

# **STANDARD OPERATING PROCEDURE**

## **Addendum to Bylaws**

### Fort White Gun Club, Inc. Standard Operation Procedures (SOP) for the Board of Directors'

In addition to the itemized job description for each of the seven members of the Board of Directors outlined in the Club By-Laws, there are numerous additional tasks that have become part of the duties performed by each person. This document defines those additional responsibilities.

#### **President**

1. Liaison with the lease holder, Town of Fort White "Town Council" which requires periodic attendance at Council meetings and being responsive to contacts from the Mayor.
  - a. Contact person for Funerals and burials. Notifications from Town or from the designated contact for the cemetery and churches.
    - i. Funeral preparations include:
      1. notifying the webmaster to have him post it on the webpage.
      2. going to the Club to prepare the notification signs which specify the date and time of the required lock-down of the range in compliance with Town regulations and posting signs on both main gates.
      3. the day of the funeral it is necessary to go to the Gun Club in time to clear the Club and lock it down (using the special locks that prevent entry during the services). When it is time for the funeral to be over it is necessary to check the cemetery, and the church to make sure the people have dispersed before unlocking the Club.
2. Overseeing the "day-to-day" operation of the Gun Club, to include:
  - a. Attending and running the meetings of the Gun Club.
  - b. Appointing all Match Directors, and all committee chairpersons.
    - i. Assist any Match Director, or Committee chairperson who has a question, or problem to resolve the issue in keeping with whatever provisions are outlined in the Club By-Laws or Range Safety Rules
  - c. Participating on all committees regular, or special ex-Aficio.
  - d. Represent the Club at all external activities.
  - e. Coordinates with Membership Secretary to arrange pick up of mail from PO Box at the Fort White Post Office.
  - f. Works with the Membership secretary who maintains the waiting list of new prospective members.
    - i. coordinates and ultimately conducts the Range Safety Tours which involve taking the prospective new members to all the ranges and explaining all the rules, and regulations for each range.
      1. At the end of the tour, Range Safety tour verification forms must be completed and collected along with all the Membership Application forms and fees.

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2. After determining all forms and fees are correct, everything is turned over to the Membership Secretary
3. Monitors the surveillance cameras on the ranges, to make sure people are following the rules, and By-laws.

## **Vice-President**

1. (no added duties)

## **Recording Secretary**

1. Must be computer literate and able to produce documents in MS Word as well as PDF's.
2. Able to administer Club email list in order to distribute electronic communications utilizing a group email format.

## **Membership Secretary**

1. Collects FWGC Membership correspondence and all other Club related mail from the PO Box at Fort White Post Office, subsequently distributing incoming mail to the appropriate Officer or person.
2. Is computer literate in word processing and database management.
3. Updates and maintains the Membership Database in current digital and paper formats.
  - a. Revising data when addresses change.
  - b. Adding or deleting member information during the renewal period as well as when new members join the club.
  - c. Reviews all incoming Renewal or new Member Application forms and fees for accuracy.
    - i. Incorrect forms or fees are returned to sender with letter explaining deficiency and corrective measures required.
  - d. Coordinates printing of all member ID cards, payment of invoices for same as well as actual mailing of the cards to the 500 members and spouses annually.
  - e. Curates archival records of membership forms.
  - f. Revises Membership Renewal and Membership Applications for each year in order that all dates and fees are reflected accurately.
4. Monitors email requests from prospective new members.
  - a. Records contact information throughout the year for all the incoming email requests.
  - b. After January 31<sup>st</sup> when the "grace period" for existing members to renew ends, the accumulated list of prospective new members are contacted to arrange for the requisite Range Safety Tours.
  - c. Based on responses to the email notifications sent to prospective new members, the list of people prepared to attend Range Safety Tours is sent to President who subsequently contacts the respondents to schedule group tours.

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## **Treasurer**

1. Must be computer literate.
  - a. Use Excel or other spreadsheet program to capture financial transaction totals and prepare monthly Financial Reports
  - b. Utilize word processing program (MS Word) as well being able to create PDFs for communication with other officers and creation of forms.
  - c. Handle online bill pay for club checking account transactions.
  - d. Complete online filing of updated, Annual Business Report for Division of Corporations.
    - i. Print voucher from Division of Corporations website and submit it and \$61.25 annual fee.
2. Liaison with company agent for Liability Insurance policy. Complete annual policy renewal questionnaire with all necessary financial information.

## **Chief Range Officer**

1. Should have Civilian or Military experience as a Range Safety Officer.
2. Should have Civilian or Military experience instructing others in the use of firearms.
3. NRA Certificates as a Range Safety Officer and/or Instructor are desired.

## **Range Maintenance Officer**

1. Monitors surveillance cameras to help ensure that range rules are being followed by shooters.