

President – Job Description

Position Summary

The President serves as the chief executive officer of the White Mountain Clay Targets Club, responsible for overall leadership, public representation, safe operations, and coordination of all club activities and governance.

Key Responsibilities

Leadership & Public Representation

- Always represent WMCTC professionally.
- Serve as the primary point of contact for members and the public.
- Provide accurate information about club schedules, activities, and operations.
- Support all shooting activities by being able to set up, operate, and troubleshoot all systems.
- Register guests, complete waivers, conduct safety briefings, inspect firearms, and explain shooting procedures.
- Be present during all public shooting days to ensure safe, smooth operations.

Coordination With Club Officers

- Work closely with all officers to support club business.
- Oversee financial activities including punch card sales, membership payments, expenditures, and deposits.
- Provide newsletter updates on club activities and improvements.
- Participate in board meetings and assist with agenda preparation.
- All officers and volunteers are responsible for monitoring club safety rules and ensuring they are always followed.

Governance & Administration

- Schedule and preside over the annual Board of Directors meeting.
- Plan, schedule, and oversee all contracted work (e.g., road maintenance).
- Manage major purchases and determine authorized users of debit cards and cash boxes.
- Control and track all keys, locks, and access to secure areas.

Program & Facility Management

- Oversee SCTP youth shooting activities during winter.
- Appoint and work with Range Chairman
- Manage annual Sporting Clays field setup before the April shoot.
- Direct setup and operation of Sporting Clays for monthly shoots.
- Maintain spare parts inventory for all throwers.
- Perform basic maintenance on throwers and coordinate with suppliers for technical support.