

**OFFICE DESCRIPTIONS AS PER BYLAWS**

**PRESIDENT** shall appoint committee chairmen for special projects and shall be a member of all committees, shall assist the Board of Directors, shall maintain contact with the SASS territorial governor, shall enforce all SASS and club rules and regulations, and shall have approving authority up to \$200.00 per month for payment of club business. The President shall preside over meetings and shall have the power to bind the club on official documents, except where two signatures are required for financial documents as required herein.

**VICE PRESIDENT** shall perform the duties of the President in his/her absence and shall assist as directed by the Board of Directors. The Vice President shall act as President in the event of the resignation or removal of the President, until such time as new elections can be held pursuant to these By-Laws.

**SECRETARY** shall conduct official correspondence as required by the Board of Directors, shall maintain all Club records in good order, shall keep accurate notes of meetings, shall complete and transmit required re-affiliation paperwork, shall maintain the Club equipment utilized by the Secretary, shall be responsible for notices, and shall be custodian of the corporate seal, which shall be affixed to all official documents, and shall assist as directed by the Board of Directors.

**TREASURER** shall have responsibility of all funds, shall oversee their disbursement, shall document all expenditures, shall maintain all records necessary to comply with state and federal tax laws and state Articles of Incorporation, shall prepare monthly financial statements for the Board of Directors and members, with the assistance of an outside auditor shall prepare an annual financial statement for the general membership and shall assist as directed by the Board of Directors.

**MATCH DIRECTOR** shall be a SASS R.O. 2 or equally qualified through experience. Shall function as the Chief Safety Instructor, shall orient new shooters, shall oversee general range safety conditions, shall assist with course design with regard to safety, shall act as or shall appoint a Chief Range Officer for all matches.

**DIRECTOR OF EQUIPMENT** shall maintain all Club equipment in proper working order, shall order supplies as necessary including but not limited to targets, timer batteries, staplers, staples and other match props, shall maintain the equipment storage facility/area and shall assist as directed by the Board of Directors.

**TERRITORIAL GOVERNOR** is a life member of SASS; appointed/elected by the SASS affiliated club members he or she represents; the affiliated club's official representative at SASS Territorial Governor meetings; committed to serving the interests of his or her club consistent with the promulgation and preservation of Cowboy Action Shooting and "the Spirit of the Game"; RO II Certified; computer savvy with current e-mail address on file at all times.