

DUTIES/RESPONSIBILITIES OF EXCO MEMBERS AND COMMITTEES

Chairman

1. Manage /co-ordinate the daily running of SAPSA.
2. Co-ordinate strategic planning and execution for SAPSA.
3. Represent SAPSA at national /international events.
4. Represent SAPSA at IPSC meetings and the Assembly.
5. Represent SAPSA at meetings with other bodies and SAPS.
6. Chairs ExCo/Council meetings.
7. Director Sec 21 company.
8. Is the Regional Director for South Africa.

Vice Chairman

1. Acts as chairman in any of the above functions due to chairman's unavailability.
2. Director sec 21 company.
3. Oversees development.

Secretary

Responsible for ensuring that

1. Minutes and agendas for ExCo and Council meetings are kept.
2. Membership lists are compiled and maintained.
3. Receipts are issued for membership fees.
4. Info and newsletters to members are distributed.
5. Daily administration for SAPSA is carried out.
6. Squadding and scoring for national level matches are co-ordinated.
7. Entries for national level matches are co-ordinated.
8. Level III and higher match scores are submitted to IPSC timeously.
9. National logs are compiled and maintained.
10. Director Sec 21 company.
11. Chairman of the Selection Committee.

Treasurer

Manage the financial affairs on a daily basis

1. Keep accounts, registers, records and entries as necessary.
2. Ensure that the books and accounts of the Association are audited annually.
3. Submit an audited balance sheet, income and expenditure account to the Council for the relevant financial year.
4. Submit to the Annual Council Meeting an estimated balance sheet, an income and expenditure account and a projected cash flow for the coming year.
5. Maintain a bank account with a registered commercial bank.
6. Ensure that all moneys received is deposited to the Association's account.
7. All payments must be made by negotiable documents as authorised by the ExCo.
8. Ensure that receipts are issued for all moneys received.

PRO

1. Responsible for liaison between SAPSA and other sporting bodies and government departments.
2. Promote practical shooting against the anti-gun onslaught.
3. Director Sec 21 company.
4. Recruit new members.

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Development officer

1. Develop the level of competence of all members with the ultimate aim of winning at the next world shoot.
2. Co-ordinate coaching to improve all levels of practical shooting.
3. Co-ordinate development of new shooting ranges/maintenance and improvement of existing ranges.
4. Co-ordinate growth of 3-gun competition.
5. Expand the recruitment base to grow membership.
6. Director Sec 21 company.

Provincial delegate

1. Represent province/s at SAPSA ExCo meetings according to mandate.
2. Communicate with clubs – before and after ExCo meetings.

Administration Officer

1. Daily routine admin for SAPSA.
2. Entries for national level matches.
3. Squadding and scoring for national level matches.
4. National logs.
5. Sends out notices.
6. Membership lists. Issue membership cards and receipts for membership fees.
7. Submit level III and higher scores to IPSC.
8. Print score sheets for nationals.
9. Bank money as required.
10. Arrange temporary firearms import permits for competitors from outside the RSA.

Chairman SAIRO

1. Manage and co-ordinate day to day activities of SAIRO.
2. Training and development of RO/SO/CRO/RM/MD.
3. Perfect record for safety at competitions.
4. Appointment of new RO/SOs.
5. Recommend promotion to national SO, CRO and RM to the ExCo.
6. Recommend appointments to IROA rank to IROA.
7. Liaise with IROA.
8. Ensure that there are sufficient officials at national competitions.
9. Advice on correct application of IPSC Rules.
10. Custody and care of SAPSA/SAIRO equipment.

Selection Committee

1. Fair and just selection of national teams according to Council instructions.
2. Minutes of selection committee meetings
3. Confidentiality of selection meetings as appropriate.
4. Maintain a uniform set of selection rules.

Vetting Committee for National Competitions

1. Check courses of fire for adherence to IPSC principles.
2. Check stages for adherence to IPSC Rules.
3. Ensure balance between speed and accuracy.
4. Implement good course design.
5. Remain up to date with course design tendencies in the world and especially the approach for the next world shoot.

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6. Ensure that level III and higher COF are vetted and submitted to IPSC for vetting timeously.
7. Ensure equal challenge for all level of shooters at competitions.
8. SAIRO will co-ordinate the inputs of the Vetting Committee.

The Vetting Process Flow: province - Admin Off - Vetting Committee - SAIRO - Admin Off - province - Admin Off - SAIRO - Admin Off - IPSC - Admin Off - Province/RD Vetting group - match.

Amendment to the Vetting Committee approved by the Management Committee 28 July 2007