

RMCC – Officers’ Job Descriptions Oct 2017

Tripmaster

Term of Office: 1 year, may be extended

Location: No limitations

Activity: All year but peak period is: January – March for setting schedule for non-permitted trips, adjusting for permitted trips when permits arrive, and posting to the RMCC website.

Overview: The Trip Scheduler is responsible for developing and maintaining the club activity calendar.

Specific Duties:

- Coordinate the paddling season schedule: set the event schedule based on the trips that members propose to lead, and the permits that members win. Post the schedule to the RMCC website.
 - Help coordinate the annual potluck and the annual permit party: Help recruit members to host these events, help set dates for these events. Run, help run, or find someone who can run the annual permit party.
 - Coordinate with the ACA Insurance Coordinator (IC): Send season schedule to ACA IC, keep ACA IC informed of any schedule changes, send trip reports to the ACA IC.
 - Support trip leaders: Post trip/event information to the website, send broadcast emails to the membership, provide trip leaders with ACA information necessary for leading trips and send trip reports to the ACA.
 - Cheerleader: Encourage members to lead trips!
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Webmaster

Term of Office: 1 year, may be extended

Location: No limitations

Activity: all year round

Overview: The Webmaster is responsible for maintenance and development of club’s internet presence

Specific Duties:

- Work with clubhosting.org to iron out any issues and difficulties that come up with our club website (www.rockymountaincanooclub.org). Fees are paid by President or Treasurer
- Site maintenance and changes as needed (for instance correcting links on the links page)
- Moderator for the GoogleGroups discussion group
- Maintain a 'how-to' document on the above 4 things.

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Membership Coordinator

Term of Office: 1 year, may be extended

Location: Boulder area (to facilitate pick up at the Boulder P.O. Box)

Activity: Busy in the late winter/spring when renewals are coming in, slow in other parts of the year. *5-10 hours per month*

Overview: The Membership Chair is responsible for receiving, processing, updating and safeguarding information about the RMCC members

Specific Duties:

- Periodically pick up the mail at the Boulder P.O. box
 - Twice weekly from June through January
 - Once a week February through May
- Forward the mail as necessary (e.g. Treasurer receives P.O. Box renewals and bank statements) to Treasurer
- Coordinate Spring membership renewal program
 - Mailing can go out from President or Membership Coordinator
- Process new memberships and renewals
- Update Google Docs roster (ADD or CHANGE)
- Update RMCC website (ADD new Subscriber for new Member)
- Created updated EXCEL spreadsheet of Club Roster
- Forward cash and checks to Treasurer
 - Kathryn Muz 2990 Regis, Boulder, CO 80305 303-499-1092
- Provide new member/renewal status and contact information to the President
 - Write “welcome” or “welcome back” email to new member(s) and President
- Create annual Membership Roster pdf for distribution to all members
- Maintain paper copies of all Waivers

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President

Term of Office: 1 year, may be extended

Location: Front Range desirable but not necessary

Activity: active all year, slowest between Nov and February. *10-15 hours per month*

Overview: The President shall represent the club both internally and externally and act as chair of the Officers Committee

Specific Duties:

- Welcome all new and renewing members each year
- Establish the date for, organize, and preside* the Annual Fall meeting (historically in early to mid-November). * *The President may delegate another officer to preside at the meeting if necessary*
- Establish the date for, organize, and preside* at the Annual Radium Rendezvous (historically on the 3rd weekend in July though twice in the past 10 years high water has pushed this back to 3rd weekend in August) * *The President may delegate another officer to preside at the meeting if necessary*
- Periodically issue “State of the Club” messages to the club membership and also publish/email pertinent information.
- Act as the face of the club both internally and externally
- Answer telephone and email inquiries from club members or external individuals or agencies or delegate the another member on a case by case basis.
- Work closely with the Webmaster to maintain a robust and helpful communication link to the membership and outside world
- Work closely with the Membership Chair during the Feb – May annual renewal period.

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Treasurer

Term of Office: 1 year, may be extended

Location: Front Range desirable; must have access to a branch of the club bank (currently U.S. Bank)

Activity: Most of the deposits are received in January through May with additional deposits sporadically throughout the year. Disbursements are throughout the year. Total time per month for the tasks average less than two hours.

Overview:

Specific duties:

- The principal function of the Treasurer is to deposit income from memberships (provided by the Membership Chair who picks up mail at the PO box);
- disburse funds (usually via checks) for expenses;
- keep receipts of the disbursements, maintain a record of all transactions;
- balance the books, and provide a summary annually to the membership.
- accounting is set up on a simple Excel spreadsheet which makes these tasks quite simple and quick. Currently, the spreadsheet is housed as a google document so that both the Treasurer and the President have access to it on-line at any time. Currently the bank is U.S. Bank.

Miscellaneous duties include:

- Filling out forms and paying for the annual ACA membership (November)
- Renewing the Trade Name through the Colorado Secretary of State (January)
- Responding to periodic requests for summaries of the data (normally from the President).

Perks: Functioning as Treasurer helps one know who is in the club (great for us name-challenged folks).

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Quartermaster

Term of Office: 1 year, may be extended

Location: Front Range

Activity: year round

Overview: The Quartermaster is responsible for maintaining and storing the club's equipment and for acquiring new items as needed

Specific duties: The RMCC quartermaster stores the clubs equipment and accepts requests for use of the equipment by club members. The arrangement is relatively loose as long as the equipment is returned or retained in good condition so others can use it. The equipment is preferably stored in a convenient location so that club members have access to it. Currently, it is stored in a garage in the foothills southwest of Golden. Some of the equipment has slowly migrated north so that it is more accessible for those in Boulder so the space requirements have diminished.

The primary responsibility is storage and distribution for those who need access. The quartermaster usually attends the annual summer meeting and provides access to the large group party tent. The job requires minimal time and mostly requires the space to store stuff and be reasonably accessible to club members. The ideal quartermaster has storage space, is centrally located, likes tinkering with gear, is organized, and enjoys serving the club. Rarely will the position get you invited on a trip (unless you volunteer to be a sanitation engineer).

Currently, the inventory contains:

- 2 Fire pans and 1 welding blanket
 - Dry erase board and various markers, (migrated north)
 - Tent and poles in 2 bags, that is, a large size party tent (currently in Boulder for minor repairs)
 - Several portable toilets with dump hoses, from ½ to 1 cu ft capacity
 - Bug tent (currently in Boulder for addition of stouter tie downs)
 - Banner (migrated north)
 - Miscellaneous hodgepodge items including an Old Town Discovery canoe stored in Golden
 - VHS video collection (obsolete technology but interesting)
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Instruction Coordinator

Term of Office: 1 year, may be extended

Location: No limitations

Activity: mostly in the spring and early summer

Overview: The Instruction Coordinator is responsible for organizing and advertising club classes and instruction

Specific Duties:

- Solicit club interest in a variety of paddling related classes and instruction
 - Recruit suitable instructors
 - Generate an annual class schedule
 - Promote the classes and assist instructors with registration, etc
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Social Media Editor

Term of Office: 1 year, may be extended

Location: No limitations

Activity: year round (though mostly in the summer)

Overview: The Social Media Editor is responsible for posting trip photos and brief reports on the club website and Facebook page

Specific Duties:

- Solicit photos and brief reports on club events (trips, classes, etc) from Trip Coordinators and instructors
- Format and post this information on the club website and Facebook page
- Post other paddling related articles to the same
- Periodically check the club website for questions and comments and provide a response (with the help of other club members as needed)