

## Secretary/Treasurer Job Description

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

Location: Longview, Texas

Reports To: President and Board of Directors

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

Position Type: Volunteer / Elected Officer

### Position Summary

The Secretary/Treasurer of the East Texas Rifle and Pistol Club (ETRPC) serves as both the chief record keeper and the financial officer of the organization. This position combines administrative precision with fiscal responsibility to ensure accurate documentation, transparent reporting, and efficient communication across all club operations. The Secretary/Treasurer works closely with the President, Vice President, and Range Master as a member of the Executive Committee, helping guide the club's financial, operational, and administrative direction in accordance with the bylaws and Standard Operating Procedures (SOP).

### Essential Duties and Responsibilities

#### 1. Executive and Administrative Support

- Serve as an active member of the Executive Committee, contributing to decisions on financial, operational, and functional matters affecting the club.
- Maintain and safeguard all club records, including meeting minutes, financial reports, membership records, and official correspondence.
- Ensure proper documentation of Executive Committee and general membership meetings, distributing minutes in a timely manner.
- Provide administrative support to the President and other officers to ensure efficient club operations.

#### 2. Financial Stewardship

- Manage all aspects of the club's financial operations, including deposits, disbursements, reimbursements, and reconciliations.
- Maintain accurate, detailed records of income, expenditures, and overall financial status of the club.
- Prepare monthly and annual financial reports for review by the Executive Committee and presentation to the membership.
- Work with the Executive Committee to prepare and monitor the annual budget, ensuring fiscal responsibility and transparency.
- Ensure all club funds are properly secured, accounted for, and used in accordance with approved purposes.
- Oversee the handling of club credit cards and verify that all transactions comply with SOP and documentation requirements.
- Ensures that all expenditures are approved and accounted for.

#### 4. Communication and Notifications

- Ensure all members receive timely notice of upcoming meetings, elections, and official communications.
- Assist in maintaining effective communication between the Executive Committee and the general membership.

#### 5. Reporting and Compliance

- Provide financial and administrative updates to the Executive Committee and membership during regular and annual meetings.
- Maintain all necessary documentation for audits, insurance, and state reporting requirements.
- Ensure compliance with the Texas Non-Profit Corporation Act and any other applicable laws governing nonprofit organizations.

#### 6. Coordination and Support

- Work collaboratively with the Range Master and Vice President to ensure all administrative and financial needs for events, matches, and facility maintenance are properly supported.
- Support the coordination of fundraising activities, sponsorships, and community partnerships.
- Maintain confidentiality and professionalism in all club-related financial and membership matters.

#### Qualifications

- Must be an active member of ETRPC in good standing.
- Prior experience in bookkeeping, financial management, or administrative leadership (nonprofit or club experience preferred).
- Strong organizational and recordkeeping skills with attention to accuracy and detail.
- Proficient in computer applications for spreadsheets, word processing, and electronic communication.
- Demonstrated integrity, accountability, and ability to manage confidential information responsibly.
- Excellent communication and interpersonal skills.

#### Authority and Accountability

The Secretary/Treasurer has authority to manage financial records, disbursements, and documentation as approved by the Executive Committee. Accountable to the President, Board of Directors, and membership for maintaining accurate, transparent, and compliant financial and administrative records. Works collaboratively with other officers to ensure the club operates efficiently, ethically, and in accordance with all governing documents.

#### Performance Evaluation

Performance is reviewed annually by the Executive Committee and/or Board of Directors, based on:

- Accuracy and timeliness of financial reporting and recordkeeping.
- Compliance with bylaws, SOPs, and nonprofit financial standards.
- Effectiveness in communication, notifications, and administrative duties.
- Contribution to the efficiency and transparency of club operations.