

NWRPC Committee Member roles and duties

Chairman.

This position needs someone who is an experienced club member. Previous chair or committee experience of any kind would be beneficial. Needs a good background in shooting, an RCO qualification is desirable but not essential.

Understanding of the club; constitution, rules, patience and a bit of diplomacy is.

Duties:

- Providing leadership and direction for the club.
- Chairing meetings.
- Guiding and advising on the committees' future direction of the club.
- You would not be the policy maker or decider but an unbiased mediator and advisor.

Should someone wish to come forward the current chair is prepared to guide and assist in the initial year.

Treasurer.

This position is one of the clubs key officers as laid down in the constitution; it would be very difficult for the club to operate without a dedicated treasurer. There must be someone in the club that can take on this role. The outgoing treasure is more than happy to initially guide and advise anyone who is prepared to take on this task.

Duties involve:

- Banking the clubs income, keeping records of the source and amount.
- Paying the clubs bills through the bank account.
- Preparing a monthly statement of the clubs financial position for the committee in such form as they may request.
- Prepare an annual statement of the Clubs income and expenditure, arrange for it to be audited by the clubs Honorary Auditor for presentation at the AGM.

Vice Chair.

Proposal for next AGM that this role be eliminated from the committee as rarely invoked. Vice Chair role would rotate among existing committee members as and when required through absence for whatever reason by the chairman.

Safety Officer

Know the up to date CoSHH regulations.

Know the latest health and safety legislation.

Able to identify a risk and write a risk assessment.

Generally understand the safety welfare of all members of the club.

Legislate and promote safety practices on all of the ranges.

Honorary Secretary.

The secretary's key role is to be the person responsible to the Home Office and the Police for the running of the club. Therefore, it is useful to have reasonable knowledge of the law and regulations relating to shooting clubs. The secretary should try to ensure the smooth running of the club, and make sure that all sections of the club are treated equitably to promote the growth of the club.

Duties:

- Ensuring Home Office approval of the club, renewing this when required. Liaising with the Home Office as required.
- Maintaining information relating to the club approval, such as range certification, safety certificates etc.
- Maintaining appropriate insurance for the club, both of buildings and contents, and for the activities of the club.
- Maintaining affiliation to the various shooting bodies.
- Ensuring there is sufficient ammunition for the club, negotiating the best price for this.

Assistant Secretary.

It is the role of the assistant secretary to accurately record the activities of the committee meetings in the form of minutes.

- Attend committee meetings and record all pertinent discussions
- To accurately record the results of votes held during the meeting
- To distribute a copy of the meeting minutes to all committee members in a timely manner
- To collate and distribute all related documentation to the committee members e.g Financial and membership records

Membership Secretary.

This Role is responsible for all communications to and from the club with potential members, probationary members, full members and all outside communications that come via the membership email address.

Duties:-

- Accept and check membership applications and prepare for review at committee meetings which are attended at the end of each month.
- Check attendance sheets for probationary members and prepare for review at meetings for acceptance to full membership, extension to allow completion of 12 visits or rejection based on non-attendance.
- Control of all membership fees that accompany membership applications and transfer of funds to the Treasurer.
- Maintain the Love Admin system to update details for probationary members and the status change for probationers moving to full membership.

- Maintain Paper records of membership applications and qualifying attendance records.
- Create new membership cards at the start of every membership year. Control distribution of membership cards after receiving full payment.
- Provide membership cards for all new probationary members and for those moving up during the membership year to full membership.
- Maintain the nwrpcmembership@gmail.com email account and monitor regularly for inputs. Respond as required.
- All communications via Gmail to the membership regarding acceptance to full membership or otherwise.

Rifle Captain.

For full information regarding this complex role. Please contact Geoff Snell.

Pistol Captain.

- Check and ensure the range is safe and up to club safety standards.
Arranging and supervising 4 competitions a year
- Supervising and acting as RCO on club nights held on Thursday evenings for probation members on range 3
- Provide a link between the club members and the clubs administration committee
- Attend club committee meetings held once a month

Airgun Captain.

Presenting a friendly and approachable demeanour to everyone. Ensuring the range is safe and meets the Club safety standards. Making sure the range meets the needs of all types of shooters.

Duties: -

- Organising air range on club nights.
- Air Range Rotas Encouraging full members to help on Thursday evenings to support new members when they are learning to shoot. Also Tuesday evenings allowing members to shoot who cannot attend in the daytime.
- Responsible for all the air weapons held by the club, ensuring they are maintained and serviced in a safe working order and meeting the 12/6 ft/lbs legal requirements, this requires you liaising with local gunsmiths.
- Maintaining air gun records, serial numbers and current replacement costs for insurance requirements.
- Assisting Zero Point Monday evenings when required, preparing air equipment when Zero Point go to competitions.

- Filling of Compressed air cylinders, and ensuring they meet their test certificates. Organise the running of air rifle and pistol competitions twice a year.

Liaison Officer.

As the clubs liaison to the police your duties are as follows.

1. You must keep the last 6 years of attendance records; this is a legal requirement as they can be requested by the police for inspection.
2. Keep the attendance register and guest book stocked with enough attendance sheets.
3. Attend the committee meetings on the last Wednesday of each month.
4. Inform firearms licensing of the following.
 - A. All new full members.
 - B. Any full member who has left or resigned from the club. Or if they have been asked to leave due to a disciplinary matter.
 - C. Any member that has been subject of a disciplinary matter.
 - D. Any full member who has not attended at the club within the last 12 months.
5. You may be contacted by the firearms department or the firearms enquiry officers making enquiries about members for various reasons.
6. You are expected to check the attendance register for guests who have attended in excess of 3 times. Also for any former members who are still using the club

Development Officer.

The development officers role is about coordinating a vision for the future, to ensure that the Club grows and develops continuously in a range of areas for the benefit of all the members, both current and future.

Duties:

- In conjunction with the Marketing Officer, committee members, and the Chairman looking ahead to the future by means of developing and implementing the Sports Development Plan, which has specific goals and targets, over a 3 to 4 year period.
- Being aware of the ambitions and requirements of the different disciplines within the club, and the various age groups.
- Understanding that what gets measured gets done
- Creating working relationships with British Shooting, NSRA, Sport England, Norfolk County Scouts Shooting advisor, North Norfolk CC Head of Sport, Chair of the NNDC Big Society Fund
- To raise Grant funding as appropriate for new projects

- To provide Sport England with statistical data in line with the Grant provisions
- To update NNDC Big Society Fund with regular updates as requested.

Junior Representative.

- Maintain strong links and regular catch ups with the Young People of NWRPC.
- Raise any matters arising from those catch ups at committee level.
- Ensure the Committee and the wider Club membership are aware of achievements within the junior membership.
- Keep the Junior membership up to date with NWRPC developments and news.
- Ensure the Committee is kept up to date with developments within the U21 shooting world.
- Promote NWRPC Working Party days to the Junior Membership

Non Exec Roles

Webmaster

The Webmaster is responsible for keeping the club website up to date with latest information and ensuring all information is accurate, relevant and current.

- Add any important announcements so that members and the general public can see them as required.
- Update information and documents as they are revised by the committee or other sources.
- Update images as they are renewed or add new ones showing the club to its benefit.
- Redesign and improve upon the current layout and functions of the website to keep it modern.
- Work closely with the Marketing & PR officer to ensure that the same message is being delivered through all mediums of social and online media.

Marketing & PR

The marketing & PR role is mainly focussed on increasing the knowledge and awareness of the club to the wider public, as well as keeping current members informed about upcoming events and notable sporting achievements within the club.

- Work with the development officer to increase awareness of the club in the wider sporting community as well as helping to maintain links with the various shooting and sporting associations around the country (British Shooting, Sport England, NSRA, Norfolk County Rifle Association etc.)
- Recommending to the committee new ways for the club to raise its visibility in the local community
- Maintain the club's social media pages (Facebook & Twitter)
- Work with the club webmaster to keep the club's website up to date
- Keep club members up to date on upcoming club events & new improvements to the club
- Keep club members & the wider public apprised of notable sporting achievements gained by our members

Rifle Competition Secretary

The rifle competition secretary is responsible for submitting entries into the National, Norfolk and any other county or association leagues that members wish to compete in for prone and lightweight sport rifle and the preparation and issuing of the required match cards.

Duties:

- A results book needs to be kept for the club records and to ensure that any average used is current and correct for that league.
- Shot team cards need to be collected and posted to the relevant scorers and the secretary must have a knowledge of scoring and the relevant gauges as some leagues require the club to `self-score`.
- At the start of each season there is a lot of work with entries and card preparation and during at least weekly trips to collect shot cards.
- The secretary probably needs to be a current or past competition shooter with a knowledge of competition shooting.
- Current rules, `shoot by` dates, scorers addresses for individual, and the results etc need to be displayed.
- Many are emailed so a printer is needed.
- Probably the most important thing is experience and knowledge of the rules .