

BOARD MEMBERSHIP - KEY RESPONSIBILITIES

President

- Coordinate functions and actions of other members and Directors of The Club.
- Collect fees and dues weekly. Make accounting sheets for Membership and Treasurer, Make Bank deposits
- Conduct all correspondence, respond to phone, email queries

Vice-President

- Assist the President in the performance of his duties.
- In the President's absence or at his request, the Vice-President will perform the duties of the President and be vested with all the powers of the President.

Secretary

- Record and keep minutes of all General and Officers meetings.
- Maintain a record all correspondence to do with the basic policy or activity of The Club.
- Maintain routine correspondence of The Club.
- Maintain web site, calendar, and emails

Treasurer

- Set up and maintain bookkeeping system that is easily and readily transferable.
- Keep records of bills paid, payable, etc.
- Forward election, qualification, etc. reports to the NRA.
- Notify and collect all dues and assessments, return dues collected when membership is not accepted.
- Advise the Board of Officers of any delinquent members who are subject to being dropped from the membership list as per Section C-5 of the by-laws.

Executive Officer

- Provide for the maintenance of Range facilities including regular cleaning, lead removal, painting and general repairs.
- Set up regular work parties as needed and keep the Board of Directors informed of needed repairs.
- Work with the Vice President to manage the issuance and control of keys to The Club, as well as other keys within the facility.

Membership Secretary

- Maintain current membership database with phone, address, etc. in Quick Books
- Publish membership reports, and maintain new member applications.
- Maintain current membership list and publish it within the confines of The Club.

Chief Instructor

- Have charge of all small arms instruction and supervise all Range Officers, Instructors, and Desk personnel. He will provide schedules for same during times of normal range operations (Sunday's, Member-Only and Public Nights etc).
- Have authority to appoint and dismiss ARO, RO and Instructors.
- Appoint Captains of all Club Programs and supervise those programs as needed.
- Establish and update Range Safety Rules and regulations pending approval by the Board of Directors.

Sergeant at Arms

- Maintain an electronic master book of all forms required for the efficient running of The Club.
- Ensure adequate number of hardcopy forms are available for Range Safety Officer use.
- Purchase and maintain Targets, Office supplies (printer toner, printer paper, pens etc.), and Cleaning supplies, towels, cups, etc. and any other items usually stocked as requested by the Board of Directors.