

# President

This position will generally require 20 hours per month to do efficiently and can only be held by a sole person

## Duties include:-

- \* Oversee the day to day running of the club;
- \* Chair Executive Council, Executive Committee, General and Special Resolution Meetings;
- \* Responsible for dealing with any member disputes;
- \* The President does not hold a vote unless council/committee is left in a tied vote position – the President then holds the deciding vote;
- \* Is the Club's figurehead;
- \* Assist all Committee position when required;
- \* Organise club opening roster, assisted by Vice President and Secretary;
- \* Organise catering roster for shoots, assisted by Vice President and Secretary;
- \* Liaise with Executive Council/Executive Committee on a regular basis by email, phone, SMS etc;
- \* Assist the Secretary/Communications Officer with club updates, social media announcements and website updates;
- \* Assist the Secretary/Grants officer with researching and applying for potential Grants;
- \* Assist the Secretary, Treasurer and Vice President in writing club documentation; and
- \* Act as Signatory on all Club Accounts.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Vice Range Captains

These positions can be held by as many people as possible to help and support the Range Captain.

## Duties include:-

- \* Follow Instructions from the “Range Captain” to help and support in all areas listed below;
- \* Help in ensuring the Practice and Field Ranges remain in good repair at all times;
- \* Help the Range Captain to delegated jobs to be achieved at Working Bees;
- \* Report anything you see regarding range conditions/upgrades to the Range Captain for action;
- \* Help maintain the ranges. This includes but is not restricted to the following tasks – Laneways, Targets, Butts (Bales), Shooting Pegs, Directional and Safety Signage and Target Backstops;
- \* Assist the Range Captain with the upkeep of the shed and its contents. Including Commercial vehicles (tractors, mowers etc), Plant equipment (whipper snippers, hedge trimmers etc), and Storage of Targets.
- \* Assist the Range Captain with the placement of Targets and Ranges to be set up and ready for Club/Branch/National Shoots.

# Shoot Director

This position will generally require 5 hours per month to do efficiently and requires a sole person to achieve all tasks required.

## Duties include:-

- \* The position of Shoot Director is a member of the Executive Council;
- \* Prepare certificates/awards for shooters who place within their divisions at club shoots (shared with score recorder);
- \* Walk the ranges to ensure they are safe and set up correctly for each club/branch/national shoot on the morning of the shoot;
- \* Take nominations for club shoots on Club shoot days once per month;
- \* Group participating shooters appropriately on shoot days; and
- \* Run the shoots by instructing shooters of the rules and requirements of the shoot as well as answering any disputes regarding scoring.
- \* Have an understanding (or quickly acquire) the ABA's Rules of Shoot

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# **Bowhunter Representative**

This position can only be held by one person.

## **Duties include:-**

- \* The position of Bowhunter Representative is a member of the Executive Council;
- \* Records Feral Animal Game shot by club members;
- \* Organise and liaise with the Score Recorder about the end of year trophies for members who have shot and recorded Feral Game. This information is to be recorded as the clubs “Best of Species” for that year as well as a “Bowhunter of the Year” Award;
- \* The Bowhunter Representative is the point of contact for the Associations Membership for all matters relating to Bowhunting;
- \* Can upon request submit Claims of Recorded game to Branch/National on behalf of the Associations membership; and
- \* Promote the act of safe bowhunting to the Associations Membership.

# Membership Representative

This position will generally require 5 hours per month to do efficiently and can be held either by a sole person (or two persons that communicate) to achieve all tasks required

## Duties include:-

- \* The position of Membership Rep is a member of the Executive Council;
- \* Seek out the collective feeling of Association Members;
- \* Represent the Executive Council to the Associations Membership and answer/resolve any questions/misunderstandings they might have;
- \* Provide an avenue for Association Members to communicate with the Executive Council; and
- \* Allows Association Members to make enquiries, suggestions, and offers to the Executive Council regarding events, General running of the Association and potential improvements.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Vice President

This position will generally require 10 hours per month to do efficiently and can only be held by a sole person

## Duties include:-

- \* Step in when the president is unavailable or out of action;
- \* Learn a little of how all committee positions work and operate to gain a better understanding of how the committee runs;
- \* Assist the President and Secretary with organising the club opening roster;
- \* Assist with other positions if and when required;
- \* Assist the President and Secretary with organising the catering roster for shoots;
- \* Assist the President in dealing with member disputes;
- \* Assist the President in event planning and management;
- \* Assist the Secretary, Treasurer and President in writing club documentation;
- \* The Vice President is part of a sub committee with the Range Captain to oversee club maintenance/upgrades to meet the Associations Lease Requirements.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Secretary

This position will generally require 20 hours per month to do efficiently and preferably by a sole person (or two persons that communicate to achieve) all tasks required.

## Duties include:-

- \* Write agendas and minutes for meetings;
- \* Being proficient at word processing and communication skills is an advantage;
- \* Maintain the clubs mailing lists;
- \* Maintain points of incoming and outgoing correspondence;
- \* Assist the President & Vice President with organising the club opening roster and catering roster for club shoots;
- \* Assist the President, Treasurer and Vice President in writing club documentation;
- \* Act as signatory on all club accounts;
- \* Liaise with Executive on a regular basis by email, phone & SMS etc;
- \* Assist President with researching and applying for potential Grants;
- \* Assist the Public Relations officer with club updates, social media announcements and website updates;
- \* Update Blue Cards by Assisting Committee.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Treasurer

This position will generally require 10 hours per month to do efficiently and to be held by a sole person.

## Duties include:-

- \* Maintain the associations budget, bank accounts and Pay Way services;
- \* Communicate with the Executive Council/Committee on all financial matters;
- \* Liaise with the Executive Council/Committee on a regular basis via email, phone, SMS etc;
- \* Decide with the committee what to spend the club budget on
- \* Balance/Settle tills and print relevant reports weekly;
- \* Maintain a detailed Asset Register (Fixed Assets) at all times;
- \* Bank the clubs' takings on a Weekly and/or fortnightly basis;
- \* Provide detailed monthly financial reports to the committee;
- \* Act as signatory on all club accounts;
- \* The Treasurer's position is a Member of the Executive committee and Executive Council.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Membership Officer

This position will generally require 15 hours per month to do efficiently preferably held by one person.

## Duties include:-

- \* The Membership Officer position is a Member of the Executive Committee and Executive Council;
- \* Maintain current register of Ordinary Full, Honorary, Life, Foundation Life and Probationary Members and positions they hold within the club;
- \* Provide a detailed monthly report of current membership numbers to the Executive Council/Executive Committee;
- \* Maintain a detailed register of previous memberships and positions held at all times;
- \* Take bookings for instruction days;
- \* Send out membership forms to expiring probationary members;
- \* Send out membership forms at the end of each year for renewing club members;
- \* Be a communicative point of contact for Membership related enquiries; and
- \* Have great communication skills and good word processing skills.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Communications Officer

This position will generally require 15-20 hours per month to do efficiently and can be held either by a sole person or two persons that communicate to achieve all tasks required.

## Duties include:-

- \* Maintain constant communication channels between Committee and the General Membership;
- \* Maintaining the Grange Bowmen Inc. Website;
- \* Actively promote the club's Instructional program;
- \* Using cost efficient strategies, promote the Grange Bowmen archery club to the community;
- \* Engage with the archery community on the club's social media pages – "Facebook and Instagram";
- \* Issue regular "shoot" and general calendar reminders to all members well in advance;
- \* Ensure the club chalk board and Albany Creek Road noticeboards are always up to date;
- \* Update and maintain the club calendar once finalised by Executive;
- \* Create club posters, brochures and/or flyers as required;
- \* Produce the club's quarterly newsletter

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# ABA Representative

This position can be held by a sole person only.

## Duties include:-

- \* The ABA Representative position is a Member of the Executive Committee and Executive Council;
- \* Represent the association at Branch Meetings once per month;
- \* Relay Information from ABA Branch/National to Council/Committee and in turn to the membership; and
- \* Travel to Branch Shoots will be required in this position.

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Score Recorder

This position will generally require 5 hours per month to do efficiently and can be held either by a sole person (or two persons that communicate) to achieve all tasks required.

## Duties include:-

- \* The position of Score Recorder is a member of the Executive Council;
- \* Maintain records from club shoots once per month;
- \* Prepare certificates/awards for shooters who place within their divisions at club shoots (this responsibility is to be shared with the shoot director);
- \* Organise and liaise with the President in relation to the end of year trophies for members who have placed in trophy shoots, including but not restricted to – Club ABA Championships, Club 3D Championships, Huntingdale, Dick Coates Memorial, Golden Boar, Jim Stevens Award and any perpetual trophies and Club Records achieved throughout the year;
- \* Record scores on Club shoot days;
- \* Coordinate the results to publish to the club's website

*Note: Hours per month is an estimate only and can vary from month to month depending on the club's activities.*

# Range Captain

This position should preferably be held by a sole person.

## Duties include: -

- \* The position of Range Captain is a member of the Executive Council;
- \* Oversee and delegate work to the “Vice Range Captain” positions;
- \* Be responsible for ensuring the Practice and Field Ranges remain in good repair at all times;
- \* Organise and delegate jobs to be achieved at Working Bees;
- \* Provide a monthly report regarding range conditions/upgrades to the Executive Council/Executive Committee;
- \* Delegate and work together with Vice Range Captains to maintain the ranges. This includes but is not restricted to the following tasks
  - *Laneways,*
  - *Targets, Butts (Bales),*
  - *Shooting Pegs,*
  - *Directional and Safety Signage and*
  - *Target Backstops;*
- \* The Range Captain is responsible for the upkeep of the shed and its contents. Including Commercial vehicles (tractors, mowers etc), plant equipment (whipper snippers, hedge trimmers etc), and storage of targets including Mechanical, Vinyl, Paper, 3D Rubber and Wooden;
- \* Is part of a sub committee with the Vice President to oversee club maintenance/upgrades to meet the Associations Lease Requirements.
- \* Is responsible for organising and delegating Targets and Ranges to be set up and ready for Club/Branch/National Shoots.