

MRATC's Steering Committee position descriptions

I. Trails Coordinator: (voting Board member, elected as a Board member by membership.)

Oversees the following and **coordinates work of a committee** to do trail work planning and supervision.

Trail work planning, including suggesting projects for special groups (ex. Hardcore, Boy Scouts, etc. - Work with Youth Subcommittee Coordinator as appropriate

Trail work supervision, training and safety

Trail section monitor supervision and training

Club's Konnarock plans

Prepares (or has committee member prepare) grant applications to ATC as needed for materials for projects

Communicates about trail issues with ATC, Forest Service, Grayson Highlands St. Park

Primary communicator from club to Forest Service

Primary contact with Ridgerunner

Sends information relating to trail work and scheduling to Activities Coordinator and to Secretary or designee for emailing to club members and reports on trail work and planning at meetings

Submits information/articles relating to trail work to club newsletter

Reports additions to trail structures to NPS

Boundary checking and reporting

II. Outreach Coordinator: (voting Board member, elected as a Board member by membership).

Oversees a committee, each member responsible for one or more of the following:

Newsletter, Website and Facebook content and suggestions; other social media.

Club members serving in Newsletter, Website and Facebook task positions are annually appointed by the Board.

Subcommittee for Youth engagement (coordinate service projects with Trails

Coordinator) Coordinator for Youth engagement is annually appointed by the Board.

AT Communities (Abingdon, Damascus, Marion/Smyth County) – These community reps serve as contacts and help with publicity and event planning.

Events staffing – with help from other club members

Sends dates for club events to person preparing Activity Schedule for newsletter quarterly.

Publicity and public relations, club brochures

III. Natural Resources Coordinator: (voting Board member, elected as a Board member by membership). Oversees the following. May work with committee as needed.

Natural resources (rare plants, invasive plants, phenology, etc.) – coordinates with ATC

Open spaces and vistas – planning (Coordinates with Trails Coordinator and ATC and Forest Service)

IV. Club Recreational Activities Coordinator: (voting Board member, elected as a Board member by membership.) Responsible for the following:

Works with other club members to offer recreational hikes

Prepares Activity Schedule for newsletter (to include information from the Trails, Natural Resources and Outreach coordinators)

Makes arrangements for club social events & potlucks and solicits club members' help.

V. RPC Rep. and Alternate (voting Board members, elected as Board members by membership)

Responsible for being the link between the ATC and the Steering Committee. (If the ATC happens to contact a member of the Steering Committee, he/she would loop in the RPC reps.)

Requires constant communication, most by email.

Requires attention to communications with the ATC, passing these on to the appropriate club Coordinator right away so information is disseminated and issues are addressed. (If it's specifically a Trail issue, the Coordinator for Trails; if it's an AT Community subject, the Coordinator for Outreach, etc.)

If specific Coordinators have a question for the ATC, they might want to contact the appropriate person in VARO directly.

VI. General Club Administration group: Secretary, Treasurer, Timekeeper, Membership Coordinator, Administrative Assistant

(Administrative Assistant, Membership Coordinator and Timekeeper are appointed by the Board annually. Secretary and Treasurer are elected by membership every two years and are voting Board members.)

Secretary: Records minutes of club meetings and disseminates to members via email.

Secretary or designee sends weekly updates on club news and activities to club members with email addresses.

Treasurer: Keeps club's financial records, pays bills, and reports financial information to club at meetings or as requested. Receives dues from new and renewing members and notifies Membership Coordinator. Files IRS online 501 form and VA Annual Rept. annually.

Timekeeper keeps monthly records of submitted volunteer hours and reports these to the ATC and F.S. annually and to the Trails Coordinator monthly. Requests relevant patches, bars, etc. from ATC and F.S. to be given to club members.

Membership Coordinator: Updates club membership list and sends to Coordinators at least quarterly and to Treasurer, Administrative Assistant and Secretary whenever there is a change. Prepares and sends membership cards with letter to new and renewing members. Sends New Member Handbook and current newsletter to new members.

Administrative Assistant prepares agenda (and makes copies) for meetings, based on submissions from Steering Committee Coordinators, submits to Secretary (or designee) for dissemination by email in advance, and notifies Agency Partners. Assures that there is an arranged meeting place and a chairperson for a particular meeting (one of the Coordinators), or chairs it. Secures a Nominating Committee for Coordinators and other Board Members to be elected. Arranges for Board to discuss and resolve filling of any interim vacancies. Performs other administrative duties, such as making newsletter labels, producing annual list of club officers/directors/coordinators, as needed to help Secretary, Coordinator for Recreational Activities, and Coordinator for Outreach.

Notes/explanations

The entire Board along with the Secretary and Treasurer will be consulted on club issues and will be the voting body as it has been in the past.

Election to Coordinator and Board positions is for a period of two years, staggered so not all will be newly elected at the same time.

Some Board members may be elected by the membership to Coordinator positions and take on those responsibilities, with the help of other club members. If a member nominated as a Coordinator is not already a Board member, this person would automatically be on the slate to be elected as a Board member.

Coordinator vacancies would be handled in the same way as officers and Board member vacancies in any other regular organization: appointment of someone by the Board on an interim basis until election by the membership at the next Annual Meeting.

Some people may want to serve as one of the Coordinators and also be on a committee under a different Coordinator, according to their interests and enthusiasm. Other club members may be asked, or may volunteer, to be on committees. Committee members do not have to be elected by the club; only the Coordinator needs to be elected.

Task Coordinators (Newsletter, Timekeeper, Website, Membership, etc.) are annual appointments by the Board, to be sure these responsibilities are covered.

The club forms a Nominating Committee and develops a slate for the Coordinator positions and other Board members, as well as club Secretary and Treasurer, to be elected by the membership at the Annual Meeting.

In order for this leadership model to work without resulting in poor connections with the ATC and Forest Service and poor communication with club members, it depends on close and frequent communication among Coordinators and could also require their holding extra meetings if issues can't be addressed well by email.

The Chair for meetings is rotated among Coordinators, or can be the Administrative Assistant.