

# Archery Chair Job Description

## Program Management

Envision, Design, Recruit & Train Staff for, and Present archery programs

- Traditional Wood Bow, Arrow & Stringmaking (new annual programs starting 2013)
- PVC Bowmaking (New 2013)
- Introduction to 3D Archery /Cookouts (New 2014)
- Group Lessons, recruited/trained 6 USAA-certified instructors (2013-2014)
- USAA-Registered Archery Club for JOAD and Adult Target Competitions (2014)
- 3D Shoot Management: manage 3-4 GSB Shoots, represent WSC at 4-6 GSB meetings/year.
- WSC 3D Evening League (Plan for Summer 2015)

## Program Publicity

Raise visibility of Archery program in WSC and outside

- Archery Interest Mailing Lists, bi-weekly + updates (New 2012)
- WSC Monthly Newsletter Column with Photos from 2012.
- WSC Website/Calendar Updates
- Regular Email & Phone Communication with Archery List & Clinic participants
- Attend neighboring club events, build relationships and send invitations to WSC events.

## Facilities & Equipment

Plan, Obtain, Organize, and Maintain archery facilities

- Archery Corner in Clubhouse (clinic site since 2012, posters and bulletin board underway)
- Archery Closet (required building new maintenance closet upstairs)
- Archery Container (Reorganized with light and power for target maintenance 2014)
- Archery Tower (Repaired and Repainted with Archery List volunteers 2014)
- Archery Target Range (maintain, cut brush, re-bag targets, new 18 meter cable planned for 2014-2015)
- Archery Bale Range (Cleared and Built 2014, expansion)
- Archery Equipment: (Recurve Bows, Arrows and Accessories purchased 2014)
- 3D Courses (redesigned and built new loops to allow leaving up during season 2014)
- 3D Target Maintenance (place January, retrieve September, replace or repair as required)
- Indoor Archery/Air Pistol Building: (feasibility study to begin late 2014)

## Finances

Establish and manage annual budget for Archery

- Present annual budget and updates to Executive Committee
- Establish charges and fees for WSC archery events.
- Collect program receipts and expenses, deliver with accounting to WSC Treasurer

## WSC Community

Organize Archery contributions to WSC events and programs

- Apple Blossom Float (Bows and Targets)
- Open House (Displays, instruction, archery games)
- Communicate with/Recruit prospective WSC members interested in Archery
- Cleanups (enlist Archery List volunteers to help with Building & Grounds)