

RMCC – Officers’ Position Descriptions 2022

President

Term of Office: 1 year, may be extended

Location: No limitation although Front Range may help with some events

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 (based on information from the Membership chair)
- Establish the date for, organize, and preside at the Annual Fall meeting (historically in early to mid-November) and the Annual Radium Rendezvous (currently the first weekend in August as high water in July has been problematic)*
- Issue an annual report at the end of each calendar year and periodically issue “State of the Club” messages to the club membership and/or 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 to another member on a case by case basis.
- Work closely with the Webmaster and Media Maven 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.

** The President may delegate another officer to preside at these, if necessary*

Webmaster

Term of Office: 1 year, may be extended

Location: No limitations

Activity: active all year

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

Specific Duties

- Works with the website host provider to iron out any issues and difficulties that come up with our club website (<http://rockymountaincanoecub.net/>). Serves as the authorized person to contact the host provider’s support team.
- Posts trip reports as requested.
- Adds photos to the website photo gallery as requested.
 - Obtains permission to post the pictures.

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- o Resizes all pictures before uploading to conserve storage space and bandwidth utilization (faster display).
 - Makes changes to web pages as requested by board members.
 - Uses best practice methods to increase site security.
 - o Ensures website software is kept up-to-date.
 - o Limits login access to only those who need it.
 - o Monitors site for unexpected changes.
 - o Limits software plugins to only those that are needed and are trusted.
 - Investigates new software plugins as needed and makes recommendations to the board if changes are needed.
 - Verifies that fees are paid for site hosting, etc. by the Treasurer. Currently these fees are auto-paid through the club's PayPal.
 - Manages and moderates the club's Google Group. Works with the Membership Coordinator to ensure Google Group members are club members.
 - Manages and coordinates the online Planning and Permit Party survey
 - o Coordinates the events list with the Trip Master
 - o Provides the Trip Master a report of survey results
 - o Requires knowledge of Google Forms, Google Sheets, and Google Apps Script (Javascript)
 - Understands and is able to perform a site restore from scheduled site backups.
 - Creates on-demand backups before major site changes.
 - Understands and uses as needed the staging site to test any significant changes to the website.
 - Troubleshoots any website email (post notification) delivery problems.
 - Optionally, maintains his own development site on a local PC with a copy of the website. Useful for learning about the guts of Wordpress and investigating proposed website changes.
 - Monitors website performance and makes changes as appropriate.
 - Maintains 'how-to' documents on the above tasks.
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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); Non-Boulder individuals could arrange pick-up by a volunteer

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 Coordinator 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 monthly 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)
- 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)
- Create updated EXCEL spreadsheet of Club Roster
- Forward information to Trip Coordinators regarding membership status and both RMCC and ACA waivers
- Forward cash and checks to the Treasurer
- 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.

Tripmaster

Term of Office: 1 year, may be extended. (Possible and highly desirable to work with the current/outgoing Tripmaster to learn the ropes and develop relationships with Trip Coordinators.)

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.

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Overview: The Tripmaster 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.
- Coordinate the annual permit planning and party: Help recruit members to host this event, help set dates for this event.
- Coordinate with the ACA Insurance Coordinator (IC): Send season schedule to ACA IC, keep ACA IC informed of any schedule changes, assure that trip reports are sent 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 sending trip reports to the ACA.
- Cheerleader: Encourage members to lead trips!

Instruction Coordinator (aka Grand Poobah of Instruction)

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 as well as applicable 3rd party classes, e.g., Swiftwater Rescue, Wilderness First Aid, etc.

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.
- Assist the Webmaster with updating the Instruction webpage - <https://rockymountaincanoecub.net/instruction/>

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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: The treasurer is responsible for managing the receipt and distribution of club funds through banking and PayPal.

Specific duties:

- Maintain a record of receipts for memberships and other monies deposited to the club’s bank account by the Membership Coordinator or other officers and to transfer PayPal funds to the club’s bank account.
- Disburse funds (usually via checks) for expenses and maintain a record of disbursements.
- Have access to and manage the club’s bank and PayPal accounts, maintaining a record of all transactions by category (e.g., website, events, membership, etc.).
- Balance the books and provide a summary annually to the membership.

Note: Accounting is currently set up on a simple WordPerfect table which the Treasurer updates on a monthly basis, making these tasks quite simple and quick. Currently, the table is housed in the Treasurer’s computer and the updated table is provided to the President and Membership Coordinator on a monthly basis.

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. If a new Treasurer is elected the current Treasurer cooperates with that person to make the transition simple and efficient. Each Treasurer has an option to choose the software she/he will use.

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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 club 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, most equipment is stored in a garage in Broomfield although some has slowly migrated north so that it is more accessible for those in Boulder. Our lending library of books is housed in Golden.

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).

For a current list of inventory, see the Equipment page of the website:

<https://rockymountaincanoclub.net/members/club-equipment/>

Boat Master

Term of Office: 1 year, may be extended

Location: Front Range

Activity: year round

Overview: The Boat Master is responsible for maintaining and storing the club's loaner boats and for acquiring new items as needed.

Specific duties: The RMCC Boat Master stores the club's boats and arranges for use of the equipment by club members. The boats and associated equipment are preferably stored in a convenient location so that club members have access to it. Currently, the loaner boats are stored in a garage in Broomfield.

Loaning boats is more formalized than that of loaning equipment by the Quartermaster. Borrowers must sign a Loan Agreement and Waiver form and place a \$100 deposit with the

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Boat Master. The Boat Master returns the deposit if equipment is returned clean and undamaged. The club President would assist the Boat Master if any disputes arise regarding damage to or failure to return equipment.

See the Canoe Loans webpage for details on the boats loaned by the club and the required procedures. <https://rockymountaincanoecub.net/canoe-loans/>

Conservation Coordinator

Term of Office: 1 year, may be extended

Location: No limitations

Activity: year round

Overview: The Conservation Coordinator follows her/his interests in conservation and service projects to help keep club members informed of issues and volunteer opportunities related to boating, water resources, and related environmental issues.

Specific Duties: The Coordinator gathers and disseminates information on issues of interest, including proposed developments on public lands and governmental requests for comments on proposed projects/plans. The Coordinator disseminates information via the club’s Google Group and updates to the Conservation and Service webpage – <https://rockymountaincanoecub.net/conservation/> Periodically, the Coordinator organizes a committee to present the club’s conservation award – the Otter Award.

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 helping to share club information among the members and to a broader audience through, e.g., posting on the website and on the club Facebook page. Materials may include trip photos, brief reports of club activities, and other pertinent information regarding boating and water policy/conservation issues.

Specific Duties:

- Solicit photos and brief reports on club events (trips, classes, etc.) from Trip Coordinators and instructors
- Assist the Webmaster to post this information on the club website
- Post this information and other paddling related articles to the club Facebook page