

President Job Description

East Texas Rifle and Pistol Club, Inc. (ETRPC)

Location: Longview, Texas

Reports To: Board of Directors

Term Length: Two Years (elected in even-numbered years)

Position Type: Volunteer / Elected Officer

Position Summary

The President of the East Texas Rifle and Pistol Club (ETRPC) serves as the chief executive officer of the organization. The President provides leadership, oversight, and strategic direction to ensure that all club operations, programs, and initiatives align with the club's mission of promoting safe and responsible firearm ownership, marksmanship, and good sportsmanship. As the presiding officer of the club and the Executive Committee, the President ensures efficient governance, effective communication, and a culture of safety, integrity, and fellowship within the organization.

Essential Duties and Responsibilities

1. Leadership and Governance

- Preside over all meetings of the Club and the Executive Committee, maintaining order and productivity in accordance with parliamentary procedure and club bylaws.
- Provide overall strategic direction for the organization, guiding the development and implementation of both short-term and long-term goals.
- Ensure that all activities, decisions, and policies comply with the club's bylaws, Standard Operating Procedures (SOP), and applicable state and federal laws.
- Serve as the official spokesperson and representative of ETRPC in matters relating to the club's interests, policies, and community relations.
- Uphold and promote the organization's mission, vision, and values.

2. Executive and Operational Oversight

- Oversee the general supervision and control of the club's business, facilities, and activities, in coordination with the Executive Committee.
- Provide advisory input on employment decisions and staffing related to club operations, ensuring alignment with club standards and ethics.
- Support the Range Master, Vice President, and Secretary/Treasurer in their respective roles to ensure smooth day-to-day operations.
- Ensure that the club maintains a safe, inclusive, and responsible shooting environment.

3. Financial and Strategic Management

- Collaborate with the Executive Committee to establish financial objectives, budgets, and priorities consistent with the club's goals.

- Monitor the financial health of the organization and ensure fiscal responsibility in all expenditures and commitments.
- Provide guidance and oversight to fundraising, sponsorships, and membership growth initiatives.

4. Committee and Member Relations

- Serve as an advisory member of designated committees, offering strategic guidance to align committee activities with club objectives.
- Foster open communication and transparency between the Executive Committee, Board of Directors, and general membership.
- Encourage member engagement, volunteerism, and participation in club events, matches, and community outreach.
- Address member concerns or disciplinary matters in collaboration with the Executive Committee as outlined in the bylaws.

5. Policy and Compliance

- Ensure enforcement of all club rules, range safety protocols, and ethical standards.
- Lead the process for policy review, updates, and amendments in collaboration with the Executive Committee and membership.
- Maintain compliance with the Texas Non-Profit Corporation Act and other relevant regulatory requirements.

6. Representation and Advocacy

- Act as the primary liaison with external organizations, community partners, and local or state shooting sports associations.
- Promote ETRPC as a leader in firearm safety education, marksmanship training, and responsible gun ownership in East Texas.

Qualifications

- Must be an active member of ETRPC in good standing.
- Demonstrated leadership experience in club, nonprofit, or organizational management (preferably within shooting sports or related fields).
- Strong interpersonal, organizational, and communication skills.
- Commitment to firearm safety, ethics, and community service.
- Ability to collaborate effectively and make sound, impartial decisions.

Authority and Accountability

The President has the authority to make executive decisions on behalf of the club in accordance with the bylaws and SOP. Accountable to the Board of Directors and membership for the performance, integrity, and direction of the club. Works collaboratively with other officers to ensure that all club operations reflect transparency, fairness, and adherence to established policy.

Performance Evaluation

Performance is reviewed at least annually by the Executive Committee and/or Board of Directors, with consideration given to:

- Club growth and member engagement.
- Compliance with bylaws and financial stewardship.
- Safety, reputation, and operational efficiency of the club.
- Leadership effectiveness and communication with members.