

Document #: NSSA ADM111	Title: NSSA EXECUTIVE DIRECTOR	Print Date: 6/2/2016
Revision #: 0.0	Prepared By: James Gast / Michael Hampton / Steve Scales	Date Prepared: 5/26/2011
Effective Date: 5/26/2011	Reviewed By: Executive Committee	Date Reviewed: 6/2/2016
Next Review: NLT 6/30/2018	Approved By: Executive Committee	Date Approved: 5/26/2011
Standard: N/A		

Policy: A description of the NSSA Executive Director’s Responsibilities above and beyond those generally identified in the Corporation By-Laws.

Purpose: To further clarify the duties of the Executive Director and his responsibilities.

Scope: Applies specifically to the Executive Director

Responsibilities:

Hired by and serves at the behest of the NSSA Executive Committee.

Manages all normal daily business operations of the National Shooting Complex.

Duties:

1.0 SPECIFIC DUTIES AND POWERS EXTENDED

- 1.1 Hiring, firing and disciplinary actions regarding staff other than Directors.
- 1.2 Signing of contracts for services relating to NSC activities including all shooting events, target fees, maintenance and utilities services.
- 1.3 Management of grounds and facilities of the NSC including additions, repairs, appearance and maintenance.
- 1.4 Management of the work activities and efforts of the Directors of Finance, Skeet, Sporting Clays, National Shooting Complex, and Information Technology and coordination of their contributions toward the management of the Association.
- 1.5 The Executive Director with the Director of Finance will jointly approve any short term borrowing up to \$250,000 having first advised the President and Finance Committee Chair and agreeing on a recommended repayment plan. Any proposal to enter into long term debt or short term debt in excess of \$250,000 must first be submitted to the Finance Committee by Management. The Finance Committee will determine whether to recommend that proposal to the Executive Committee who then has the authority to approve or disapprove the proposal.
- 1.6 The Director-level staff shall meet weekly to discuss the general business of the association and the Executive Director shall notify the President of the

Association and/or the Executive Committee regarding events or occurrences having a potential impact on the Association.

Revision History:

Revision	Date	Description of changes	Requested By
0.0	5/26/2011	Initial Release	J Gast/M Hampton/S Scales
0.0	5/24/2012	Re-affirmed	