



# Caboolture Clay Target Club

PO Box 1424 Burpengary DC, Q 4505

[www.cctc.com.au](http://www.cctc.com.au)

President: Brett Brown Tel: 0408 910 117  
Secretary: Guy Montgomery Tel: 0412 009 907  
ABN: 25 423 732 203



## Expectations of a Committee Member 2020

As a Committee member of the Caboolture Clay Target Club you will be trusted with a Club entry key. This key will open all facilities of the club and it is your responsibility to keep it secure and must not be loaned or given to any other person who is not authorized. The key will need to be handed back in at any/all AGM meetings to the Secretary.

The Club relies predominantly on Volunteers, that is the “*Committee first*”, and then others who may wish to assist and volunteer some time.

### Duties expected as a Committee member: -

- (1) Attend monthly committee meetings held on the third Monday of each month starting at 5.30 pm. At the end of the meeting a “Practice Roster” will be set for the weeks ahead. All members will be expected to run/help on at least 1[One] Saturday practice per month.
- (2) For Saturday Practice, assist the set-up of the three different disciplines [generally a good starting time should be around 7.00 am] ready for a 9.00 am Novice start if any, or an 11.00 am general practice start. (e.g.: DTL, Skeet, Sporting).
- (3) Assume the role as Range Officer or Assistant Range Officer when required (training provided).
- (4) Help in the kitchen with cooking preparing food if/as required.
- (5) During the general practice day, ensure traps are always kept loaded with targets, check that all those shooting have signed in on the range register, & visitors signed in the Visitors book.
- (6) Serve behind the bar. You will be required to obtain a RSA certificate (at the club’s expense). The Secretary will also ask you to apply for a Queensland Blue Card for working with Children. (Nil cost as volunteer)
- (7) Help to put away traps [Sporting], close trap houses, reload traps with targets.
- (8) At the end of the day, walk around grounds, making sure that all trap houses, Sporting sheds, containers, club main doors, office are all locked & the alarm ready to set on exit. Check target shed locked, take down flags & put away, close gates & lock.
- (9) Potentially assist with minor administrative duties associated with daily running of counter.

**All correspondence should be addressed to the Secretary (such as receipts, invoices etc.) Placed in secretary tray in main office. Any other queries by phone or email to the secretary.**

Signed,

**Club President**