

# SECTION 1A

## SUMMARY OF VVVC POSITIONS

1. **President** - as the chief executive officer of the Club, is responsible for managing all aspects of the Club through the Executive Committee and Managing Group.
2. **Vice President** - is responsible for ensuring that club events are conducted according to the standards set by VABC, CVF and IVV, for alerting the president to significant situations that require the president's attention, and for fulfilling the duties of the president in their absence.
3. **Treasurer** - is responsible for ensuring that the financial transactions of the club are properly recorded and for alerting the president to situations related to finances.
4. **Secretary** - is responsible for ensuring that pertinent decisions of the club are recorded and for alerting the president to unusual situations that require the president's attention.
5. **Membership Coordinator** - is responsible for maintaining an up-to-date listing of current members, communicating with new potential members and completing the process to secure membership for the new member.
6. **Publicity Coordinator** - is responsible for coordinating the publicity to promote club events and volkssporting in general, including the club newsletter and weekly emails. This includes overseeing the Webmaster, Meet-Up Coordinator and Facebook activities.
7. **Webmaster** - is responsible for designs and updates of the VVVC website, and for supervising and maintaining all internet functions and communications for the club generally.
8. **Newsletter Editor** – is responsible for publishing and distributing the club newsletter twice a year, at the end of June and December
9. **Meet-Up Coordinator** – is responsible for managing and updating the club Meet-Up site.
10. **Walks Coordinator** – is responsible for maintaining and updating route descriptions and route instructions, as well as working with the person who is designing the maps for the walks to ensure their accuracy. The Walks Coordinator will also review any proposals and route instructions for any new walks.
11. **Trailmaster** – is responsible for pre-walking scheduled Map Walks and any new Permanent Trail Walks and for reviewing maps and directions to ensure they are correct, and making any changes as required.
12. **Walk Scheduler** - is responsible for producing the schedule of club walks for the current and following years.
13. **Walk Sanctioner** – is responsible for ensuring that all walks, including all PTs and Map

Walks have been sanctioned. This includes completing the sanction forms and ensuring that they are completed and submitted to CVF in September by the due date every year, and ensuring that the Treasurer is informed of the sanction fees required to be paid.

14. **Walk Host Coordinator** – After the Walk Scheduler has completed the new year’s walk calendar, is responsible for sending emails to the respective hosts with a list of the dates, name and start location of the walks they will be hosting.

15. **Walk Host** - is responsible for ensuring walkers sign the waiver and pay the walk fees, providing maps and labels, as well as making the welcoming announcement. The Walk Host will also advise the Walk Box Coordinators if supplies are required.

16. **Walk Box Coordinator** – is responsible for ensuring that all Walk Hosts are provided with maps, instructions, sign-in sheets and labels for walks as needed.

17. **Social Coordinator** -is responsible for fun, including heading up the Social Committee to plan various social activities such as the Members’ Appreciation Lunch, etc.

## **SECTION 1B**

### **SUMMARY OF POSITION ACTIVITIES**

#### **POSITION: PRESIDENT**

- Maintains personal calendar for current and upcoming year to include:
  - (1) Dates of VVWC meetings,
  - (2) Dates of VABC and CVF annual meetings,
  - (3) Dates for other club activities, commitments, and responsibilities.
- Schedules, establishes agendas, and chairs meetings of the Executive Committee, Managing Group and AGM.
- Reviews documents from CVF/FCV, VABC, etc. to provide information to VVWC members.
- Prepares "President's Message" for each newsletter edition.
- Key contact for external club relations with VABC, CVF and other Volkssport clubs and organizations.
- Maintains listing of club members who volunteer and can be called on for specific jobs.
- Determines types of jobs/tasks that need to be done on an ad hoc or ongoing basis. ● Contacts new members who have an interest in serving as a volunteer ● Sends out map walk posters

#### **POSITION: VICE PRESIDENT**

- Stays up to date on walk standards set by VABC, CVF/FCV and IVV.
- Identifies and resolves situations to improve standards.
- Sends out weekly emails listing upcoming Map Walks and PTs.
- Sends out Map Walk posters 3 weeks prior to the date of the scheduled Map Walk ● Advertises for substitute walk hosts in the event the walk host is unable to host a walk and the Walk Coordinator is unable to find someone to substitute for the walk ● Fulfills the duties of the President in their absence.
- Carries out initiatives assigned by the President
- Arranges for the ordering and delivery of name tags

## **POSITION: TREASURER**

### **Monthly**

- Receives funds and deposits to bank accounts in a timely fashion.
- Pays expenses
- Receives and records walk stats for annual reporting.
- Submits quarterly walk stats to CVF.
- Records transactions
- Reconciles bank statements

### **Fiscal Year End (December 31)**

- Prepares applicable adjusting entries.
- Updates inventory based on information provided by club members.
- For annual general meeting prepares:
  - o Treasurer's Report – summarizes pertinent transactions in the year.
  - o Financial Statements – balance sheet and income statement, budgets. ● Prepares an operating budget for the upcoming fiscal year

## **POSITION: SECRETARY**

- Records, transcribes, and distributes minutes of meetings of the Executive Committee and Managing Group and of the general membership. This includes the actual decisions made – not any details of discussions in order to make the decisions
- Maintains list of issues to be discussed at AGM
- Circulates minutes to the Executive Committee and Managing Group for review.

## **POSITION: MEMBERSHIP COORDINATOR**

- Responds to emails regarding membership inquiries and provides the information requested when possible; when unsure, checks with the President and/or Vice-President about how to respond.
- Processes new members by:

- o passing payment to Treasurer,
- o adding name, home address, e-mail address and phone numbers to computer data base o emailing out a Welcome Package
- Reviews upcoming membership renewals each month and contacts members to advise of upcoming renewals.
- Follows up with members if renewal fees are not received.
  - Processes membership forms as received and updates membership list accordingly..
  - Provides an updated membership list to Executive Committee members periodically.
  - Provides statistics on membership to the Executive Committee and AGM.

## **POSITION: PUBLICITY COORDINATOR**

- coordinates the publicity to promote club events and volkssporting in general, including the club newsletter and weekly emails. This includes overseeing the Webmaster, Meet-Up Coordinator, Newsletter Editor, and Facebook Administrator.

## **POSITION: WEBMASTER**

### **Daily and/or periodically:**

- Purges the cache to ensure the Vancouver Venturers Calendar updates properly.
- Reviews and purges any phishing attacks.
- Installs updates to our various software plugins (these plugins provide security, design features, and our calendar).
- Verifies the users allowed website design access.
- Periodically changes the password.
- Reviews our Anti-Malware plugin for software updates.
- Checks website traffic.
- Implements approved periodic updates to the Calendar walk schedules in the current year.
- Posts VVWC newsletters.
- Updates the Google Start Locations for the walks as needed.
- Updates the website Resources page as needed.
- Updates/creates individual Permanent Trails/Map Walk pages as needed.
- Updates the revised and approved VVWC membership form as needed. ●
- Periodically verifies all links work.
- Troubleshoots and files case tickets with our website host as needed .

### **Annually:**

- Towards the end of the current year and upon receipt of the next year's approved walk calendar, inputs the new annual walk schedule.
- Updates Permanent Trails and Map Walks website pages with approved changes.
- Creates new Permanent Trails pages if required.
- Replaces the following approved documents for the new year
  - CVF, VVWC Permanent Trails .pdf
  - Downloadable VVWC annual walk calendar .pdf
- Pays two invoices from Island Hosting. One is for the domain name renewal, the second is for Island Hosting services.

## **POSITION: WALKS COORDINATOR**

- Maintains the inventory of about 100 walks, both permanent trails (PT) and Map Walks (MW). Each walk generally has a 5K/6K and a 10K route. So in total, there are about 200 routes to maintain (and growing).
- Updates the route instructions, distances, programs, etc. for all walks in collaboration with the Trailmaster and the Map Maker.
- Following a pre-walk of various routes by the Trailmaster consults with the Trailmaster as to any changes to any walks
- Advises the map maker of any changes to any walks to ensure that an updated map is provided to the walk hosts well in advance of the scheduled walk
- Provides information and updates to the Web Master pertaining to the PT and MW pages of the VVWC website.
- Keeps an up-to-date Route Description document containing the information for the Sunday weekly emails
- Maintains and updates the registration and membership forms

## **POSITION: WALKS SCHEDULER**

- Each year, with the collaboration of the Managing Group and other club members, produces schedule of walks for next calendar year that includes dates, times and locations (Map Walks need to be selected and dates determined well prior to deadline for the completion of CVF sanction forms)
- advises Walk Sanctioner of walks to be sanctioned for the next calendar year, including all Map Walks and PT Walks
- Provides schedule of walks to Webmaster for input into the website walk calendar
- Provides the schedule of walks to others as required for various publications.

## **POSITION: WALKS SANCTIONER**

- Receives list from the Walk Scheduler of all walks required to be sanctioned for the next calendar year
- Inputs information on the spreadsheets provided to the VABC by the CVF and double checks that the CVF sanction forms are correct.
- Advises the Treasurer of the sanction fees that will be required for the sanctioning of the various walks
- Provides CVF with the completed sanction forms and fees

## **POSITION: WALK HOSTS COORDINATOR**

- Assists the President in finding walk hosts, co-hosts, and backup Hosts as needed. ● Maintains a spreadsheet with all the information on the hosting schedule for all of the walks.

- Sends emails to all hosts at the end of the year to update them on their Host schedule for the following year.

### **POSITION: WALK HOST**

- Arrives at the start point of the walk at least 30 minutes prior to the start of the walk.
- Greets people as they arrive and gets them to sign the Registration/waiver sheet. ● Punches the walk cards or collects the money for the walk.
- Hands out maps and labels to those that want them.
- Five minutes before the start of the walk, makes the announcement which includes welcoming new walkers, mentioning where the washrooms are located, asking people to wait for others, suggesting the 5km walkers walk together, asking who would like to go for lunch and making a reservation if needed.
- At the start of the walk, gathers up the walk box/bag materials and makes sure a designated person gets the bag with the money and registration sheet.
- Lets the Walk box/bag supply administrator know if supplies are running low.

### **POSITION: WALK BOX/BAG SUPPLY ADMINISTRATOR**

- Ensures that all Walk Boxes are supplied with maps, registration sheets, membership forms, labels, pens, ziplock bags for money, and Club business cards.
- Ensures that Walk Host(s) for PTs that do not have a Walk Box are supplied with a Walk Bag which contains the same supplies as are in the Walk Boxes.
- Ensures that the Map Walk host(s) are supplied with a Walk Bag that contains all of the above.
- Note: It is up to the Host(s) of each PT to let the walk box/bag supply administrator know when they are low on supplies.
- Note: Walk Box/Bag Supply Administrators are provided with a printer to print the maps, etc., which are paid for by the VVVC.

### **POSITION: WALK CARD & BOOK SELLER**

- Sells the club walk cards or books and keeps a record of who bought them.
- Gives/sends the money for the cards or books to the Treasurer.

### **POSITION: TRAILMASTER**

- Arranges for a pre-walk of all Map Walks and any new PTs scheduled for the current

year one month prior to the scheduled date for the walk to ensure that all maps and route instructions are correct

- Advises Walk Coordinator of any necessary changes related to maps and route instructions.

### **POSITION: MAP DESIGNER**

- Designs the maps that correspond to the route's written instructions.
- Works closely with the trailmaster and the walk coordinator in designing the maps.
- Ensures that all new walks have a map to go with the written instructions. ● Makes changes to existing maps as needed if routes are altered.

### **POSITION: EVENTS COORDINATOR**

- Scouts the Volkssporting world for travel opportunities
- Liaises with CVF and provincial executives for coordination of events.
- Works closely with the Alberta group to maximize opportunities.
- Decides whether an opportunity is a go or a no go.
- If a no go, files for future reference.
- If a go, organizes travel, hotels, walks etc for the entire group.
- Organization can be done internally, e.g., Walk the Island, or externally e.g., Finland.
- Collects money for internal and some external trips.
- Pays buses, hotels, restaurants, etc for internal trips.
- Liaises with bus drivers/guides/attendees on the trip.
- Ensures everyone is back on the bus every time we stop.
- Ensures that walks are sanctioned if required for the trip.
- Answers emails and questions..
- Files emails into the Events mailbox for future reference

### **POSITION: NEWSLETTER EDITOR**

- Twice yearly, in December and June, puts out a Newsletter for the Club. ● Solicits, and collects submissions from members in advance of publication. ● Includes messages from the President of VABC and the President of VVVC. ● Advertises upcoming Volkssport events at local, national and international levels. ● Publishes member achievement awards.

### **POSITION: MEETUP ADMINISTRATOR**

- Inputs our four weekly walks into Meetup
- Maintains a rolling schedule for the current week and the following week

- Updates and revises walk descriptions and profile details as needed ●
- Monitors the Meetup platform daily to address member inquiries
- Communicates with club leadership regarding any Meetup related issues

### **POSITION: SOCIAL COORDINATOR**

- Suggests and solicits ideas for club social activities.
- Working within an approved budget, organizes social events for the club.
- Heads committee of volunteers for each event,
- Researches possible venues for Club events.

### **POSITION: TECHNICAL ASSISTANT**

- Provides technical assistance and support for the club's laptops, software applications and cloud storage services.
- Manages and trouble shoots the Club's Google account services, ensuring smooth operation of email, shared documents, and calendars.
- Offers technology recommendations to enhance club operations and maintains updated systems.
- Serves as a point of contact for resolving technical issues and for improving overall efficiency.

### **POSITION: MS OFFICE SUPPORT PERSON**

- Provides training and support for Volunteers who need to use Excel in their position but who aren't familiar with the program.
- Creates sequentially numbered raffle tickets when required for club events.
- Creates walk cards.
- Creates Power Point presentations when required for special events.

### **POSITION: FACEBOOK ADMINISTRATOR**

- Checks requests from people who want to join our Facebook group by looking at their Facebook profile. Admits people if they appear to have a genuine interest in walking and the outdoors.

### **POSITION: LOGO DESIGNER**

- Designs LOGOs for shirts, hats, etc for special Club events.