

## Chapter 4

### **OFFICERS, DUTIES AND RESPONSIBILITIES**

#### **4.01 Officers of the Association**

(1) The honorary officers of the Association shall be:

- a. The Patron;
- b. the Vice-Patrons;
- c. the Honourary President; and
- d. the Honourary Vice-Presidents.

(2) The active officers of the Association shall be:

- a. The President;
- b. the Executive Vice-President;
- c. the Vice-Presidents (one from each province of Canada);
- d. the Comptroller; and
- e. the Deputy Chairman of Council.

#### **4.02 Tenure of Office**

The President, Executive Vice-President, Vice-Presidents, Comptroller, and Deputy Chairman of Council shall hold office until their successors have been elected.

#### **4.03 Eligibility for Election as an Officer**

No person shall be eligible for election as an officer of the Association unless he is a member in good standing (in a class other than Winter Program Member, Associate Member, Limited Member, Service Member as defined in Chapter 5, or Non-Canadian Member) at the time of the AGM. (See Article 5.12 "Eligibility to Attend Meetings and to Vote").

#### **4.04 Duties and Responsibilities of Officers**

(1) The President shall in addition to his general responsibility to the Association for the overall superintendence of its affairs and concerns be:

- a. Chairman of the Annual and Semi-Annual Meetings; and
- b. Chairman of the Council.

(2) The Executive Vice-President is ex officio Chairman of the Executive Committee, and subject to 2.04(5) may in the absence of the President exercise full powers of the President.

(3) The Vice-Presidents representing each province shall serve as members of the Council (see 2.04(1)).

- (4) The duties of the Comptroller shall include:
  - a. assuming responsibility for development of the annual budget, and presentation of the budget to the appropriate bodies for concurrence, recommendations, or approval (see 4.05(2)j. and 6.03);
  - b. prescribing the method of book-keeping and accounting used by the Association, and the banking institution in which funds are deposited (see 4.05(2)k. and 6.02(1); and
  - c. exercising such authority with respect to the expenditure of Association funds as is set forth in Article 6.02.
- (5) The Deputy Chairman of Council shall perform the duties described in 2.04(5).
- (6) The President, the Executive Vice-President, the Comptroller, and the Deputy Chairman of Council shall direct and co-ordinate activities of the various sub-committees which from time to time may be placed under their jurisdiction, ensuring that the day to day operations of the Association conform to the guidelines set by the Council and the Executive Committee.

**4.05 Association Employees - Appointment, Duties and Responsibilities**

- (1) The Executive Committee may hire such persons as it shall deem necessary to conduct the affairs of the Association. In particular they may hire a senior staff person to function as Executive Director. The Executive Committee may set terms of reference for each person hired and will set the salary to be paid.
- (2) The Executive Director shall be responsible to the Executive Committee for the general day-to-day management of the affairs of the Association in accordance with the policy set by the Executive Committee acting on behalf of the Council, and shall:
  - a. have sole authority over all other personnel in the employ of the Association, permanent or temporary;
  - b. be responsible for hiring all such personnel;
  - c. be responsible for the terms of reference and position descriptions relating to all such personnel;
  - d. make recommendations regarding salaries and other terms of employment of all such personnel to the Comptroller and to the Executive Committee;
  - e. attend and make all arrangements for all meetings of the Executive Committee, Council, and general meetings of members, and act as non-voting secretary at such meetings;
  - f. be Match Director of the Canadian Fullbore Rifle Championships and the National Service Conditions Competition;
  - g. subject to budgetary provision, engage at his discretion such part-time/temporary staff as may be required to carry out specific aspects of the Association's business;
  - h. be responsible for
    - (i) maintenance of accurate records of the proceedings of the Association,

- (ii) maintenance of registers of all classes of members and officers,
  - (iii) preparation of all statistical and other reports required by the Council and the Executive Committee,
  - (iv) notifying members of the Council and the Executive Committee of their appointment,
  - (v) liaison with appropriate personnel of the Department of National Defence, Provincial Rifle Associations, and other bodies concerning the Association's activities,
  - (vi) conducting such research and investigations as may be required from time to time to support the aims and activities of the Association,
  - (vii) enhancing the status and activities of the Association by means of advertising and general public relations, including overall responsibility for the production of the Association Magazine, and
  - (viii) compiling historical information;
- j. subject to budgetary and financial policy be authorized to
- (i) commit funds for approved expenditures, within such limits for individual items as may be prescribed by the Executive Committee, and
  - (ii) co-sign all cheques written by the Association, with such other person or persons as the Executive Committee may authorize; (See Article 6.02(5)).
- k. assist the Comptroller and other committee chairmen in budget development, advise the Comptroller as required on the state of the Association's finances, and make recommendations on such modifications to the budget as may be appropriate; (See Article 6.03).
- l. be responsible for
- (i) keeping the books and accounts of the Association in a manner prescribed by the Comptroller,
  - (ii) receiving all monies payable to the Association and depositing them to the credit of the Association in a regularly chartered bank prescribed by the Comptroller,
  - (iii) paying all wages due to employees of the Association in such manner and at such times as the Executive Committee may direct,
  - (iv) monitoring expenses against the budget, and
  - (v) at the end of each fiscal year, arranging for the auditing of accounts and preparation of a full statement thereon for the information of the Association, certified as correct by the auditor; (See Article 6.07).
- m. be the custodian of the property of the Association, with responsibility for

preparing all necessary records and lists; and

- n. undertake such other duties pertaining to his office as the Executive Committee may from time to time prescribe.