

# OCSJ Roles and Responsibilities

## Position: Hiking Chair

**Reports to: Activities Chair**

**Date created: 08/29/22**

**Date updated: 08/30/22**

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1. As a member of the Board of Trustees:

- Attend monthly board meetings.
- Suggest agenda items to the President.
- Prepare the Monthly Hiking Chair Report and give at the monthly meeting. Send electronic copy to Recording Secretary after meeting is adjourned.
  - Include:
    - ✓ # of events, # of days, # of leaders from the prior month.
    - ✓ Meetup membership count as of day of meeting.
    - ✓ Any other items of interest.
    - ✓ End of year calendar report.
- Volunteer for committees and assist with special events.

2. Write monthly hiking article for the newsletter:

- Select a topic of interest and write an informational news article.
- Include any other information members need to know.
- Include a recent hiking photo to accompany the article.

3. Leaders:

- Collect Sign-In Waivers.
  - Send quarterly reminders to the leaders one month before the end of the quarter.
  - Leaders must submit sign-in waivers to the Hiking Chair quarterly at a minimum.
  - Submit collected sign-in waivers to the Activity Chair at the end of the calendar year.
- Keep spreadsheet of leaders (by name). Include columns for:
  - The date of their hike.
  - The name of their hike.
  - If you have received the sign in sheet.
  - Notations, such as name of co-leader or weather cancellations.
- Send list of Qualified Leaders to VP and Membership Secretary at end of calendar year.
  - To be a "qualified leader", the leader must lead 6 hikes per calendar year.
  - If a leader cancels an event for personal reasons, no credit is given.
  - If a leader cancels an event due to weather, credit for the hike is given.
- Communicate with leaders on a regular basis.

4. Daily correspondence:

- With Leaders.
  - Keep leaders up-to-date regarding changes to policy and procedures.
  - Respond to leaders' questions and concerns as quickly as possible.
- With members.
  - Respond to members questions and concerns as quickly as possible.

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### 5. Meetup:

- Manage group meetup settings.
- Oversee calendar of events.
- Keep leadership team current.
- Monthly deletions/lapsed memberships
  - The Membership Secretary will send a list of lapsed members.
  - Check Meetup for the names and delete from the hiking group.
  - This will keep the Hiking group current with dues paying members only.
- Approve/Deny applications to the Hiking group.
  - Check for duplicate profile.
  - Check for paid membership in Wild Apricot.
- Check messages and notices daily and respond as necessary.
- Check for members signed up for two hikes.
  - Send email to violator asking them to edit their RSVP to the hike(s) they will not attend.
- Assist members and leaders with sign in problems.
  - The most common problem is the member has unknowingly been logged off Meetup.
- Research and enforce no-show/late cancellation policy.

### 6. New Leaders:

- Hold Hiking Leader Training sessions for new leaders.
  - Research volunteer's hiking history and ask other leaders for their input.
  - Hold on-the-trail training hike in small groups of no more than five hikers at a time.
  - Distribute, training packet with handouts.
- Send new leaders the link to "Creating an event" (Neil's presentation).
- List the first few hikes for the new leader.
  - New leader writes the description of their hike.
  - Suggest wording changes or additional information to add to description.
  - Enter hike on Meetup calendar.
- Arrange for co-leader.
  - The new leader may be more comfortable with a leader they know. Ask who they usually hike with.
- Change member to "event organizer" after their first few hikes when the new leader is ready to "fly solo"
  - Send the new leader the link to How to Create an Event (Neil's presentation).