

PHOENIX RIFLE CLUB

Members' Advisory Committee — Appointment & Selection Guidance

Companion document to the Members' Advisory Committee Charter

1. Purpose

This guidance supports the initial appointment and future selection of the Members' Advisory Committee. The aim is to create a balanced working group with the experience, practical skills and Club knowledge needed to consider member proposals effectively. It should be read alongside the Charter; where there is any conflict, the Charter, Constitution and Byelaws prevail.

2. Appointment approach

- The Club Chairman identifies and appoints the initial Committee Chairman, subject to the governance and approval requirements of the Charter.
- The appointed Committee Chairman nominates a Committee Secretary and proposes the remaining Committee membership.
- The proposed membership should be considered as a team: selection is based on the collective coverage of useful skills and Club functions, not on creating a separate post for every skill.
- Appointments, eligibility, terms, vacancies and any subsequent elections remain subject to the Charter.

3. Core representation

Area	Desired contribution / experience
Committee leadership	Chair meetings impartially, encourage constructive debate, bring matters to a conclusion and maintain focus on the Club's interests.
Committee administration	Agenda preparation, minutes, proposal/action tracking, member correspondence and timely reporting.
Membership	New and probationary membership, membership administration and appropriate police/vetting status reporting.
Finance	Affordability, budgets, cost implications and financial controls.
Target & Competition	Competition disciplines, participation, calendar development, scoring/events and development of Club competition activity.
Maintenance & Facilities	Practical capability across materials sourcing/procurement and, collectively where possible, electrical work, woodworking/carpentry, welding/metalwork, masonry/building and general range/facility maintenance.
Range Officers / Safety	Representation of Range Officers and operational range/safety matters. The precise Range Officer Chair/representative structure is to be determined before appointment.

4. Selection principles

- Choose members for contribution, reliability, judgement and willingness to work constructively, rather than status or popularity alone.
- Seek a reasonable spread of experience across the Club and avoid unnecessary concentration of closely related roles or interests.
- Members should be willing to listen to differing views, declare conflicts of interest, respect confidentiality and support the agreed governance process.
- Technical advisers may be invited for individual matters where specialist knowledge is needed; they need not become voting Committee members.
- The Committee should remain practical in size and within the voting-member limits set by the Charter.

5. Initial selection checklist

Before the initial Committee is confirmed, check that: a Chairman and Secretary are identified; the core Club functions above are represented; practical maintenance skills have reasonable coverage; Range Officer representation has been resolved; eligibility requirements in the Charter are met; and any obvious conflicts of interest have been considered.