

**Durham Outdoor Club Executive  
March 2015**



**President**

Description:

1. Facilitate General Meetings(10 per year); review
  - a. Past events
  - b. New business
  - c. upcoming events
  - d. articles of interest
  - e. ask a member to draw for the 50/50 prize for each meeting
2. Facilitate Executive meeting( four per year); review
  - a. Past events
  - b. New business
    - i. members concerns
    - ii. upcoming events
    - iii. articles of interest
3. Facilitate production of newsletter and events schedule
4. Co-ordinate speakers for General meetings
5. Joint signing authority for group funds.
6. Estimated time commitment:

**Vice President**

Description:

1. Fill in for President
2. Attend executive meetings when possible
3. Estimated Time commitment:

**Secretary**

Description:

1. Accept all correspondence to the Club (and re-direct as appropriate)
2. Write minutes of executive meetings
3. Review past issues at General/Executive meetings
4. Attend executive meetings when possible
5. Send an annual letter in March to Little Arc Day Care (Faith Place) with club donation (example on file ).
6. Send an annual letter in May after April elections, advising Faith Place of current President/Secretary and meeting dates for the upcoming year (example on file).
7. Mail out Newsletters to membership, provide invoice to Treasurer for postage and envelopes.
8. Prepare and submit quarterly and annual reports to Hike Ontario
9. Prepare ad hoc reports as required to Hike Ontario (eg. Risk Management Plan)
10. Liaise with Hike Ontario as appropriate
11. Purchase and send cards of condolence/sympathy to members when advised by club members.
12. Hold Club historical materials
13. Estimated time commitment:

### **Treasurer**

Description:

1. Receive membership dues
2. Maintain bank book
3. Report on finances at General meetings
4. Issue payments for club expenditures
5. Attend executive meetings when possible
6. Joint signing authority for group funds
7. Estimated time commitment:

### **Membership**

Description:

1. Maintain/update yearly application form
2. Accepts applications/payments (Forwards payment to treasurer)
3. Issue current membership list to Executive and Event Co-ordinators
4. Print membership cards
5. Print mailing labels for quarterly newsletter-knowledge of Excel and mail merge required
7. Attend Executive Meetings when possible
8. Estimated time commitment:

### **Web Administrator**

Description:

1. Post events on website as determined by executive
2. Update activities as changes occur
3. Screen and post appropriate photos of events received from members
4. Report web activity at general/executive meetings
5. Attend executive meetings when possible
6. Estimated Time commitment:

### **Newsletter Publisher**

Description:

1. Receive proposed activities from Event Coordinators
2. Edit newsletter, entering events in chronological order
3. Insert documents/articles as directed by President/Executive
4. Maintain/update web links of interest
5. Insert photos when available
6. Attend executive meetings when possible
7. Estimated Time commitment:

## **Event Co-ordinators**

**Canoeing and Kayaking**

**Hiking**

**Skiing**

**Walks** (including Wednesday Night Nosey Neighbour, conservation areas; trails; etc)

**Urban Events**

**Biking** (including Tuesday Nights)

Description:

1. Co-ordinate/screen appropriateness of proposed trips from members and forward to executive
2. Allot times/scheduling for tips to coordinate with other proposed activities with executive
3. Attend executive meetings when possible.
4. Estimated Time commitment:

## **Members at Large**

1. Sign annual membership forms and forward payment each March
2. Attend General meetings when possible
3. Propose excursion/events
4. Organize excursions/events
5. Lead excursion/events
6. Take part in as many excursions/events as wanted/possible
7. Volunteer for Executive positions