

WILMINGTON TRAIL CLUB JOB DESCRIPTIONS, 2016

TITLE	JOB DESCRIPTION
<p>President Mary Davis</p>	<ul style="list-style-type: none"> • With the approval of the other officers, appoint heads of the Standing Committees and task leaders. (Publicity, Membership, Hiking, Biking, Cross-country skiing, Paddling, Trails, Environmental, Safety, Archive. Appalachian Trail) • Subject to the approval of two other officers, fill any vacancies on the Council, which may occur during a term of office. • Call an Annual Meeting to transact any business and to elect officers. The fiscal year runs from April 1 through March 30. • Select and book location for bimonthly council meetings, and lead them. • Prepare and distribute agenda prior to bimonthly meetings. • Appoint a qualified representative annually to examine the financial records of the Treasurer. • Attend the Paddling board meetings • Appoint a nominating committee to select officers for the upcoming year. • See that the decisions of council are carried out. • Submit the officer list to Bulletin Directory person and to the webmaster
<p>Vice-President Eric Sallee</p>	<ul style="list-style-type: none"> • Manage the club's supply of various rewards • Distribute rewards (hat, Tshirt etc) to members who led 5 or more hikes during the prior year, and to first-time hike leaders. • Manage special events such as the annual business meeting and the annual picnic. Appoint leaders for these activities. • Maintain job descriptions and send this to anyone who is taking over a new position. • Assist the President on special projects as needed. • Act in President's stead if (s)he is unable to fulfill their duties.
<p>Secretary Peggy Bell</p>	<p>According to the bylaws, the secretary is responsible for the following tasks:</p> <ol style="list-style-type: none"> a. Take the minutes of general and Council meetings. b. Keep a record of Council policies and changes in policy. c. Report important actions of the Council in the Club Bulletin. d. Collect (or arrange for collection) and distribute Club mail. <ul style="list-style-type: none"> • Work with Membership to maintain an up to date email list. Act as the focal point for broadcast emails • At each council meeting record names of attendees. Take detailed notes of motions and specific actions and decisions. Use discretion in documenting general discussions. • After council meeting, type minutes and have one or more people review them, then distribute the document to all council members via e-mail or regular mail. Include the date of the next meeting. • Modify minutes as necessary after Council approves the minutes at the next meeting. File minutes electronically and arrange to post on the website. Print a copy of the minutes and file annually in the archives. • Draft or write special letters or correspondence as requested by the president, such as donation cover letters
<p>Treasurer Heike Schmidt</p>	<ul style="list-style-type: none"> • Serve as a member of the Council. • Maintain financial records for the organization. • Receive and distribute funds as required. • File necessary tax returns. • Maintain copies of agreements related to costs and financing. • Present bi-monthly report of the organization's financial status to the Council. • Invest excess funds to maximize any interest earned.

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<p>Archivist Joan March</p>	<ul style="list-style-type: none"> • Store the Archive collection in a safe dry place and add to it any contributions received • Make the collection available to those seeking information • Receive and store the Membership forms, and signup forms from the individual hikes (for liability purposes) – time period as yet undecided • Maintain a current list of Council policy decisions
<p>AT Trail Supervisor Jan King</p>	<ul style="list-style-type: none"> • Attend ATC meetings such as the Mid-Atlantic Regional Planning Committee meetings • Maintain all aspects of the WTC portion of the trail, including the Kirkridge Shelter and privy, Trail bulletin board. • Provide WTC and ATC with a 5 year budget • Maintain and house all equipment necessary for trail maintenance • Provide ridge runner assistance • Maintain AT road signs • Provide proper parking lot maintenance • Communicate with AT Regional Director and Staff • Maintain and supervise all boundaries • Notify regional Park Ranger on Trail proceedings • Conduct a Trail Assessment walk-thru with ATC Staff persons • Monitor endangered species on/near the Trail • Inform WTC Council re AT events
<p>Bicycling Jenny Brown</p>	<ul style="list-style-type: none"> • Recruit leaders for rides ranging from 25 to 40 miles from April through October/November. • Send write ups for the rides to the Bulletin Editor on the last Friday of the month for second month following rides • Maintain a file of route sheets (commonly called cue-sheets) • Collect the sign up sheets from leaders after the rides. Submit to Membership Chair
<p>Brandywine Trail Tom Wheatley</p>	<ul style="list-style-type: none"> • Maintain WTC's section from the Pennsylvania line South. • Schedule work hikes as needed.
<p>Christina Cleanup April Schmitt</p>	<ul style="list-style-type: none"> • The clean-up is sponsored by DNREC, New Castle County and the Christina Conservancy. It is held in the spring each year. • Make contact with the Christina Conservancy or the appropriate park authority (e.g. White Clay Creek State Park) to confirm what section of the watershed should be assigned to WTC • We often coordinate our activities with the White Clay Creek Watershed Management Committee and the Coalition for Natural Stream Valleys • Schedule & Write-up for WTC Bulletin: In January find out the official date of the Christina River Clean-up. Alert the Hiking Chair of the planned cleanup schedule and location to avoid conflicts with other scheduled events such as the End to End • If clean-up is in March the write-up for the WTC Bulletin must be submitted to the bulletin editor by the deadline in January. If the clean-up is in April, the write-up should be submitted in February. The write-up should request advance sign-up to determine the number & size of T-shirts to order. • Supplies and T-shirts: The clean-up committee provides T-shirts, rubber gloves and the trash bags. Notify them of the number of volunteers you expect, and number & size of T-shirts needed a week before the clean-up. Arrange to pick up the supplies.
<p>End-to-End Jenny Goodall</p>	<ul style="list-style-type: none"> • Organize all activities associated with the annual End to End hike with the assistance of other WTC volunteers • Detailed duties are described in the End to End Manual

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Environmental activities Gary Kirk	<ul style="list-style-type: none"> Investigate and recommend actions that the Club can take to promote and support the protection and restoration of places of natural beauty and interest. Coordinate these actions with other organizations with similar purposes. Act as the WTC liaison with the representatives of other clubs, organizations and government agencies for environmental and outdoor issues and programs. Enhance the WTC participation in these organizations Publicize environmental issues within the club Appoint and supervise the Christina River Cleanup leader
Hiking Committee Chairperson Bill Hardam	<ul style="list-style-type: none"> Recruit and train leaders for the day hiking segments Recruit and train leaders for the weekend overnight and backpacking activities Coordinate schedules among the segments, and represent the hiking program to the public
Hike Coordinators	<ul style="list-style-type: none"> Obtain leaders for each event and assist as needed with hike selection and write-ups. Review write-ups and send to the Bulletin Editor on or before the last Friday of the month. Post write-ups as required on the club website Ensure that leaders are aware of club hiking policies as per the Handbook Notify Vice President of first-time hike leaders so a reward can be obtained before or shortly after the hike. For other responsibilities please refer to the Hiking Section of the Handbook
Trail Chair Jim March	<ul style="list-style-type: none"> Coordinate the development of new trails in cooperation with outside organizations. Coordinate the maintenance of trails frequented by the club
Holiday Hikes Ann Alves	<ul style="list-style-type: none"> Schedule hikes and secure leaders in the Delaware area on Holidays i.e. Memorial Day, Labor Day, 4th of July, Christmas, New Years, etc. on days of the week that do not fall on the same day of the week as other organized WTC hikes like Saturday, Sunday, Wednesday or Thursday hikes.
Horseshoe Trail Dick Carroll	<ul style="list-style-type: none"> Schedule, post notice in bulletin, and lead two work hikes (spring and fall), providing paint & brushes, and tools to clip, trim, and chop growth growing on the right of way. Report results to WTC & HST clubs.
Membership Mike McKenna	<p><u>Membership Chairperson:</u></p> <ul style="list-style-type: none"> Respond to inquiries about membership issues Receive membership forms and payments, and forward fees to Treasurer. Ensure member information is properly recorded and circulated to the appropriate parties. Work with Publicity Chair to attract new members Arrange welcome package for new members Compile hiking statistics based on leaders' weekly reports. Monitor non-member participation. On an annual basis provide an analysis of hiking activity. Co-ordinate with below-mentioned committee members
Barbara Wright	<p><u>New-Member Materials & Complimentary Bulletins Person:</u></p> <ul style="list-style-type: none"> Receive report of new-members from Chairperson E-mail new-member materials (Welcome Letter, Bulletin) Mail new-member materials such as patches Handle/deal with e-mail correspondence as needed E-mail & Mail complimentary bulletins and membership information to persons requesting information about WTC Keep records of new-member packets & complimentary bulletins sent Purchase stamps & envelopes as needed

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<p>Carol Dickerson</p>	<p><u>Bulletin, Directory & Labels Person:</u></p> <ul style="list-style-type: none"> • Download label report from old website to Excel. Make minor editing changes before e-mailing report to the printer. • Provide printer a count of bulletins to be printed. Include copies for 3 EMS locations for distribution in their stores. Also instruct printer to print an extra 25 bulletins for New-Member Materials/ Complementary Bulletins Person.. • Prepare annual Directory in April after new officer list is received from the President. E-mail Directory and mailing list for all paid households to printer.
<p>Teresa Boyle</p>	<p><u>WTC Email & Phone Person:</u></p> <ul style="list-style-type: none"> • Monitor WTC voice mail at least twice a week • Monitor email as often as possible • Answer general questions about the club • Refer questions to appropriate event chair
<p>Mike McKenna</p>	<p><u>Hiking Stats Person:</u></p> <ul style="list-style-type: none"> • Keep mileage records on an annual basis from sign-up sheets for all hikes. • Keep listing of non-members on hikes based on their response on the sign-in sheets. • Call or e-mail any leader who has not sent the hike's sign-up sheet after 21 to 30 days. • Keep track of work hours for trail maintenance from reports provided by work trip leaders. • Keep track of leaders for all WTC events based on reports and the information in the bulletin and on the web site. • Respond to any questions about these records. <p>AT END OF CALENDAR YEAR</p> <ul style="list-style-type: none"> • Provide summary of the year's hikes, the total miles hiked, the total number of hikers, the number of members participating in the hikes, and the number leading hikes. • Provide alphabetical list of hikers and number of miles each hiked, hikes attended, and hikes led. • List hikers by total miles hiked from highest to lowest. • List hikers who attended hikes from most to least. • List leaders of hikes from most to least. • Provide summary reports of the trail work sessions and number of hours worked by worker. • Provide hiking chairmen with summary reports of their hikes, hiker mileages, and hikes led. • Provide president with list of all WTC event leaders from most to least.
<p>Paddling Paul Nicholson</p>	<ul style="list-style-type: none"> • Chair the Paddling Board and attend WTC council meetings • Secure leaders for positions on the Paddling Board • Compile event information for the monthly bulletin and submit by the last Friday of the month to the Bulletin Editor. • Post regular updates to the WTC website • Answer questions about paddling with the Club as required.

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<p>Picnic Joan March</p>	<ul style="list-style-type: none"> • Reserve picnic site and date, reserve in early January for early October • Take reservations/arrange for collection of money • Organize two hikes on day to picnic • Gather volunteers to help "cook" • Plan menu and purchase food
<p>Publicity David Koppeser</p>	<ul style="list-style-type: none"> • Find creative ways to advertise to obtain an increase in membership. • Maintain a relationship with local publications (e.g. News Journal, Community News) and submit articles that promote WTC activities • Organize and secure volunteers to staff publicity tables and exhibits at various public venues. • Distribute fliers or membership forms where needed. • Maintain updated publicity materials such as fliers
<p>Safety chair Chris Stranahan</p>	<ul style="list-style-type: none"> • Investigate and recommend procedures, programs, and publicity to enhance the safety of Club activities.
<p>Webmaster Bill Hardam</p>	<ul style="list-style-type: none"> • Manage the WTC website (www.wilmingtontrailclub.org), specifically: <ul style="list-style-type: none"> ○ Update the membership directory every 2 months ○ Grant access to new and renewed members, delete access of nonmembers ○ Grant admin privileges to Council members, and delete when they leave Council ○ Add, edit, and delete content, pages, and links as requested and/or approved by Council members ○ Train and assist activity leaders in posting their events in the schedules and on other pages ○ Fix problems as they arise ○ Answer technical queries to webmaster e-mail, but forward program queries to the President or Membership Chair or to a logical responder. ○ Optimize search engine hits ○ Maintain our domain name and good relations with our host • Manage the club's social network such as Facebook
<p>Bulletin Editor Pat Esham</p>	<ul style="list-style-type: none"> • Receive hikes from hike coordinators and other bulletin items from WTC members. • With this information, format and edit monthly bulletin. • Send bulletin to printer. • Upload Word and PDF versions of bulletin to WTC website.
<p>Weekend Hiking Julius Meisel</p>	<ul style="list-style-type: none"> • Ask members to lead 4-6 trips per year • Obtain write-ups • Post on the bulletin
<p>Cross Country Skiing Dick Carroll</p>	<ul style="list-style-type: none"> • Make reservations at lodges • Obtain leaders • Organize schedule • Organize an annual meeting in November to announce the schedule and start signs-ups
<p>Hike Across Delaware Tom Maddux</p>	<ul style="list-style-type: none"> • Manage all aspects of the Hike Across Delaware with the assistance of other WTC volunteers • Detailed duties are described in the Hike Across Delaware Manual