

# Tockington Archers

## Committee Member Post Profile

**Tockington Archers is a club run by the members for the members for the enjoyment of archery. All committee posts are filled and performed by volunteers who are appointed in accordance with the club constitution.**

**Post:**

Club Captain

**Duties of the Post:**

It is the duty of the post holder to:

- 1) Keep a check on the club equipment and its condition  
For example:
  - a) The condition of target bosses, stands, bows, and arrows
  - b) The consumables such as line marking paint, fletching and bow servicing equipment and spares
  - c) The condition of the hut and its structure
- 2) Maintain records of club equipment
- 3) Attend committee meetings
- 4) Prepare and present a Club Captain's report at the AGM
- 5) Keep the other members of the committee informed as to the condition of the equipment and the need for repair or replacement and advise and assist in that repair or replacement
- 6) Assist with the planning and field arrangements for club tournaments and events
- 7) Advising and assisting the tournament organiser with field parties to layout the targets and field
- 8) Keep a check on the shooting fees book and cash. Advise the treasurer or remove surplus cash on his behalf when the amount exceeds approximately £10