

Directors' Responsibilities

General Responsibilities

- Promote archery
- Enforce all By-Laws and rules of the club.
- Regular attendance at all meetings.
- Written reports to be submitted prior to monthly club meetings.
- All expenses must be pre-approved and have receipts for compensation.
- Assist with all operations of the Club.
- Assist with work parties.
- Assist with set up and clean-up of Club events.

Executive Responsibilities

President

- Preside at all Board of Directors meetings, General club meetings, extraordinary meetings.
- Enforce all By-Laws and rules of the club.
- Create and manage annual budget.
- Approve all accounts, bills or commitments against the Club before payment.
- Countersign cheques and other orders for payment.
- Call extraordinary general / directors meetings as required.
- Act as ex-officio member of all committees.
- Manage all external communications to/from the Club.
- Help facilitate all club activities.
- Conflict resolution.

Vice President

- Assume duties of President upon their absence.
- Welcome and orientate new members and visitors to the club. Introduce them to the facilities and other members.
- Inform them of club activities.
- Countersign cheques and other orders for payment as required.
- Help facilitate all club activities.
- Chair scholarship program.
- Conflict resolution.

Secretary

- Create meeting Agendas for approval and circulation one week prior to meeting.
- Record minutes of all meetings of the Board of Directors and the Club.
- Attend to all correspondence and ensure that all notices are forwarded as required.
- Responsible for the custody of the Seal, Societies Certificate
- They shall see that all statements, certificates, records and reports required by law are properly kept and filed.
- Take care of the mail in and outgoing including email.

Treasurer

- Keep books of accounts in accordance with principles of accounting.
- Collect and account for all membership fees and annual dues.
- Deposit all receipts of cash and cheques for payment of all just liabilities and expenditures of the Club and sign such cheques in the company with either the President, Vice-President or Secretary.
- Create budget for approval.
- Take care of monthly financial statements.

Directors Responsibilities

Family Night

- Attend the two family nights per week (Tuesday and Thursday).
- Introduce new members / visitors to archery and the Club.
- Make sure everyone understands and follows the rules obeys them during the family night times.
- Checks that the equipment is in a safe condition.
- Submit monthly attendance list with money to treasurer
- Makes recommendations for JOP.

JOP

- Ensure all safety rules are followed at all times.
- Teach junior archers proper shooting form and knowledge of all shooting equipment.
- Teach the proper way of scoring, marking arrow holes and safe removal of arrows.
- Knowledge of indoor and outdoor distances for different ages and genders.
- Prepare archers for upcoming tournaments (registration / practice).
- Recording of all scores and submission to the BCAA.
- Technical training (equipment repair, fletching arrows, string making etc.).
- Coordinate JOP tournaments (Indoor/Outdoor Regional/Provincials).
- Bursary recommendations.

Maintenance

- Change lock codes on front gate and clubhouse doors as required. Supply new codes to the directors.
- Annual fire extinguisher recertification.
- Gasoline for lawn maintenance equipment and propane for barbeque to be filled as required.
- Cut and maintain grass around the clubhouse and outdoor field target area.
- Garbage Removal.
- Clean gutters as required.
- Have Chimney cleaned twice a year, before and after wood burning season.
- Carry out small building repairs as necessary. If supplies or other items are needed approval may be needed beforehand and receipts kept for reimbursement of funds.
- Purchase all required cleaning products.
- Clean and maintain interior of building excluding kitchen.

Communications

- Webmaster for Cowichan Bowmen Website. PHP format (Dream weaver).
- Renew domain name every two years and renew website agreement.
- Uploading photos, club events, club forms, files, Events Posters and all information to our website.
- Administrator for Facebook page.
- Maintain calendar of events.
- Email notices to all club members.
- Maintain Target and 3D shoot lists on Website.
- Coordinate Club related press releases.

Kitchen / Club Supplies

- Must have current FoodSafe certification. Certificate to be posted in kitchen.
- Plan menus for Club functions. Menus to be voted on and approved at Club meetings.
- Coordinate kitchen staff as required.
- Create and maintain a min/max level for all kitchen and club supplies.
- Purchase request and approval to be submitted to Treasurer for all expenses.
- Create and maintain kitchen policies. To be posted in kitchen.
- Maintain a checklist for regular maintenance and cleanup.

Hunting

- Ask for information of any hunting experiences to be shared with membership.
- Coordinate submissions and trophy selection for Island Deer, Elk, Moose, Mule Deer.
- Maintain Brodhead pit.

Target

- Coordinate all Club target shoots (900 round, 720, FITA 1200, FITA 1440).
- Coordinate all FCA events (mail match, regionals).
- Register shoots with FCA as required.
- Order targets for indoor, target field and field course.
- Maintain all shooting butts (FITA field and Field course).
- Maintain bow stands.
- Maintain shooting lines on FITA field (approx. 2x per year).
- Maintain indoor shooting wall.

3D

- Schedule a minimum of 3 x 3D shoots per calendar year (Safari shoot-Jan, Hell Hole-Jun, Harvest Moon-Oct).
- Coordinate all shoot tasks: Course layout, target selection, safety, event schedule, advertisement, work parties and camping.
- Create course maps and shoot info as required.

- Coordinate purchase and maintenance of 3D targets as required.

Director at Large

- Coordinate the Prize Tables for all major events
- Purchase approved prizes funded by the Cowichan Bowmen
- Draft & Distribute (after approval) prize solicitation letters to community partners seeking donation prizes.
- Canvas community partners for prize donations.
- Purchase and ensure raffle tickets are on site for the events.
- Set up prize table on day of shoot.
- Manage the ticket sales money and provide to treasurer.
- Assist with the distribution of prizes.
- Send out Thank you letters for prize donations.

SPECIAL EVENTS ASSISTANT (Event Co-ordinator)

Must have working knowledge of shooting categories and equipment.

3D >

- Prepare and maintain inventory of certificates.
- Maintain inventory of ribbons.
- Maintain inventory of club prizes.

Registration

- Conduct registration.
- Record participants for insurance purposes.
- Collect appropriate fee.
- Place registrants in appropriate category.

Scoring

- Record and post scores.
- Recap scores to determine winners in each category.
- Prepare placement sheet for 3D Director.
- Prepare Certificates.
- Prepare scoring sheet for Webmaster.

Documentation:

- Recap and print registration sheets and winner and give to Secretary/Treasurer.
- Recap registration monies and give to Secretary/Treasurer.

Target >

- Working with the Target Director check FCA website for upcoming events, ie Mail Match, Indoor/Outdoor Championship.
- Get approval at Club meeting to sponsor the event.
- Prepare appropriate advertising to be sent out with the approval of the Chair.
- Conduct Registration.
- Record participants for insurance purposes.
- Record Score.
- Apply for any special awards.

- Advise members of results.
- Recap registration and monies and give to Secretary/Treasurer.

Membership

- Receive and process memberships.
- Manage orientations.
- Issue club codes and cards.
- Submit money and receipts to Treasurer.
- Coordinate club bookings.