

# 1<sup>st</sup> Vice President/2<sup>nd</sup> Vice President

Excerpt from the Club By-Laws

## “Article VII- Duties of Officers

**1<sup>st</sup> VICE PRESIDENT:** The 1<sup>st</sup> Vice president shall perform the duties of the President in his/her absence or at his/her request. The 1<sup>st</sup> VP shall have charge of the ranges of the club and have a working knowledge of all equipment at the ranges and the duties of the clubs Range Officers. He/she shall have charge of all firearm instruction with the authority to appoint assistants. He/she will be involved with the arranging of any competitions.

**2<sup>nd</sup> VICE PRESIDENT:** The 2<sup>nd</sup> Vice president shall perform the duties of the 1<sup>st</sup> Vice president in his/her absence or as requested and duties as assigned.”

With the club having both the Indoor and Outdoor Ranges, it helps if the responsibility for the ranges is divided between the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President. (If one of them has a particular interest in either range that is a good way to divide the responsibilities.) Each Vice President is to be an NRA member during their tenure.

## Indoor Range:

1. The trash receptacles will need to be emptied periodically and taken to the Outdoor Range.
2. Working knowledge of all equipment at the range.
3. Repair or replace equipment as necessary to provide entry and use of the range.
4. Know the contents of each locker and safe.
5. Inventory of the range at least once during the year and make sure all club assets are accounted for and in good repair.
6. Keeper of the keys for the Indoor Range door. This includes keeping the list of who has what key up to date.
7. Knowledge of the duties of the Range Safety Officers, know their schedule & future Holiday conflicts
8. Share responsibility with Treasurer for recording participation and fees collected.
9. Consulting with the Clean-up Chairman to determine what projects can be done on a clean-up day.
10. Observe the outside of building for future repairs: (Clean up projects?)
  - Spackling to outside walls
  - Painting
  - Gutter system (Changed out by EVRPD 11-17)
  - Sump Pump drainage (Change hosing to drain for winter months)
  - Roof leaks (Flat roof- tar & gravel)
11. Observe the wear of the indoor flooring, sump pumps, backstop repair etc. Notify Board of future expenditures.

## **Outdoor Range:**

1. Entrance gate and combination lock to be maintained
2. Alert the Board to any Noels Draw Lane road issues; drainage, grading etc
3. Check posted signs for damage or updating
4. Check vault restroom for supplies needed & cleanliness
5. Three dumpsters will need inspection to order a call for WM to empty trash bins
6. Inspect the Target Stand shed for repairs to the stands, staples needed or order more cardboard (consult with clean up chr for projects)
7. Check sign in desk for supplies & if used properly
8. Check shooting tables, shooting stands, picnic tables for repairs or painting
9. At upper pistol/trap range backstop, supply plywood for backstop-change out shot up plywood with new and dispose old plywood broken up to dumpster
10. Observe the Brown Pod storage shed at the Trap range & Shed at the Archery range for any maintenance issues
11. Check the lower Archery range and archery path to the back Archery set up
12. Note whether target stand holders at each range (pistol & rifle) need repair

Note: The maintenance, to both ranges, can be listed for emergency repair or delayed for clean up projects. This will be the decision of the Vice President in charge or if other Board members deem the project necessary, a special volunteer group can be assigned to help with the project.