

SHOOTING SPORTS – AMERICAN HISTORY – CIVIC ENGAGEMENT



REVERE'S
—RIDERS—

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POSITION TITLE: EXECUTIVE OFFICER FOR EVENT MANAGEMENT

PURPOSE: Revere's Riders is structured with "Event Directors" as the personnel authorized to organize, plan and run events. The Executive Officer for Event Management is responsible for oversight of all Revere's Riders Event Directors along with the training program for new Event Directors. Assistants should be appointed if needed.

LOCATION: This position may be accomplished anywhere. Occasional travel for strategy sessions, member training or partner development may be appreciated, but is not required.

KEY RESPONSIBILITIES:

- Develop standard operating procedures for the planning, organizing and running of Revere's Riders events
- Develop training standards for club members who desire to become Event Directors
- Attends quarterly board meetings (virtual conference call); report on status of projects
- Coordinate with the webmaster to ensure Event Directors have access to necessary website resources for event management

RESPONSIBLE TO: This position reports directly to the club president.

LENGTH OF APPOINTMENT & HOURS: Service for at least a calendar year is expected; an estimated 4-8 hours per week will be required for duties.

QUALIFICATIONS: This officer should have extensive experience and knowledge in the organizing, planning and conduct of firearms training events. Substantial prior experience with managing firearms training events is desirable but no particular expertise in firearms training itself is required. The officer needs basic leadership skills and should be able to organize a small team or committee, delegating tasks where appropriate. Any individual in this position should have a humble "servant leadership" approach with a desire to coach and mentor other club members.