



The Flyer

Official Newsletter of the
Airfield Shooting Club

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Airfield Shooting Club

at the Airfield 4H Center ~ Wakefield, Virginia

P.O. Box 250, Wakefield, VA 23888



Special Edition



BOARD OF DIRECTORS ELECTION

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Annual ASC Election Meeting and Breakfast

Date: July 20, 2024

Time: Breakfast begins at 8:30am

Location: Airfield Center's Gray Building Dining hall

Who: Active members only

RSVP: email no later than July 5th

Secretary@airfieldshootingclub.org

Breakfast is paid for by the Club for all ASC Members active and in good standing only (no additional guests or family members).

After breakfast, ASC President and other Board members will address Club matters. Elections will then be held. We encourage all active members to come out and vote!

***** ASC WILL NOT BE TAKING IN NEW MEMBERS AT THIS MEETING *****

In this Special Edition Newsletter: Election of the Board of Directors for the 2024/2025 Session

As we approach the end of another productive year at Airfield Shooting Club, it is time to turn

our attention to the upcoming election of the Board of Directors for the 2024/2025 session. This election marks a crucial moment in our club's governance, where dedicated individuals have the opportunity to step forward and shape the future of our community.

For the current year, our board consists of the following positions: President, Vice President, Secretary, Assistant Secretary, Treasurer, Chief Instructor, Maintenance Officer, Editor of the Club Newsletter, Webmaster, Shotgun Director, Provost, and Orientation Director. Each role plays a vital part in ensuring the smooth operation and development of our club.

The election ballot for the 2024/2025 session includes several open positions. Members interested in serving on the board are encouraged to review the current list of open roles and consider how their skills and passion can contribute to the club's success.

Volunteering to serve on the Board of Directors of Airfield Shooting Club is not just a responsibility; it is a rewarding experience that offers numerous benefits.

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Board service provides excellent networking opportunities, allowing members to connect with fellow enthusiasts, industry professionals, and community leaders.

There is immense satisfaction in knowing that your efforts contribute directly to the success and growth of Airfield Shooting Club, fostering a sense of pride and accomplishment.

Board members gain valuable insights into club management, governance practices, and the broader shooting sports community, which can be applied both within and outside of the club setting.

If you are interested in serving on the Board of Directors for the 2024/2025 session, we encourage you to reach out to the current board members or the club office to express your interest and learn more about the responsibilities and expectations associated with each position.

Your involvement is crucial to the continued success and vibrancy of Airfield Shooting Club. Together, we can uphold our commitment to providing a safe, supportive, and enjoyable environment for all members.

Thank you for your ongoing support and dedication to our club. We look forward to a successful election and another year of fulfilling shooting experiences.

2024/2025 Airfield Shooting Club Board Positions

Roles & Responsibilities

President

The President shall preside at all meetings of the Club and shall serve as chairman of the Board. They shall exercise general supervision of the affairs of the Club with the concurrence of the Board. They shall appoint the members of all committees and shall serve as member ex-officio on all committees except the nominating committee. They shall ensure the Club has access to legal counsel on all matters pertaining to the Club business and activities. The President shall be eligible to vote on all matters before the Board. The President, or their designee, shall be responsible for all public relations. No statement or opinion of any member, the President, or their designee shall represent the position of the Club without the approval of the Board. The President shall not chair, appoint members, or otherwise direct the activities or business of the Nominating Committee.

Vice President

The Vice President shall assist the President in the discharge of their duties. The Vice President shall occupy the President's position in their absence and perform their duties with the same authority as the President. In the absence of a designated newsletter editor, the Vice President shall be responsible for the publication of a Club newsletter, which at a minimum should be published quarterly.



IT'S TIME FOR BOARD ELECTIONS!



Secretary

The Secretary shall keep the minutes of all meetings of the Club and its Board. They shall disseminate the minutes at regular Board meetings. They shall also provide full notice and record of decisions made and policies adopted by the Board by inclusion in the Club newsletter. The Secretary shall maintain custody of all records and correspondence of the Club, including the range log, and arrange for the maintenance of a permanent Club address or post office box routinely handling incoming mail.

The Secretary shall, at the direction of the Board, issue notice of all meetings or events, both regular and special, to the members. The Secretary shall develop all billing and paperwork for renewals and accept all member applications for processing and all membership moneys received by the Club. All funds shall then be transferred to the Treasurer.

The Secretary shall ensure that all new members have met all of the requirements for membership, to include being screened against the NSOPW. The Secretary shall maintain the NRA and State Association Recruiter Programs. Other duties include maintenance and distribution of a current Club roster with all essential member information; maintenance of a file of forms and uniform procedures for the conduct of Club business and meetings and routine Club correspondence. In addition, the Secretary shall serve as the President in the absence of the President and Vice President performing those duties with full authority in such instance.

Assistant Secretary

When the position is filled, the Assistant Secretary shall assist the secretary in the performance of their duties.

They shall maintain attendance records, and greet new members and guests.

Treasurer

The Treasurer shall maintain financial records of the Club, establish a set of books, open and maintain financial accounts in appropriate institutions designated by the Board and shall be responsible for receiving, accounting, and disbursing of all Club funds authorized by the Board. At the conclusion of the fiscal year the Treasurer shall prepare a statement of financial condition of the Club for audit as directed by the Board. In addition, the Treasurer shall, with the support and cooperation of the Board, administer and monitor such Club investment programs as adopted in the best interest of the Club's assets. They shall also be responsible for filing all tax documents in a timely manner. The Club shall provide bond in an amount set by resolution to cover the office of Treasurer.

Chief Instructor

The Chief Instructor shall coordinate all instruction at the club with the approval of the Board. When possible they shall be rated by the NRA as certified rifle, pistol or shotgun instructor. They shall coordinate with the secretary to ensure appropriate records are maintained so as to document that all new members have received instruction concerning the rules and procedures on the range. The Chief Instructor may appoint Range Safety Officers and other assistant instructors as they deem necessary. Assistant instructors, when possible, shall be rated by the NRA as not less than Certified Instructors. They shall also be responsible for appointing match directors, who shall plan and conduct all matches held by ASC. They shall ensure all reports for various training programs, i.e., Juniors Program, Pistol Class, etc are submitted in a timely manner to the National Rifle Association and/or the Civilian Marksmanship Program as appropriate.



Chief Instructor—continued

The Chief Instructor shall have primary responsibility for safety on all ranges. They shall be responsible for proposing changes to the range rules in order to promote safe operation of the ranges. They shall provide oversight and maintain an up-to-date inventory of the club's more valuable training assets, including firearms, archery equipment, and such other non-consumable training materials as the Club may acquire. The inventory shall list a clear description of major assets along with the names of those who have custody of the assets. A copy of the inventory shall be provided to the Secretary when changes are made.

Maintenance Officer

The Maintenance Officer shall have charge of the maintenance and security of the ASC range, property, and equipment. They shall be responsible for planning all work parties and shall have primary responsibility for overseeing new construction projects. They shall provide oversight for and maintain an inventory of the club's more valuable maintenance assets. The Maintenance Officer shall be responsible for replacement of all consumables routinely used in the course of maintaining the range. Additionally, they shall ensure compliance with Lead Best Management Practices. A Lead Management Report and a State of the Range Report (improvements, proposals, accomplishments over the period) shall be submitted to the ASC Board and to the Director of the Airfield Conference Center in June of each year.

Editor of the Club Newsletter

When the position is filled, the Editor of the Club newsletter shall be responsible for publishing and distributing the newsletter as frequently as requested by the Board. At a minimum, the newsletter should be published quarterly. They shall also cause to be

published other material required by the Club.

Webmaster

When the position is filled, the Webmaster shall be responsible for maintaining the club website and e-mail distribution lists.

Shotgun Director

When the position is filled, the Shotgun Director shall be responsible for maintaining and accounting for the supply of clay targets. They shall be responsible for issuing and reloading the RFID cards. They shall also be responsible for submitting all billing to members associated with the RFID cards. The treasurer shall still collect money and verify bills are paid prior to the Shotgun director reloading the shotgun RFID cards. They shall also oversee the maintenance of the skeet and trap machines. The Shotgun Director shall be responsible for overseeing the submission of all shotgun-related reports to the governing bodies of the various shotgun sports offered by ASC. These include, but are not limited to: National Skeet Shooting Association, Virginia Skeet Shooting Association, Amateur Trap Association, etc.

Provost

When the position is filled, the duties of the Provost are to prevent and suppress damage to the property and the assets of the Airfield Conference Center and of the ASC by strict enforcement of the range rules; to preserve good order at the range and at ASC meetings and events; to enforce the rules and Bylaws of the ASC and the rules of the Airfield Conference Center that are applicable to the ASC members and to 4-H staff; to investigate and report rule violations to the ASC Board and make recommendations for disciplinary action; to administer disciplinary actions and punishment imposed by the ASC



Provost—continued

to take corrective action to ensure the safety of the range at all times, including but not limited to the removing of ASC members or other persons (by contacting police authorities if necessary) who may pose a safety risk or are otherwise in violation of the rules of ASC; They shall assist the Chief Instructor in proposing changes to the range rules in order to promote safe operation of the ranges.

Orientation Director

When the position is filled, the duties of the Orientation Director are to manage new member orientations. This includes corresponding with potential new club members, sending and processing club applications, verifying credential requirements, creating badges, scheduling orientation dates, soliciting volunteers to help run orientations, and attending all orientations to facilitate check-in. When the position is unfilled, the duties of the Orientation Director default to the secretary.





**Airfield Shooting Club
2024 – 2025 Election Ballot
Board of Directors
July 20, 2024**

Place an "X" in the box to the left of the candidate's name of your choice or print in the name of the candidate of your choice nominated from the floor.

President <input type="checkbox"/> Art Schoner <input type="checkbox"/> _____(write in)	Vice-President <input type="checkbox"/> Tim Drewry <input type="checkbox"/> _____(write in)
Secretary <input type="checkbox"/> Lena Eljaiek <input type="checkbox"/> _____(write in)	Treasurer <input type="checkbox"/> Kirk Culpepper <input type="checkbox"/> _____(write in)
Chief Instructor <input type="checkbox"/> Scott Sampson <input type="checkbox"/> _____(write in)	Maintenance Officer <input type="checkbox"/> Cory Allen <input type="checkbox"/> _____(write in)
Shotgun Director <input type="checkbox"/> Brenda Norton <input type="checkbox"/> _____(write in)	Webmaster <input type="checkbox"/> Kyle McClammy <input type="checkbox"/> _____(write in)
Newsletter Editor <input type="checkbox"/> Tom Sanford <input type="checkbox"/> _____(write in)	Provost <input type="checkbox"/> vacant <input type="checkbox"/> _____(write in)
Director <input type="checkbox"/> Dale Mullin <input type="checkbox"/> _____(write in)	Director <input type="checkbox"/> E Todd Woessner <input type="checkbox"/> _____(write in)
Director <input type="checkbox"/> Frank Sanders <input type="checkbox"/> _____(write in)	Director <input type="checkbox"/> Mike Lawler <input type="checkbox"/> _____(write in)
Director <input type="checkbox"/> Ray Covington <input type="checkbox"/> _____(write in)	Director <input type="checkbox"/> Taylor Strickland <input type="checkbox"/> _____(write in)
Orientation Director <input type="checkbox"/> vacant <input type="checkbox"/> _____(write in)	Assistant Secretary <input type="checkbox"/> vacant <input type="checkbox"/> _____(write in)