIALS AND RESOURCE MANAGEMENT

- Club finances are closely tied to both school budget (in case of need) and student achievements.
- Materials (Camera and tripods) will be kept in school office and will be monitored in a weekly basis.

ROLES AND RESPONSIBILITIES

● Club Coordinator.

- Provides leadership for achieving club's goals by directing, monitoring and evaluating club activities.
- Reports committee progress and issues to the Executive Committee during the Annual meetings
- Promote the interests of clubs
- Be a positive role model.
- Be fair, considerate and honest with others.
- Be professional in all actions.
- Maintain high standards of honesty
- Be treated fairly, equally and with respect by the school, its Clubs and other members.
- Socialise in an environment free from all forms of harassment and discrimination.

● Club Assistant coordinator

- In the absence of Media coordinator, Assistant coordinator shall perform all duties of the coordinator and supervise at all meetings

● Club President

- Update everyone with club's plans and events
- Identify opportunities to work together on joint problems

○ Club Class Representative

- (include roles and responsibilities of everyone in the organization structure)

ANNUAL PLAN

- Conduct awareness programs of using internet safely.
- Awareness sessions on cyberbullying
- Conduct sessions on how to take and edit pictures
- Conduct a photography competition for students

- Give a highlight of school activities (extracurricular and academic) on school Facebook page, twitter, instagram, online portal to promote the school.

-

ANNUAL REPORT

- Prepare a report regarding the events and activities held during the academic year and handover it to school management.

REFERENCES

DEFINITIONS