



South African Institute of Range Officers and Instructors Duties and Responsibilities of the Management Committee

Chairperson

1. Manage and co-ordinate the activities of S.A.I.R.O & I.
2. Co-ordinate the certification and promotion of S.A.I.R.O & I members.
3. Co-ordinate the training and improvement of S.A.I.R.O & I members.
4. Co-ordinate the establishment of an annual maintenance program for S.A.I.R.O & I members.
5. Ensure that the necessary Board and Management meetings are timeously convened, in accordance with the requirements of the S.A.I.R.O & I Constitution.
6. Chair S.A.I.R.O & I Board and Management meetings.
7. Ensure that comprehensive Minutes of the proceedings of all meetings are prepared and distributed.
8. Ensure that all S.A.I.R.O & I Board decisions are recorded in a Minute Book.
9. Monitor the safe conduct of matches held under the auspices of the Association and co-ordinate related recommendations to the Association.
10. Co-ordinate recommendations to the Association, relating to the objectives and functions of S.A.I.R.O & I, as well as the I.P.S.C competition rules.
11. Recommend appointments to I.R.O.A.
12. Ensure sufficient match officials available at Level III or higher matches.
13. Co-ordinate the approval of the Range Master for Level III or higher matches.
14. Assist the Executive Council with approval of national Courses of Fire.
15. Represent S.A.I.R.O & I at national events.
16. Represent S.A.I.R.O & I at applicable meetings within the Republic of South Africa, unless otherwise delegated.
17. Ensure that the Rights and Benefits of SAIRO & I members are upheld, and if deemed necessary, the appropriate disciplinary action is taken.

Vice Chairperson

1. Assist the Chairperson in his duties.
2. Chair S.A.I.R.O & I Board and Management meetings in the absence of the Chairperson.
3. Ensure that the S.A.I.R.O & I Constitution, Annexures and Policy documents are kept updated in line with Board decisions, and that the relevant bodies are notified of any changes to these documents.
4. Oversee Development and Public Relations.
5. In the absence of a financial portfolio on the Management Committee, the Vice Chairperson shall:
 - 5.1. Timeously submit an estimated Income and Expenditure Account, including monthly and annual budget requirements, to the Secretary of the Association.
 - 5.2. Oversee the administration of all funds allocated by the Association.
 - 5.3. Ensure the appropriate control and records of all assets of S.A.I.R.O & I.
6. Ensure the custody and care of S.A.I.R.O & I assets.



South African Institute of Range Officers and Instructors Duties and Responsibilities of the Management Committee

Secretary

1. Circulate notifications and agendas for S.A.I.R.O & I Board and Management meetings within the time periods prescribed in the S.A.I.R.O & I Constitution.
2. Notify the Provincial Associations of the number of votes for S.A.I.R.O & I Board meetings.
3. Record and prepare comprehensive minutes of S.A.I.R.O & I Board and Management meetings.
4. Distribute minutes of S.A.I.R.O & I Board and Management meetings.
5. Update the S.A.I.R.O & I Constitution, Annexures and Policy documents in line with Board decisions, and notify the relevant bodies as applicable.
6. Record all S.A.I.R.O & I Board decisions in a Minute Book.
7. Receive, collate and distribute all correspondence accordingly.
8. Ensure timeous call-up of match officials for Level III or higher matches.
9. Ensure timeous notification of match officials for Level III or higher matches, in conjunction with the appointed Range Master.

Administrative Officer

1. Attend to the daily administration of the Association.
2. Compile and maintain a database of all S.A.I.R.O & I members and their points accrued.
3. Advise on progressions, based on the data available.
4. Issue certificates and insignia as applicable.
5. Follow-up on the status of all S.A.I.R.O & I members as relates to promotion and/or termination of membership.
6. Make available copies of any S.A.I.R.O & I documentation if so requested by the Association and/or S.A.I.R.O & I members.

Development Officer

1. Provide assistance to provincial associations in administering their own Range Officers Institutes.
2. Co-ordinate the training, development and progression of Range Officers within the provincial associations.
3. Expand the recruitment base to grow membership.
4. Make available training tools such as course outlines, teaching aids, course material and exam, etc.
5. Make available the necessary tools and personnel as may be required for certification and/or promotion of Range Officers.
6. Maintain and update a manual for Range Officers, which would contain guidelines and policy for multi-stage match administration, arbitration proceedings, course and match design, etc., in accordance with I.R.O.A guidelines.