

# Sherwood Park Fish & Game Association

## Firearms Director (Handgun)

### Primary Role:

The primary function of the Firearms Director (Rifle) is to promote and encourage the shooting sports among SPFGA members. The Firearms Director (Rifle) is an individual who will represent all SPFGA members with an interest in handgun use.

The Firearms Director (Handgun) is expected to have an understanding of firearms and should be reasonably knowledgeable about Canadian firearms law. This individual also is passionate about the shooting sports and is willing to promote the shooting sports across all fields (rifle, pistol, shotgun, and black powder).

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

### Requirements:

- Possess (at all times during their tenure) a valid restricted PAL.
- Have experience with firearms, particularly with regards to handguns.
- Advocate and represent all aspects of the shooting sports (pistol, rifle, black powder, shotgun)
- Be an SPFGA member in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc

### Permanently Assigned Responsibilities:

- Advise the Board of Directors on firearm issues.
- Collection and safeguarding the collection of data regarding range use, in accordance with Board policy and Federal regulations.
- Supporting other Board members with club-focused activities such as the Black Powder shoot, Family Fun Day, etc.
- Serve on the Member Disciplinary Committee as circumstances require.
- Be knowledgeable about the Firearms Act, Range Regulations, and political matters as they relate to the shooting sports.

### Tasks:

This list is representative and not intended to be exclusive:

- Carries out the duties and responsibilities of a Range Enforcement Officer when on the SPFGA property in a professional and courteous manner.
- Provide a financial budget for all handgun related aspects of the club.
  - Budget for improvements, maintenance and events.
  - Work within the fiscal constraints of the club and contribute to decision making process for financial decisions.
- Work with the Maintenance/Facilities chair and staff to maintain and enhance the handgun range(s).
  - Coordinate with the above members to insure the handgun ranges are in good working order and repair.
  - Work with the above members to build enhancements into the handgun range that are within the regulations of both the SPFGA and the CFO.
  - Work towards expanded use of other areas of the range to handgun use within the regulations of both the SPFGA and the CFO.
- Design, promote and facilitate handgun related programs.
  - Design events promoting handgun use.
  - Facilitate the introduction of all handgun sport based on member driven feedback.
  - Promote all handgun related events at SPFGA.
- Communication and meetings with the membership and board members.
  - Attending monthly board meetings.
  - Monitoring and responding to email, Facebook group and other media as required.
- Monitor and respond to inquiries on the [handgun@spfga.ca](mailto:handgun@spfga.ca) email account in a timely manner.
- Stay regularly informed on Association matters through participation in discussions by email or on the SPFGA Slack group.
- Doing the necessary pre-reading and pre-work required to come prepared to Board meetings.
- Provide relevant content to the SPFGA Communications Director for publication for publication in the newsletter, email updates, and social media.
- Volunteering at SPFGA events and activities.