

Vice-President – Job Description

Position Summary

The Vice-President supports the overall leadership and operations of the White Mountain Clay Targets Club. This role serves as the primary backup to the President, ensures continuity of governance, assists with public-facing duties, and provides operational oversight across club activities, events, and facilities.

Key Responsibilities

Leadership & Public Representation

- Represent WMCTC professionally and support the President in all leadership duties.
- Serve as acting President when the President is unavailable.
- Assist with public communication, member engagement, and providing accurate information about club schedules and activities.
- Support all shooting operations by being able to set up, operate, and troubleshoot all systems and equipment.
- Help register guests, complete waivers, conduct safety briefings, inspect firearms, and explain shooting procedures.
- Be present during public shooting days to ensure safe, efficient operations.

Coordination With Club Officers

- Work closely with the President, Treasurer, and Secretary to ensure smooth club operations.
- Assist with financial oversight, including monitoring punch card sales, membership payments, and event revenues.
- Contribute updates for newsletters, announcements, and club communications.
- Participate in board meetings and help prepare agendas and reports.
- All officers and volunteers are responsible for monitoring club safety rules and ensuring they are always followed.

Governance & Administration

- Support planning and execution of the annual Board of Directors meeting.
- Assist in managing contracted work such as road maintenance, facility improvements, and equipment servicing.
- Help oversee major purchases and ensure proper authorization and documentation.
- Maintain awareness of key control systems, locks, and access procedures.

Program & Facility Support

- Assist with SCTP youth shooting activities during the winter season.
- Support annual Sporting Clays field setup prior to the April shoot.
- Help direct setup and operation of Sporting Clays for monthly shoots.
- Monitor spare parts inventory for throwers and assist with maintenance tasks.
- Coordinate with suppliers and technicians when equipment issues arise.
- Assist with the Appointment of Range Chairman