

## Waiuku Pistol Club Committee Roles

### President

The President is responsible for:

- Ensuring that the Rules and Bylaws of the Society are followed;
- Determining the time, format and location of Committee Meetings, (acting reasonably and in consultation with Committee Members.
- Establishing if a quorum is present at Committee Meetings;
- Establishing if a quorum is present at any Annual General Meeting or Special General Meeting;
- Preparing and presenting an annual report on the Society at the Annual General Meeting;
- Acting as the chairperson at any Committee Meeting, Annual General Meeting or Special General Meeting in accordance with Rule 26; and
- Overseeing the operation of the Society and managing the business of the society on a day to day business as required within the policies and rules of the society.

### Secretary

The Secretary is responsible for:

- Recording the minutes of all meetings with the exception of Disputes Committee meetings and Sub-Committee meetings at which the Secretary is not present;
- Recording the details of any decisions and resolutions reached at Committee Meetings and Society Meetings;
- Keeping the Register of Members;
- Holding the Society's records, documents, and books except those required for the Treasurer's function;
- Issuing notices of Committee Meeting and Annual General Meetings or Special General Meetings and generally informing members in accordance with the requirements of these Rules (provided that the President may do so if the Secretary agrees);
- Receiving and replying to correspondence as required by the Committee;
- Sending a copy of the audited Annual Financial Statements to each member of the Society at least 14 days before the Annual General Meeting;
- Forwarding the Annual Financial Statements for the Society to the Registrar of Incorporated Societies upon their approval by the members at the Annual General Meeting;
- Responding to requirements of the Pistol New Zealand and the New Zealand Police in relevant matters affecting the Society;
- Advising the Registrar of Incorporated Societies of any changes to these Rules; and
- Performing such duties and functions as shall from time to time devolve upon the Secretary under these Rules and any other duties and functions which are usual to the Secretary's office.

### Treasurer

The Treasurer is responsible for:

- Receiving all monies payable to the Society and crediting the same to the Society's banking account or accounts;
- Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;
- Preparing the Annual Financial Statements and submitting the Annual Financial Statements to audit;
- Presenting a report on the finances of the Society at the Annual General Meeting;

Presenting the audited Annual Financial Statements at the Annual General Meeting for approval by the members of the Society; and

Providing financial information to the Committee as the Committee determines.

The Treasurer shall only disburse the monies of the Society under the authority of the Committee.

The Treasurer must ensure that any cheques, withdrawal slips, promissory notes or any other negotiable documents drawn or entered into by the Society are signed by at least two Committee Members empowered to sign such documents. The Committee Members empowered to sign such documents shall be determined by the Committee but under no circumstances shall the Treasurer or any other Committee member acting alone be so empowered.

#### Training and safety Officer

The Training and Safety Officer shall be a suitably qualified member holding all relevant firearms licences. The Training and Safety Officer shall supervise the conduct of all Society practice, trial, competition and general shoots and ensure that members and other shooting participants abide by the Rules and Bylaws of the Society, all range rules, Pistol New Zealand rules and requirements, any Letter of Agreement or similar or additional agreement, arrangement or understanding between Pistol New Zealand and the New Zealand Police, the Arms Act 1983, Arms Regulations 1992 and the Arms Code and any other statutory requirement in force from time to time, or any rule or regulation generally required to be observed by persons using firearms in New Zealand.

The Training and Safety Officer may appoint members of the Society as Deputy Training and Safety Officers as necessary to carry out all or any part of the duties of the Training and Safety Officer. Deputy Training and Safety Officers shall be entitled to exercise all of the powers and duties of the Training and Safety Officer. Deputy Training and Safety Officers are not entitled to be Committee members by reason of their appointment in that capacity. The Training and Safety Officer shall be responsible for ensuring that members are aware of, and observe, the Society's rules and all other rules, laws and regulations for the training and provision of range officers in relation to shooting activities conducted on the Society's premises.

#### Armourer

The Armourer shall be responsible for the safe custody of all firearms owned, borrowed by, donated to or in the legal custody of the Society.

The Society at an Annual General Meeting or Special General Meeting and the Committee from time to time may appoint up to 2 members of the Society as Deputy Armourers to assist in the Armourer in conducting the Armourer's duties.

#### Club Captain

The Club Captain shall liaise with the President and any other member of the Society for the purpose of compiling a timetable of Society activities for all shooting disciplines for a period of no less than two months ahead of the scheduled events occurring.

The Club Captain shall co-ordinate with the President and Secretary as to producing and distributing a newsletter for members of the Society every two months. The newsletter must contain the timetable of Society activities mentioned above in Rule 31.1.

The Club Captain is responsible for the conduct of Society promotional activities that are authorised by the Committee, including, but not limited to, advertising, event sponsorship and maintaining the Society website.

The Club Captain shall organise induction courses for new and prospective members of the Society and shall act as new member liaison.  
The President may serve as the Club Captain.

Saturday visitor coordinator

Receive email from visitors (usually checked 2 times a day during the week and 3 times on Friday)

Assign the visitor a booking slot(s)

If a booking is for more than one, then verifies the number of people attending and how many have firearms licenses

Send information sheet that has all the pertinent information regarding how the range functions

Answer general questions

Organise the roster of the Range Offices for visitor supervision

Send a reminder notification at the beginning of the week of their duty

Send the list of attending visitors on a Friday afternoon

Get a list of who attended

Project manager.

Currently done by Paul (who has indicated he is happy to carry on)  
with back up from Gary and Frank

Work with other Committee members to manage development projects approved in the strategic plan

Scope work and materials required

Get quotes and costs and report back to the Committee

Organise members to carry out work or, where appropriate, engage and liaise with outside contractors

Organise working bees to carry out maintenance and projects – ensure materials and equipment are available

Maintain a record of attendances at working bees or other work done for the club by members