

## **Executive and Director Responsibilities, Tasks, and Duties**

*(This document serves as a draft of suggested duties to be completed by the board. The actual responsibilities for these tasks is to be determined annually by the elected Executive & Directors)*

### **President**

The president is chair of the board and chief executive officer and is responsible for supervising the other directors and officers in the performance of their duties.

- Determine content for meeting agendas
- Maintain order at meetings, know how to properly run a meeting
- Ensure orderly process is maintained
- Review and edit minutes
- Ensure the other 6 individuals are handling their portfolios and support as needed
- Read and know Societies Act, Federal Shooting Clubs and Shooting Ranges Regulations and SCRGC Bylaws and Rules

### **Vice President**

The vice-president is the vice-chair of the board and is responsible for carrying out the duties of the president if the president is unable to act.

- Read and know Societies Act, SCRGC Bylaws and Rules
- Maintain Bylaws
- Range Approvals
- Licence of Occupation
- Tree Cutting Permits
- Lead Removal Program

### **Treasurer**

The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- Banking including liaison with Sunshine Coast Credit Union
- Bookkeeping including monthly report on finances for general meeting
- Payment of bills and reimbursement of expenses
- Property Tax Exemption Application (Annually)
- Manage and monitor all contracts
- Collect funds from membership volunteers and guest fees and deposit into bank weekly
- Financial Statements (in liaison with paid Accountant)
- Filing of taxes

### **Secretary**

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- The secretary will ensure that a hard copy of the club's records is stored at the clubhouse.
- issuing notices of general meetings and directors' meetings
- taking minutes of general meetings and directors' meetings
- keeping the records of the club in accordance with the Act
- conducting the correspondence of the board or club
- filing the annual report of the club and making any other filings with the Registrar under the Act
- pick up mail at Sechelt Post Office
- Manage [info@scrgc.ca](mailto:info@scrgc.ca) email address and route inquiries accordingly
- Maintain office in the clubhouse

## **All Directors are “Directors at Large”**

*(This document serves as a draft of suggested duties to be completed by the board. The actual responsibilities for these tasks is to be determined annually by the elected Executive & Directors)*

### **Director 1 - Website**

- Manage and update website
- Manage and update Google Suite Gmail accounts
- Wild Apricot Membership System Administration

### **Director 2 - Membership**

- Membership
- Ensure someone is at clubhouse on Sundays
- Respond to all membership inquiries
- Order and manage membership cards & keys
- Organize and file all paper membership applications
- Update and manage membership in Wild Apricot System with the support of Director 1
- Quarterly Reports to BC Wildlife

### **Director 3 - Maintenance**

- Maintenance
- Upper and lower Ranges and Clubhouse Maintenance
- Kitchen maintenance and Breakfast planning and communications

### **Director 4 – Safety & Order**

- Range Safety
- Range Safety Officer Program
- Rules, Bylaws updates
- Enforcement of rules
- Security systems
- Equivalent to Sergeant at Arms

### **Director 5 – Events & Volunteers**

- Events and Volunteer Management (maintain lists and share with coordinators)
- Liaison to anyone wanting to book the facilities including the RCMP
- Ensures liability, etc is covered for anyone booking facilities
- Event Coordination including finding coordinators and any promotional materials
- Events may include AGM, Shooting events, Christmas meat shoot, swap meet, family fun day, fishing derby