

# Sherwood Park Fish and Game Association

## Archery Director Job Description

### Archery Director

The primary function of the SPFGA Archery Director is to promote and build the archery community within SPFGA through a combination of youth and adult events and work parties. This position is a year-round role.

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

This list is not inclusive:

- Meet the eligibility requirements set out in [Bylaw 4.1.3](#).
- 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,
  - Microsoft Office
  - Online collaboration and meetings using Microsoft Teams

### Qualifications

The following list is not inclusive:

- Knowledge and experience in Archery
- Strong organizational and planning skills.
- The ability to innovate and adapt
- Strong communication skills, both written and verbal.
- Experience in the area of governance, stewardship, and/or strategic planning.

### Responsibilities

The following list is not inclusive:

- Contribute to the effectiveness of the Board and its members.
- Perform other responsibilities as assigned by the Board.
- Make a serious commitment to participate actively in Board and committee work.
- Stay regularly informed on Association matters by participation and discussions with Board members via virtual meetings, in person meetings, or online collaboration tools.
- Know and understand the Conservation Easement (CE) that exists between SPFGA and the Nature Conservancy of Canada (NCC).
- Prepare well for meetings, and review and comment on minutes and reports.
- Keep the Board informed of Association matters with reports at regular Board meetings.

## Tasks and Duties

The following tasks and duties are assigned. These lists are not inclusive.

### General

- Prepare signage, instructions, and club rules in the archery area to support membership education (e.g., use of broadheads, removing projectile from butts and mounts, maintenance of 3D lanes, etc.)
- Monitor and respond to emails on the assigned email address in a timely manner.
- Review the contents of The Ketchamoot Discourse Facebook discussion group for discussions or questions relative to their area. Respond to members and answer questions.
- As required, provide relevant content to the Communications Director for Bullet Points, Safe and Sound, or the quarterly newsletter.

### Financial

- Prepare a budget for archery programs at SPFGA and submit it for inclusion in the annual operating budget.
- Track and approve budget expenses for archery.

### Facilities / Maintenance

- Evaluate condition of archery area, ongoing throughout the year.
- Plan and coordinate work parties for general range clean up, setup and teardown of 3D lanes, including placement of targets (April, September). This includes, but is not limited to:
  - Repair and maintenance of target butts; check for damage and reposition as needed to avoid undue wear.
  - Repair and maintenance of 3D target bases; build on rebar stakes with a 6" protrusion through a 2x4, with the 2x4 perpendicular to the target to provide support.
  - Coordinate landscape maintenance of 3D lanes with the Vice President, Operations as needed.
  - Construct and install new media as required (butts and 3D figures).
  - Prepare archery shed for winter season;
    - 3D targets are aligned in the storage shed with care not to damage them.
    - 2x4 supports are stacked so they stay dry.
    - Rebar stakes are piled in buckets and all items that can freeze are removed and put in the garage.
- Ongoing review of field butts and 3D mounts for broadhead damage. If damage is found, review archery and main gate cameras to determine offender and report to Disciplinary Committee for review and action.
- Work with the Environmental Conservation director on matters regarding the Nature Conservancy of Canada when the Archery range or 3-D Trail is involved.

## Events

The Archery Director is expected to organize events in accordance with the SPFGA policy manual. Some examples of events are:

- Work party to setup the 3D archery trail (typically late March/early April)
- Work Part to take down the 3D archery trail (typically late September/early October)
- A social shoot each year (e.g. Poker Shoot, July)
- 3D Hunter Shoot
- Youth event(s).