

Vice President 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 Vice President of the East Texas Rifle and Pistol Club (ETRPC) serves as the second-ranking officer of the organization, providing vital leadership support to the President and Executive Committee. The Vice President assists in guiding the club's financial, operational, and functional direction while ensuring continuity of leadership in the absence or at the request of the President. This role requires strong organizational skills, sound judgment, and a commitment to upholding the club's mission of promoting safe and responsible firearm ownership, marksmanship, and sportsmanship.

Essential Duties and Responsibilities

1. Leadership and Support

- Serve as an active member of the Executive Committee, contributing to the club's strategic, financial, and operational decision-making processes.
- Assist the President in implementing the club's goals, policies, and programs, ensuring adherence to the bylaws and Standard Operating Procedures (SOP).
- Provide guidance and leadership to committees or projects as assigned by the President or Executive Committee.
- Support and uphold the mission, vision, and values of ETRPC through positive representation and active involvement.

2. Acting President Responsibilities

- Assume all duties, powers, and responsibilities of the President in their absence or at their request, ensuring seamless continuity of club operations and leadership.
- Preside over meetings and events when delegated to do so, maintaining order and adherence to the bylaws.
- Represent the club at internal or external functions when the President is unavailable.

3. Executive and Operational Oversight

- Participate in financial, operational, and functional planning alongside the President and other Executive Committee members.
- Assist in reviewing and approving policies, budgets, and programs to ensure effective club governance.

- Provide input on employment or staffing matters when requested by the President or Executive Committee, helping maintain alignment with club values and performance standards.

4. Membership and Event Support

- Promote member engagement and participation in club activities, competitions, and educational programs.
- Support the coordination of events and range operations, ensuring safety, efficiency, and positive member experiences.
- Work collaboratively with the Range Master and Secretary/Treasurer to strengthen communication, administration, and outreach efforts.

5. Policy, Safety, and Compliance

- Help enforce the club's safety policies, range rules, and ethical standards.
- Participate in periodic reviews of policies and procedures to ensure continued compliance with the Texas Non-Profit Corporation Act and all regulatory requirements.
- Provide leadership in addressing member issues, disciplinary matters, or appeals in accordance with the bylaws.

6. Strategic and Community Engagement

- Collaborate with the President and Executive Committee on long-range planning, membership development, and facility improvements.
- Foster positive relationships with local shooting organizations, sponsors, and community partners.
- Advocate for the responsible and safe enjoyment of shooting sports within East Texas and beyond.

Qualifications

- Must be an active member of ETRPC in good standing.
- Demonstrated leadership, management, or organizational experience (preferably within shooting sports, nonprofits, or similar settings).
- Ability to lead, motivate, and communicate effectively with members and volunteers.
- Strong organizational, problem-solving, and decision-making skills.
- Commitment to the club's mission, firearm safety, and ethical conduct.

Authority and Accountability

The Vice President has the authority to act in the President's stead when required and to make recommendations to the Executive Committee on matters of policy, operations, and membership. Accountable to the President, Board of Directors, and general membership for ensuring continuity, integrity, and compliance in club operations.

Performance Evaluation

Performance is reviewed annually by the President and/or Executive Committee, considering factors such as:

- Leadership support and continuity of operations.
- Contribution to club governance and member engagement.
- Compliance with bylaws, SOPs, and safety standards.
- Effective communication and teamwork with officers and members.