

DUTIES AND RESPONSIBILITIES OF THE NSSA DIRECTOR OF SKEET

The NSSA Director of Skeet is responsible for the entire operation of the National Skeet Shooting Association, operating to uphold our Association Bylaws.

- Prepare for, host, & follow-up on all action items for a minimum of two meetings with NSSA Officers and Executive Committee and one annual meeting of NSSA Board of Directors reporting on the status of the association.
- Work closely with and provide support to Association Committees and others appointed by the President.
- Interface with peers (Dir. of Sporting Clays and Dir. of Finance) to ensure coordinated operations between skeet & sporting clays.
- Be the “voice of skeet” to our NSSA membership – individual members, member clubs, State & Zone associations.
- In executing above responsibilities, give direction to & oversee NSSA staff.
- Manage all logistics, equipment, supplies, registration, reporting, awards and saleable merchandise.
- Act as primary contact for NSSA sponsored shoots (US Open, Krieghoff Masters, and Junior World). Including contacts with sponsors, host clubs, staff and registration personnel. This includes securing any contracts required and overseeing preparation of programs and other information.
- Certify membership rolls of the NSSA, announce elections and gather candidates for election as Board of Directors, Executive Committee, and NSSA Officers. Prepare ballots, conduct the election and announce winners.
- Ensure publication of Class Cards, Rule Books for the association and enforce the Rules of the Association.
- Host the annual World Skeet Shoot, conduct Hall of Fame Banquet, and ensure programs are prepared, posted and mailed.
- Provide up-to-date information for the MYNSSA.COM website, the *Skeet Shooting Review & TARGET TALK*.