

## Call for Nominations – Annual General Meeting 2016

**We are seeking nominations of Members to represent our membership and run for election to our Board of Directors.**

The Board of Directors system is designed to ensure the long-term success of the Kamloops Target Sports Association. Directors help the KTSA plan for the future and move toward established goals.

Nominations will close on December 31, 2015 to allow time for proper ballots to be prepared prior to the AGM. NO NOMINATIONS will be accepted from the floor.

The Articles of the KTSA allow only for the election of Directors (not specific positions). The ballots prepared will list those people nominated for the Board of Directors and the positions they would prefer to hold, but the final determination will be made by the Board of Directors at their first meeting.

The following is a list of positions available on the Board of Directors and a summary of the duties performed in each position.

### **All Directors:**

- Attend 10 Executive Board meetings per year and report on the respective areas at these meetings. If a Director is unable to attend, it is their responsibility to appoint someone else to attend on their behalf;
- Have regular access to e-mail (much of the club's business is dealt with via e-mail so this is essential); and prepare monthly director reports for board meetings.
- Prepare a written report as required for the Annual General Meeting;
- Prepare a written report for the KTSA quarterly newsletter;
- Any additional duties listed below.

### **President:**

- To preside at all meetings and to perform duties pertaining to his or her office;
- One to two months prior to the Annual General Meeting, or at his or her convenience, the President shall appoint a Nominating Committee;
- Prepare the Agenda for the AGM prior to the mailing of the Notice of AGM;
  - The President shall be the ex-officio member of all committees;

### **Vice- President:**

- Fills in for the President when necessary;
- First advisory contact.

### **Secretary:**

- Records board meeting minutes and produces hard copy records of club decisions;
- Report to the Chief Firearms Officer, Revenue Canada and Corporate Registry about the change in Directors within 30 days of the AGM;
- Deal with any other correspondence required by the Board of Directors.

**Treasurer:**

- To produce financial reports and supply the board with financial information on a monthly basis;
- To receive and deposit funds received on behalf of the club, in a timely manner;
- To keep the board aware of changes in banking and/or bank policy or charges;
- To disburse club funds to pay debts incurred by the KTSA;
- To perform duties pertaining to the finances of the club and attend KTSA Gun Show Committee meetings (approximately 8 per year);
- Be actively involved in all club fund raising events (The KTSA Gun Show etc.);
- Prepare the club "usage of funds" reports for the Annual General Meeting;
- Shall have prepared, Financial Statements for the Annual General Meeting, by the Accountant chosen by the Board of Directors;

**Membership Director:**

- Responsible for keeping the Membership Register up to date;
- E-mailing the members with any notices that need to go out, in a timely manner;
- Provide an ongoing list of Members to the insurance company;
- Responsible for making any changes to the Membership Application the Board of Director's decides upon;

**Junior Program Director**

- Organizes the Junior shooting program (operates Fridays from 7-9 pm);
- Works with parents and the small bore director to introduce young people to sport shooting;
- Be or become a Range Officer so that you can run the Junior Shooting events;
- Organizes shooting events for the Junior Program;
- Oversee the Junior portion of the annual raffle;
- Organize and oversee the KTSA table at the annual Gun and Antique Show (the table is run by the junior and CAP members and their coach's/Directors).

**Small Bore Program Director:**

- The Smallbore Director is responsible for promoting Smallbore interests in target sports within the mandate of the KTSA constitution and bylaws;
- The main KTSA programs for smallbore are the Competitive Athletes Program (CAP) in .22 and Air, and the smallbore program. CAP is currently run by coach Pat Landals;
- Is expected to have or take the Range Officer training provided by KTSA in order to run smallbore night (and CAP in Pat's absence).

**Archery Program Director:**

- Support and assist the KTSA Directors in the governance of the KTSA;
- Help champion and manage the Archery discipline within the KTSA;
- Prepare & submit a yearly budget for the Archery discipline to the KTSA Board of directors;

- Ensure a weekly organized opportunity is available to the archery discipline to nurture and grow the sport;
- Ensure an inventory of club bows and arrows are available to facilitate the introduction of new archers to the sport;
- Ensure the archery field butt course and walking bag course are maintained;
- Ensure each new archer is provided a KTSA orientation for archers;
- Pull together the sponsorships and volunteers from community and KTSA archers to sponsor our Annual April 3D Shoot;
- Actively support the KTSA Gun Show held yearly in April;
- Provide safety and leadership for all KTSA members.

**Military & Multi Gun Director – Roles and Responsibilities:**

- Represent the Service Conditions and 3 Gun members interests in range management;
- Contribute to KTSA quarterly newsletter with match results and discipline specific information;
- Produce an annual budget for the Service Conditions/ 3 Gun discipline;
- Maintain financial records of all matches to be turned in to the treasurer;
- Maintain a relationship with the BCRA service conditions director;
- Sponsor and act as match director/ range officer / range master for two 3 Gun matches each calendar year;
- Sponsor and act as match director/ range officer / range master for annual service conditions Service Pistol and Service Rifle match each year;
- Open and act as range officer/ instructor for weekly practice during the winter at the indoor range;
- Act as range officer/ instructor for weekly practice at the outdoor range bays in the summer;
- Volunteer to help club with range clean up days, maintenance of props and targets and to help other disciplines when necessary;
- Keep current on club affairs involving fund raising i.e. KTSA Gun Show.

**Recreational Shooting Director:**

- Organize invitational and recreational shooting events, fun shoots and competitive shooting matches;
- Report on matches to the Executive at the meetings and in a written report for the AGM.
- Actively support the KTSA Gun Show held yearly in April

**Full Bore Shooting Director:**

- Organize rifle shooting events and/or rifle shooters training.
- Produce annual budget requirements.
- Submit funds and reports from shooting events
- Promote participation in rifle shooting in all age groups.
- Actively support the KTSA Gun Show held yearly in April;

**IPSC Director (International Practical Shooting Confederation)**

- Represent the IPSC and 3 Gun members' interests in range management;
- Contribute to KTSA quarterly newsletter with match results and discipline specific information;  
Produce an annual budget for the IPSC/ 3 Gun discipline;  
Maintain financial records of all matches to be turned in to the treasurer;
- Maintain a relationship with the IPSC BC regional director;
- Sponsor and act as match director/ range officer / range master for IPSC and 3  
Open and act as range officer/ instructor for weekly practice during the winter at the indoor range;
- Act as range officer/ instructor for weekly practice at the outdoor range bays during the summer;
- Volunteer to help club with range clean up days, maintenance of props and targets and to help other disciplines when necessary;  
Keep current on club affairs involving fund raising i.e. KTSA Gun Show & club matches each calendar year.

**Cowboy Action Sports Director:**

- Inform CAS members of pertinent items discussed at Executive meetings;
- Be or become a Range Officer;
- Oversee practice nights for CAS members;
- Organize fun shoots for CAS members;
- Prepare annual budget for CAS expected expenditures;
- Keep current on club affairs involving fund raising i.e. KTSA Gun Show & club matches each calendar year.

**Note: For all director positions: These duties can be delegated, to lessen the Director's work load or to improve service to the club members.**

## **NOMINATIONS:**

**Nominations will be accepted from November 1 to December 31, 2015. Nominations must be submitted in a hard copy format or via e-mail to nominations committee.**

Nominations may be made by any member in good standing with the Kamloops Target Sports Association. Persons nominated must also be members in good standing.

A letter of nomination must include the name and member card number, a contact phone number and an e-mail address for both the person making the nomination as well as that of the nominee.

## **Contact Us:**

If you have any questions about serving as a board member, please send us an email at [info@ktsa.ca](mailto:info@ktsa.ca) or contact one of our Nominations and Election Committee members directly:

- Diana Wong, Email: [dewong2008@gmail.com](mailto:dewong2008@gmail.com) Ph: 250-571-6988
- Don Morphy, Email: [demit22@telus.net](mailto:demit22@telus.net) Ph: 250-319-1916
- Norm McRae, Email: [nmcrae@telus.net](mailto:nmcrae@telus.net) Ph: 250-374-1662