

Durham Outdoors Club
Responsibilities of the Executive and General Membership
April 2023



Required skills: computer (email), communication, accuracy, dependability, initiative

President

Description:

1. Facilitate monthly club 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 meetings (four per year); review
 - a. past events
 - b. new business
 - i. members' concerns
 - ii. upcoming events
 - iii. articles of interest
 - iv. review/revise club policies/chief documents (Risk Management Plan, Events Policy, Club Bylaws) at least once a year
3. Facilitate production of quarterly newsletter and write a President's Message for each issue
4. Facilitate posting of scheduled activities on Events Schedule
5. Review and complete annual insurance survey/questionnaire and submit required documentation to Hike Ontario/club insurer; co-ordinate payment with Treasurer
6. Research, invite and co-ordinate speakers for general meetings
7. Hold joint signing authority for group funds
8. Co-ordinate Hike Ontario Hike Leader recertification of members

Past President

Description:

1. Mentor and, when requested, sub for president at meetings
2. Attend executive/monthly meetings

Secretary

Description:

1. Receive correspondence and respond/re-direct as appropriate
2. Write and circulate minutes of executive meetings
3. Help ensure issues raised at general and executive meetings are acted upon
4. Hold responsibility for custody of all hard and electronic copies of club documents
5. Liaise with Hike Ontario, as appropriate, and inform Hike Ontario in May of the new Club Executive
6. Send letter early in new Club year to meeting venue, advising venue of current President/Secretary (example on file)
7. Prepare an annual report and submit to Hike Ontario
8. Send a card of sympathy (i.e., illness, injury) for a member, when advised by an Executive or Club member
9. Attend executive/monthly meetings

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Treasurer

Description:

1. Secure and maintain with the President joint signing authority for the Club's bank account
2. Hold joint responsibility with the Membership Co-ordinator for the Club's PayPal account
3. Monitor bank and PayPal accounts weekly; twice weekly towards end of club year and start of next year
4. Inform President immediately of any unusual/suspicious activity in bank/PayPal accounts
5. Report on finances at general and executive meetings
6. Issue payment for club expenditures
7. Prepare an annual statement for current club year, plus budget for coming club year, and present at March executive and general meetings
8. Attend executive/monthly meetings

Additional skills: Excel or similar program

Membership Co-ordinator

Description:

1. Accept hard copy applications, plus dues paid in cash/by cheque; deposit cash/cheque membership dues to the club's bank account and inform Treasurer
2. Maintain Club's electronic membership list and forward periodically or as required to the President
3. Send welcome letter to each new member
4. Print mailing labels for quarterly newsletter
5. Mail quarterly newsletter to members who request a paper copy
6. Attend executive/monthly meetings

Additional skills: Excel or similar program

Website Co-ordinator

Description:

1. Post events on website as requested by Executive
2. Screen and post appropriate photos of events received from members
3. Maintain website on continuing basis
4. Maintain/update membership application form
5. Upload quarterly newsletter, Executive meeting minutes, other main club documents to Google Drive
6. Report website activity at general/executive meetings
7. Attend executive/monthly meetings

Additional skills: good writing, grammar, spelling, punctuation; website management/willingness to learn

Communications Co-ordinator

Description:

1. Monitor club's email account and reply/redirect to appropriate Executive member
2. Add new members to email list on club's MailChimp account and update as required
3. Write and issue weekly event email
4. Attend executive meetings

Additional skills: good writing, grammar, spelling, punctuation; knowledge of/willingness to learn MailChimp

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Responsibilities of the Executive and General Membership

Social Media Co-ordinator

Description:

1. Monitor traffic and posts on Club's Facebook page at least twice weekly
2. Report growth of followers at monthly Club meetings
3. Post photos and descriptions of club events, submitted by event leaders/participants
4. Share non-commercial items of interest, from Facebook pages of organizations such as Parks Ontario, Parks Canada, the Central Lake Ontario Conservation Authority and other conservation authorities
5. Update cover and profile photos at least once a season

Newsletter Publisher

Description:

1. Receive proposed activities from event co-ordinators
2. Edit draft and circulate to co-ordinators; amend as necessary
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

Additional skills: website management or willingness to learn; good grammar, spelling, punctuation

Event Co-ordinators

Canoeing, Camping and Kayaking

Cycling

Cross-Country Skiing

Hiking and Snowshoeing

Neighbourhood Walks

Urban Events

Description:

1. Solicit events from members for upcoming newsletter
2. Co-ordinate/screen appropriateness of proposed events from members
3. Allot times/scheduling for activities to co-ordinate with other proposed activities
4. Enter events on the Club's Events Schedule and update as needed
5. Email events to Communications Co-ordinator for inclusion in weekly event email
6. Email list of upcoming events every quarter to Newsletter Publisher
7. Attend executive/monthly meetings

Members at Large

Description:

1. Complete online/paper membership form and remit payment
2. Propose outings/events to respective event co-ordinator
3. Organize and lead excursions/events
4. Participate in excursions/events
5. Volunteer for executive positions
6. Attend General meetings when possible