

Executive Council

The executive Council consists of the following positions:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Range Safety Coordinator
- 6) Auditor

Responsibilities of the Executive Council

- 1) To conduit and manage the affairs of the Vankleek Hill Gun Club
- 2) To maintain an active liaison with other sports shooting authorities
- 3) To plan and review the activities of the Vankleek Hill Gun Club
- 4) To keep in touch with the needs of the membership
- 5) To plan the annual general meeting
- 6) To promote the growth of the Vankleek Hill Gun Club
- 7) To promote the safe use of firearms at all times
- 8) To fill any vacant executive office at the earliest general meeting
- 9) To approve, reject, or suspend memberships
- 10) To suspend members for unsafe firearm practice and drug use, or un-sportsmanship like conduct
- 11) To reinstate members

Elections

Election of the Executive Council shall be held at the Annual General Meeting. The positions of President, Vice President, Secretary, Treasurer, Range Coordinator and Auditor shall be elected for the term of one year. Nominations for these positions, as well as seconders, must be received in writing by the executive secretary no later than 2 weeks before the Annual General Meeting. AN INCUMBENT IS ASSUMED TO HAVE BEEN NOMINATED AND MAY BE VOTED IN BY ACCLAMATION.

Terms of Office

In the event that an executive officer resigns, by-election can be held on the next general meeting of the executive and the position filled for the remainder of the term.

Candidate Requirements

The candidate for the Presidency must have served a minimum of one full term on the Executive Council. It is also recommended that the Vice President candidates have the requirements and skills to fulfill their respective positions if elected.

Quorum

Quorum at all general meetings will be by simple majority.

Roles and Responsibilities of the Executive Officers

President

- 1) Provide active leadership for the organization

- 2) Call meetings, provide agendas, and chair meetings
- 3) Promote and encourage member activity through sound planning
- 4) Ensure that the democratic process be practiced at all times
- 5) Be the spokesperson for the Vankleek Hill Gun Club in a positive manner
- 6) Co-sign cheques with the Secretary-treasurer
- 7) Provide an annual report at the Annual General Meeting
- 8) Approve memberships
- 9) Encourage executive members to fulfill their roles and responsibilities
- 10) Annual renewal of the Vankleek Hill Gun Club's certificate from the Chief Provincial Firearm's Officer

Vice-President

- 1) Provide active leadership in specified shooting discipline
- 2) Plan and implement a shooting program
- 3) Promote growth of the shooting program
- 4) Approve memberships jointly with Executive Members
- 5) Look after SUNSHINE:
 - a) Send get well cards to members chronically ill-health.
 - b) In case of death of a member, flowers will be sent to the immediate family.

Secretary

- 1) Record the date, place, kind of meeting, and names of those present
- 2) Record all motions and resolutions, name of mover, seconder, and whether the motion was carried or lost
- 3) Record a summary of any discussion of any motion, including alternatives and issues and the reasons for discarding or approving them
- 4) Approve memberships jointly with Executive Members

Treasurer

- 1) Collect and retain all membership applicants in a file
- 2) Update the club's liability insurance policy
- 3) Look after SUNSHINE:
 - a) Send get well cards to members chronically ill-health.
 - b) In case of death of a member, flowers will be sent to the immediate family.
- 4) Be responsible for all fund raising activities of the Vankleek Hill Gun Club
- 5) Chair a committee to look after fundraising
- 6) All planning must be approved by the executive council
- 7) All funds to be turned over to the treasurer
- 8) Keep an up-to-date accounting record of the club's financial matters
- 9) Look after all financial matters for the Vankleek Hill Gun Club
- 10) Co-sign cheques with the President
- 11) Provide a comprehensive financial report at the Annual General Meeting

Executive

- 1) Present a positive image of the Vankleek Hill Gun Club to the public
- 2) Send out press releases to the media: TV, Radio, Newspaper
- 3) Be responsible for conducting regular events
- 4) Promote the Vankleek Hill Gun Club through such vehicles as: gun shows
- 5) Plan a program for promotion of the Vankleek Hill Gun Club during the year
- 6) Be responsible for all Vankleek Hill Gun Club advertising i.e.: writing ads & making posters
- 7) Inform the CFO's Office of changes in the Vankleek Hill Gun Club's executive council after the Annual General Meeting.
- 8) All public relations activities must be approved by the executive council.