

BUILDINGS DIRECTOR

The Buildings Chairman shall maintain the structural integrity of the facility. This will include areas such as:

- Clubhouse
- Outbuildings such as Pole Barn, Sheds, Skeet Houses, and Trap Houses
- Electrical, Plumbing, Heating and Ventilating Systems
- Septic Field
- Security
- Fire Extinguishers & Fire Suppression Systems
- Windows and Doors both Storm and Screen

The Chairman will manage the janitorial service and maintain an adequate stock of cleaning supplies. The Chairman shall keep written records of all vendors and suppliers.

A building maintenance log will be maintained noting nature of repairs along with the appropriate vendor information. If the repair was performed in-house, the log should note the individual who performed the service.

The Chairman may request formation of any committee as he deems necessary.

Facility keys will be provided as necessary to perform assigned responsibility.

The Building Chairman may also assume certain duties of other committee chairs, as directed by the President.

ENTERTAINMENT DIRECTOR

The Entertainment Chairman shall schedule and coordinate all social events of the Club, along with providing the food and beverages for all Senior membership and Board meetings. He/she shall staff and supply the kitchen, and maintain all vending machines.

Further, the Chairman shall give a detailed accounting (ie: attendance, menu, cost, etc) of each social event. A written record will be maintained of all suppliers (name, address and phone number).

The Chairman may request formation of any committee as he deems necessary. Facility keys will be provided as necessary to perform assigned responsibility.

The Building Chairman may also assume certain duties of other committee chairs, as directed by the President.

GROUNDS DIRECTOR

The Grounds Chairman shall be responsible for the maintenance of the grounds of the Club, which includes such areas as:

- Snow Removal from all areas of the Club including but not limited to walkways, parking lot, and shooting fields.
- Grass Cutting
- Tree and Hedge trimming
- General grounds clean-up

Further the Chairman shall oversee such areas as:

- Road Resurfacing
- Crop Management (e.g. Hay, Corn, Soybeans, Clay, etc.)
- Picnic Table Maintenance
- Scavenger Service
- Lead , Target, and Wad removal & disposal
- Scavenger Service
- Outdoor Lighting
- Maintenance of certain mobile equipment such as lawn mowers, bush hog, snow blower, and seeding machinery.

The Chairman shall keep accurate written records of all Vendors (i.e. their Business name, Owners name, Address, and Phone Number).

With reference to Crop Management, the Chair shall provide a detailed financial accounting upon completing of the harvest.

The Chairman may request formation of any committee deemed necessary.

Facility keys will be provided s necessary to perform his assigned responsibilities.

The Chairman may assume duties of other committee chairs, as directed by the President.

HUNTING & FISHING DIRECTOR

The Hunting and Fishing chairman will establish the dates and hours of our Hunting and Fishing Programs, and shall obtain the stock for said programs.

The Chair will secure the necessary licenses/permits for all controlled shooting programs, and will ensure that the Club is in compliance with all regulations governing such programs.

The Chair will maintain contact with the Department of Conservation and will inform the membership of any pending issues of concern to the Club. The Chairman will also maintain a supply of Hunting, Fishing, and FOID applications.

The Hunting and Fishing Chairman will regulate the hours and use of the Archery Range.

The Chair will maintain a DOC contact directory. Additionally, he shall maintain a log of all suppliers. These directories and logs should include the Name, Address, and Phone Number of the suppliers along with the materials provided; and the quantities and cost of each.

The Chair may request formation of any committee as he deems necessary.

Facility keys will be provided as necessary to perform his assigned responsibility.

The Chairman may assume duties of other committee chairs, as directed by the President.

LEGAL & INSURANCE DIRECTOR

The Legal and Insurance Chairman shall ensure that adequate insurance coverage is maintained by the Club. This shall include such coverage as:

- Liability Insurance for the Club and for the Directors
- Property Insurance
- Workmen's Compensation Insurance
- Dram Shop Insurance (where applicable)
- Fidelity Bonds

The Chairman shall keep a written record of all carriers along with the level and type of coverage, the expiration dates of policies, and the premium cost. Further he/she shall cooperate with the carrier in providing the necessary information to maintain coverage and resolve any claims.

The Chairman shall investigate and resolve any legal questions/matters, and shall confer with legal counsel s necessary.

Facility keys will be provided as necessary to perform assigned responsibility.

The Chair may request formation of any committee as he deems necessary.

The Chairman may assume duties of other committee chairs, as directed by the President.

MAINTENANCE DIRECTOR

The Maintenance Chairman will develop a Preventive Maintenance Program for all shooting related equipment to include, but not be limited to All Trap, Skeet, Sporting Clay machines, and cords/buttons and voice activation equipment. The Chairman will recommend, appoint, and train those individuals authorized to repair this equipment. He will ensure that an adequate supply of parts is on hand to maintain said equipment.

A Trouble Log will be created into which equipment requiring repair will be posted, and which will record what repairs were completed.

The Maintenance Chairman will keep written asset records of all equipment noting maintenance and the nature of the repair. The Trap, Skeet and Sporting Clays machine records will contain entries of cycle count in order to perform the required preventive maintenance as required by the Preventive Maintenance Program.

The Chairman shall keep accurate written records of all Vendors (i.e. their Business name, Owners name, Address, and Phone Number).

Facility keys will be provided as necessary to perform assigned responsibility.

The Chair may request formation of any committee as he deems necessary.

The Chairman may assume duties of other committee chairs, as directed by the President.

NRA & POLITICAL ACTION DIRECTOR

The Chairman will maintain contact with the National Rifle Association and other applicable political bodies for notification of pending legislation and other issues, which have a material effect on the Club. He will advise the membership of issues affecting gun ownership and usage, and hunting & fishing issues. Additionally, the Chairman will maintain a bulletin board for posting information on new or pending issues affecting the Club or its members.

Further, the chair will communicate with local governing bodies and area officials regarding issues affecting our activities.

Facility keys will be provided as necessary to perform assigned responsibility.

The Chair may request formation of any committee as he deems necessary.

The Chairman may assume duties of other committee chairs, as directed by the President.

SHOTGUN SPORTS DIRECTOR

The Shotgun Sports Chairman has general responsibility for the day-to-day shooting activities of the Club which include, but are not limited to:

- Recommending to the Board appointments to the Shotgun Sports Committee
- Supervise Shotgun Sports Personnel.
- Complete Application and tax forms for committee employees
- Establish, with the approval of the membership, regular hours of operation.
- Arrange work schedule for both the counter and other members of the committee.
- Schedule all shooting events and shooting outings.
- Regulate and Promote shoot dates with local law enforcement departments.
- Regulate the use of the Pattern Board
- Initiate and execute shooter disciplinary action resulting from un-sportsman like or unsafe conduct
- Instruct all Shotgun Sports personnel in the proper and safe conduct of their respective duties.

The Shooting Sports Chairman shall ensure that adequate operating supplies are on hand. The Chairman shall keep accurate written records of all Vendors (i.e. their Business name, Owners name, Address, and Phone Number). These supplies shall include, but are not limited to, the following items:

- Targets
- Shells
- Program Sheets
- Score Sheets
- Awards (i.e. straight patches, shoot prizes & prizes for meat shoots etc.)

Monthly the shooting Sports chairman shall provide a detailed accounting of the shooting receipts and inventory on-hand to the Board of Directors, and the Senior Membership.

Facility keys will be provided as necessary to perform assigned responsibility.

The Chair may request formation of any committee as he deems necessary.

The Chairman may assume duties of other committee chairs, as directed by the President.

YOUTH & COMMUNITY RELATIONS DIRECTOR

The Youth & Community Relations Chairman shall establish programs to develop and promote interest in hunting, fishing, and shotgun sports. Further, the chairman will notify local community groups (e.g. Boy Scouts etc.) along with the Senior Membership, of established instructional programs (e.g. hunter safety, gun handling and safety). The Chair will maintain a detailed accounting (i.e. description of program, attendance, cost, and contact person etc.) of each event.

Facility keys will be provided as necessary to perform assigned responsibility.

The Chair may request information from any committee as he deems necessary.

The Chairman may assume duties of other committee chairs, as directed by the President.

The following pages list the job descriptions of various possible board appointed chairman.

Chairman are not voted on positions by membership.

The board may create a chairman position at any time, as a board they vote and agree upon the position, the job description, and then appointed a senior member in good standing.

Chairman are not included in board votes, they are not included in closed sessions unless they are directly involved, nor are they to be included in the board quorum count.

ATA CHAIRMAN

The ATA Chairman is the liaison between the Amateur Trapshooting Association and Downers Grove Sportsmen's Club. The responsibilities include but are not limited to:

1. Prepare and adhere to an annual budget
2. Schedule, structure and promote, with BOD approval, registered ATA tournaments, leagues and shoots.
3. Supervise and conduct ATA events in accordance within ATA guidelines
4. **Observe and approve final target presentation prior to and during each ATA event.**
5. Maintain appropriate records, report scores and results as required, to the ATA and ISTA for each registered event
6. Collect and report all fees for each registered event
7. **Determine payouts and trophies, request DGSC Special Event Checks and distribute to ATA participants**
8. Inspect, report, requisition, or purchase equipment necessary to conduct successful ATA shoots.
9. Enlist volunteers and "Probationary Senior Members" to provide added manpower for ATA events
10. Communicate equipment, supplies (targets) and manpower (trap help) needs to the Shotgun Sports Director
11. **Determine and coordinate catering and or kitchen staffing with the Entertainment Chairman.**
12. Prepare a financial reporting of each event for the Treasurer, BOD and DGSC membership

The Chairman may request formation of any committee as deemed necessary.

Facility keys will be provided as necessary to perform assigned responsibilities.

The ATA Chairman may also assume certain duties of other committee chairs, as directed by the President.

NSSA CHAIRMAN

The Skeet Chairman is responsible for the design and execution of registered skeet shooting events hosted by the Downers Grove Sportsmen's Club.

The Skeet Chairman will serve as the liaison to both the National Skeet Shooting Association (NSSA) and the Illinois State Skeet Shooting Association (ISSA) to ensure that registered events are compliant with the requirements of both associations.

The responsibilities include but are not limited to the following items:

- Schedule, structure and promote, with Board of Directors approval, sanctioned NSSA/ ISSA tournaments.
- Enlist the help of the appropriate chairman(s) to conduct a successful event. Specifically, collaborate with the Directors of Shotgun Sports, Grounds, Buildings, Entertainment and Maintenance.
- Determine the scope of the shoot as well as fees and payouts to participants.
- Review all equipment and software needs to meet NSSA/ISSA requirements with consideration to the number of expected attendees and the duration of the event. Requisition or purchase necessary items to ensure a successful event.
- Observe and approve the final target presentation prior to and during the event.
- Determine the need for food service in collaboration with the Entertainment Chairman and Buildings Chairman.
- Determine the number of staff needed considering the estimated attendance coordinating with the Directors of Shotgun Sports, Grounds, Buildings, Entertainment and Maintenance.
- Process reservations, registrations, scores, payments and awards in a manner to facilitate prompt reporting to the NSSA, ISSA and DGSC.
- Prepare timely financial reports for distribution to NSSA, ISSA, DGSC Treasurer, Board of Directors and DGSC General Membership.
- Prepare and adhere to an annual budget for registered skeet events.
- Keep current all associations applications, membership fees and meeting requirements.

The Skeet Chairman may also request formation of any committee as deemed necessary.

Facility keys will be provided as necessary to perform assigned responsibilities.

The Skeet Chairman may also assume certain duties of other committee chairs, as directed by the President of the Board of Directors.

This job description mentions only a few of the many obligations required to conduct a sanctioned event. Please refer to NSSA publication "Gun Club Manual, Section K" for a detailed guide for hosting registered events.