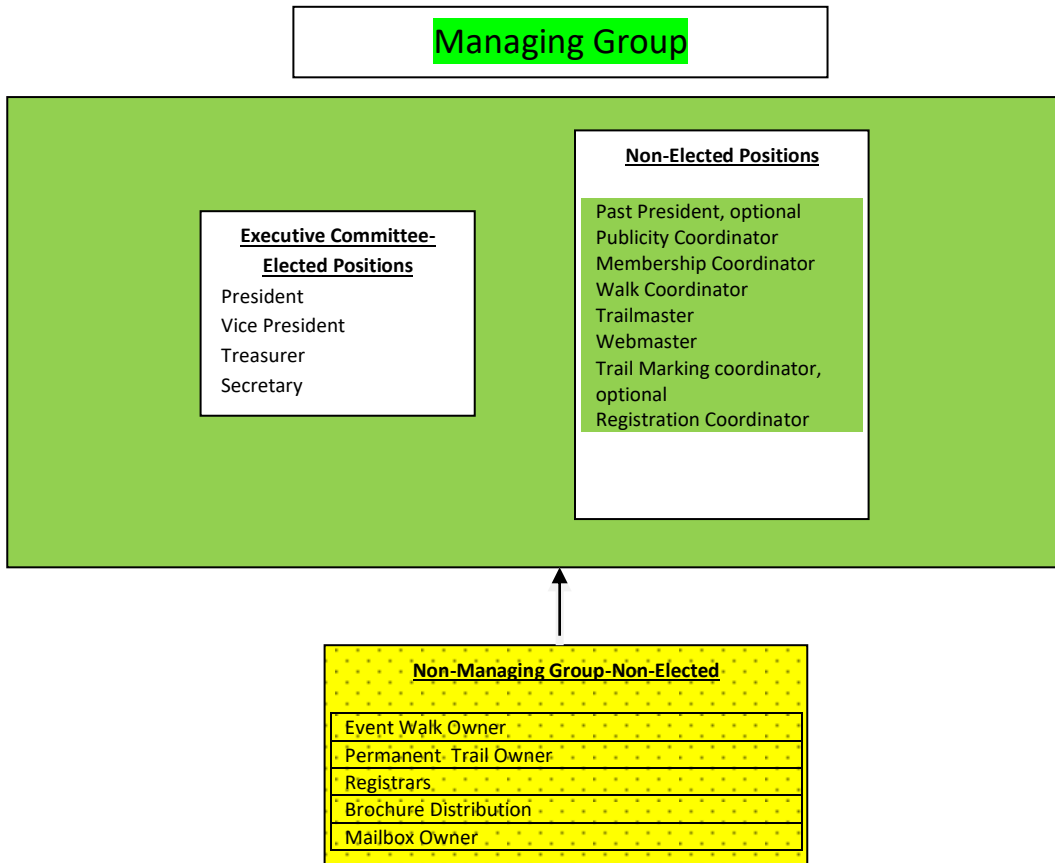




SECTION 1A

ORGANIZATION CHART

VICTORIA PATHFINDERS WALKING CLUB



SECTION 1B

SUMMARY OF VPWC CLUB POSITIONS

1. **President** - as the chief executive officer of the Club, is responsible for managing all aspects of the Club through the Executive Committee and Managing Group.
2. **Past President** - acts in an advisory and consultative role to the Managing Group and Executive Committee.
3. **Vice President** - is responsible for ensuring that club events are conducted safely and according to the standards set by VABC, CVF and IVV, for alerting the president to significant situations that require the president's attention, and for fulfilling the duties of the president in her/his absence.
4. **Treasurer** - is responsible for ensuring that the financial transactions of the club are properly recorded and for alerting the president to situations related to finances.
5. **Secretary** - is responsible for ensuring that pertinent decisions of the club are recorded and for alerting the president to unusual situations that require the president's attention.
6. **Publicity Coordinator** - coordinates the publicity to promote club events and volkssporting in general, including the club newsletter "Footnotes"
7. **Membership Coordinator** - maintains an up-to-date listing of current members
8. **Walk Coordinator** - is responsible for producing and maintaining the schedule of club walks for the current and following years and ensuring that walk events are properly planned and managed
9. **Trailmaster** - designs, measures and rates trails for the Permanent Trails and annual event walks and, as required, assists club members organizing scheduled walks.
10. **Webmaster** - designs and updates the website for VPWC and has responsibility for supervising and maintaining all internet functions and communications for the club generally.
11. **Trail Marking coordinator** - organizes volunteers for marking routes before scheduled event walks and group weekend Permanent Trail walks
12. **Registration Coordinator** - organizes the Registrars for scheduled event walks and group weekend Permanent Trail walks and maintains the supplies at start points for Permanent Trails and scheduled events
13. **Event Walk Owner** - primarily responsible for ensuring that a scheduled event walk runs smoothly.
14. **Permanent Trail Owner** - primarily responsible for ensuring that a Permanent Trail is well organized and maintained.
15. **Registrar** - Under direction of the registration coordinator manages and carries out the registration of walkers at a scheduled event walk or group weekend Permanent Trail walk
16. **Brochure Distribution** - Delivers brochures and other documents or flyers to Recreation Centres and any other recreational or commercial location where potential walkers frequent.
17. **Mailbox owner** - The VPWC member who receives the mail.

SECTION 1C

SUMMARY OF POSITION ACTIVITIES

POSITION: PRESIDENT

- Maintains personal calendar for current and upcoming year to include:
 - (1) Dates of VPWC meetings
 - (2) Dates of VABC and CVF annual meetings
 - (3) Dates for other club activities, commitments, and responsibilities
- Schedules, establishes agendas and chairs meetings of Managing Group and AGM.
- Establishes ad hoc committees eg for planning annual program of walks, for updating brochures, etc.
- Advises the Publicity Coordinator of information to be passed on to members.
- Ensures that activities of volunteers are carried out to make the yearly plan of activities a success.
- Makes long-term goals and plans for VPWC.
- Reviews documents from CVF/FCV, VABC, etc. in order to provide information to members of club.
- Makes announcements at start of scheduled event walks and at his/her discretion may make announcements at start of weekend PT walks..
- Prepares "President's Message" for each "Footnotes" edition.
- Key contact for external club relations with VABC, CVF and other volkssport clubs and organizations.
- Maintains listing of club members who volunteer and can be called on for specific jobs.
- Determines types of jobs/tasks that need to be done on an ad hoc or ongoing basis.
- Contacts new members who have an interest serving as a volunteer.

POSITION: PAST PRESIDENT

Member of Managing Group: Optional. This is up to the individual.

- Provides advice and direction, as requested.
- The Past President has valuable experience and knowledge to share with the President, Executive and Managing Group and provides continuity in the governance of the club.

POSITION: VICE PRESIDENT

- Stays up-to-date on walk standards set by VABC, CVF/FCV and IVV.
- Identifies and resolves situations to improve standards.
- Fulfils the duties of the President in his/her absence.
- Makes announcements at the start of scheduled event walks and at his/her discretion may make announcements at start of weekend PT walks.
- Carries out initiatives assigned by the President.

POSITION: TREASURER

Monthly

- Receives funds and deposits to bank account in a timely fashion. Funds are received from:
 - Membership Coordinator - member dues
 - Registration Coordinator/Registrars – walk fees for scheduled event walks, and sales of books and PT Discount Cards
 - Permanent Trail Owner- walk fees for Permanent Trails
- Pays expenses, depending on amount, either by cheque or cash. (See policy and sample form, which may be used for submitting expenses.) Requests for payment come from general membership for photocopying, postage, marking supplies and other miscellaneous expenditures.
- On request by a club member in good standing, provides financial records, including inventories for review.
- Receives and records event stats for annual reporting.
- Submits PT stats to VABC.
- Records transactions in a journal (Excel spreadsheet).
- Reconciles bank statement.
- Prepares a report for presentation and approval at meetings of Managing Group.

FISCAL YEAR END (December 31)

- Prepares applicable adjusting entries.
- Updates inventory based on information provided by club members.
- For annual general meeting prepares following:
 - Treasurers Report - summarizes pertinent transactions in the year
 - Financial Statements - balance sheet & income statement, budgets
 - Boxes files for last fiscal year (destroys designated documents from previous fiscal years per schedule).

POSITION: SECRETARY.

- Records, transcribes and distributes minutes of meetings of the Managing Group and of the general membership.
- Maintains list of pertinent decisions so that a summary can be prepared for the Newsletter, the AGM and the Operating Policies, Rules and Regulations and other club documents can be revised accordingly.
- Maintains list of issues to be discussed at AGM.
- Advises members of Managing Group and, as directed, other club members of meeting arrangements.
- Maintains historical records and photograph albums of club. This activity may be passed on to another club member. Maintenance of historical records is presently being done by Britta Gunderson-Brydon and photographs are being collected by Frances Aknai.
- Circulate minutes to Managing Group for review.

POSITION: PUBLICITY COORDINATOR

- Responds to requests for information from others such as:
 - community organizations,
 - community events.
- Distributes brochures electronically to various club members, on request.
- Sends out information via e-mail to other walking clubs and associations when requested.

- Puts advertisements in local media for scheduled walks via e-mail before the 15th of the previous month and enters details into online websites. Some walks are NOT advertised as advised by the Walk Coordinator.
- Club Newsletter- "Footnotes" - produces newsletter 3 times/year, soliciting input and articles, doing layout and proof reading, edits and distributes newsletter.
- Every Sunday am a list of walks for the week is sent via e-mail and on Tuesday evening the Thursday pm (when in season) and weekend walks are sent via e-mail. Scheduled weekend event and Permanent Trail walks and mid-week Permanent Trail and special walks are included.
- On an ongoing basis, keeps a listing of organizations, contact names, and phone numbers: and a listing of publications and advertising deadline dates.
- Once a year, distributes to all members a membership list, containing contact information for members who have agreed to have their information included.

POSITION: MEMBERSHIP COORDINATOR

- Processes new members by:
 - allocating membership numbers
 - passing payment, if applicable, to Treasurer
 - adding name, home address, e-mail address, phone #'s and membership # to computer data base
 - mailing out a "Welcome Package"
 - supplying a name tag at a cost of \$5.00, if requested
- Keeps a supply of club brochures and extra copies of calendar (for Welcome packages).
- In October or November, reviews membership application and renewal forms and updates, as required, for next calendar year.
- Processes membership forms as received and updates membership list accordingly
- Periodically, provides an updated membership list to Managing Group members.
- Provides statistics on membership to Managing Group meetings and AGM.

POSITION: WALK COORDINATOR

- Each year, with collaboration of other club members and Managing Group, produces schedule of walks for next calendar year that includes:
 - dates and times
 - locations
 - names and phone numbers of walk owners.
- Provides schedule of walks to others as required for various publications.
- Produces the south Vancouver Island Walk Calendar for distribution to the members of VPWC.
- Inputs information on the spreadsheets provided to the VABC by the CVF and double checks that the CVF sanction forms are correct
- Verifies with each Event Walk Owner that he/she is available on proposed date(s).
- Verifies with each PT Owner that he/she is available to continue for upcoming year; if not, locate a replacement.
- Monitor upcoming walks, in consultation with the President, Trailmaster, and other members of the Managing Group to ensure that all details have been addressed.
- For weekend walks, this monitoring involves checking with the walk owner which route has been chosen, whether there has been a pre-walk, whether there are any changes to the map instructions

required as a result of local conditions (eg ice, snow mud, construction etc), confirming that the walk owner has made sufficient copies of maps and, if appropriate, lunch or coffee location.

- If walk owner is unable to perform his/her duties and cannot find a replacement, assist with finding a solution.
- As required, contacts public authorities and property owners for permission/permits to hold the events and to use the trails and washrooms.
- Send to Event and PT Walk Owners a list of their responsibilities.

POSITION: TRAILMASTER

- Designs, measures and rates trails in accordance with IVV/CVF standards (design of routes is discussed, reviewed and approved by Managing Group).
- Periodically revises PT routes.
- Prepares related trail maps and route instructions.
- Maintains a library of walk directions and maps (past and present) for PTs and Event Walks.
- Creates digital maps for walks.
- Makes changes to directions based on input from Walk Owners.
- Sends to Walk Owner a copy of current walk directions one month prior to each Event Walk.
- Requests PT Owners to select walk route one month prior to each group PT walk.
- Sends to Trail Markers a copy of finalized walk directions and maps. (Trail Marking Coordinator will supply names of markers)
- Is actively involved in the creation of new walks.
- Assists Event and PT Walk Owners with route changes as required.
- Manages the inventory of measuring wheels, making them available to Walk Owners.
- Provides Treasurer with inventory list as requested.

POSITION: WEBMASTER

- At year end, updates web site with walk calendar data received from the person who creates the printed South Vancouver Island calendar or equivalent.
- Ensures that the web site content is kept up to date throughout the year.
- Is responsible for improving or altering the design of the web site should changes become necessary.
- Interfaces with internet service provider to ensure that the web site is available and functions efficiently.

POSITION: TRAIL MARKING COORDINATOR

Member of Managing Group: Optional. This is up to the individual.

- Maintains a list of personnel interested in trail marking.
- Determines availability of markers.
- Prior to each walk, sends names of markers to Trailmaster so he/she can send walk directions to markers.
- Maintains a supply of marking equipment.
- Distributes marking equipment and instructions to markers.

POSITION: REGISTRATION COORDINATOR

- Ensures that the walk box is stocked with supplies:
 - Registration sheets on clipboard
 - Cash box with \$50 float
 - Holder(s) with appropriate year and middle slugs and stamp pad
 - Binder with stats sheets and slugs
 - Binder with record books, insert sheets, 5-free walk booklets
 - Pens
 - Candies and doggie treats (optional)
 - Club brochures and business cards
 - VolkssportingBC publications
 - Tablecloth and paper weights
- Ensures that a Registrar is appointed for each scheduled Event Walk and weekend group PT
- Ensures that walk box, sign, and table are given to each Registrar
- Maintains and provides a list of Registrars to interested parties

Note: No responsibility for registering the mid-week day and evening PTs

POSITION: EVENT WALK OWNER

- A month prior to the event, acquires a current set of directions from Trailmaster.
- About two weeks prior to event, does a prewalk.
- Reports whether or not there are any changes to route to the Trailmaster
- Gets permission to walk on private property if necessary.
- Once route is finalized by Trailmaster, ensures that enough copies of directions and map are available (use copies on file with Trailmaster if current, and/or make copies so that there are usually 25 for longer distance and 10 for shorter).
- Ensures that Registrars have an established area to do registration and that they are aware of location.
- Is the contact for phone calls or e-mails about the walk.
- Ensures that directions/maps are at registration a half hour prior to walk start.
- Decides on a place for lunch and makes reservations, if necessary.
- If unable to perform above duties, attempts to find a replacement. If that proves impossible, contacts the Walk Coordinator for assistance.

POSITION: PERMANENT TRAIL OWNER

- Ensures that start point walk box is stocked with supplies:
 - Pens, stamp pad, holder with appropriate slugs
 - Registration sheets – photocopy as necessary
 - Route maps – photocopy as necessary
 - Stamped envelopes – get from Registration Coordinator
 - Insert sheets – get from Registration Coordinator
 - First 5-free booklets – get from Registration Coordinator
 - Club brochures and VolkssportingBC publication
- Collects money from walk box and gives to Treasurer monthly.
- Changes slugs annually on January 1.
- Updates route directions as necessary and work with Trailmaster to finalize master copy.

- In January, prepares total participation statistics for previous year and give to VABC Sanctions Coordinator, and gives registration sheets to Treasurer
- Sends Christmas cards or a Thank You note annually, to thank Permanent Trail Hosts, where appropriate.

Weekend Group PTs:

- Choose route to be walked.
- Be the contact for phone calls or e-mails about the walk
- Ensure that directions/maps are at registration a half hour prior to walk start.
- If unable to perform above duties, attempt to find a replacement. If that proves impossible, contact the Walk Coordinator for assistance.

POSITION: REGISTRAR

- Under direction of Registration Coordinator, manages the registration of scheduled Event Walks and group weekend PT walks.
- Arranges for an assistant Registrar.
- Contacts the Walk Owner (name will be in calendar as contact) to ensure knowledge of registration location and facilities.
- Is ready to accept registrations a half hour prior to walk start.
- Takes VPWC table if necessary.
- Takes chairs (no VPWC stock) if desired.
- Puts out the VPWC sign at a spot that is helpful to persons arriving at start point.
- Is familiar with registration process (book in registration box labeled “Book about the Box”).
- Inserts the individual event walk slug into holder.
- Welcomes new walkers and is prepared to explain registration process.
- Ensures that participants check the appropriate columns on registration sheet.
- Ensures registration sheets show date, walk location, and slug number.
- Signs registration sheets as witness of registrants having accepted waiver.
- Sells record books and gives out 5 free walk booklets.
- Ensures that record books are stamped, preferably after the walk.
- For Event walks
 - gives money, financial reconciliation sheet, and registration sheets to Treasurer.
 - Prepares stats sheet and returns walk slug to plastic bag attached to sheet.
 - Gives the stats sheet and slug to Treasurer or, if so advised, to VABC Sanctions Coordinator.
- For PT walks, leaves registration sheets and money in the PT Walk Box.
- Notifies Registration Coordinator if supplies are needed.
- Receives application for membership forms from new members and renewal of membership forms from current members along with membership fees and gives the money and forms to the treasurer.

POSITION: BROCHURE DISTRIBUTION

- Delivers brochures to recreation centers and other locations.
- Delivers to as many recreation centres in the Victoria and surrounding areas as possible. It is usually best to ask for permission at the front desk.

- Recreation centres include Pearkes, Henderson, Cedar Hill, Oak Bay, Esquimalt, Juan de Fuca and Gordon Head.
- Businesses include Sports Chek, Running Room, Frontrunners and New Balance.

POSITION: MAILBOX OWNER

- Opens mail. (Mail sent to this address is opened regardless of whom it is addressed to - unless it is marked PERSONAL or CONFIDENTIAL. In this case, it is given unopened to individual addressed to.)
- Arranges for pickup of mail by the addressee or an appropriate recipient for whatever action, if any, is necessary.
- Where there is no specific addressee, acts on straightforward tasks and those where it would be senseless to pass on.
- If necessary, seeks guidance from the President or another Managing Group member on how to handle a piece of mail

SECTION 1D

VOLUNTEERS/POSITIONS 2020-2021

1.	President	George Copley
2.	Past President	Vacant
3.	Vice President	Wendy Renwick
4.	Treasurer	Joan Sanderson
5.	Secretary	Lyn Wray
6.	Publicity Coordinator	Frances Aknai
7.	Membership Coordinator	Frances Aknai
8.	Walk Coordinators	Christine Desjardin, Ada Robinson
9.	Trailmasters	David Cattrall, Rick Desjardin, Sandy Malcolm
10.	Webmaster	Wendy Renwick
11.	Trail Marking Coordinator	Vacant
12.	Registration Coordinator	Diane Copley
13.	Event Walk Owner	See next pages
14.	Permanent Trail Owner	See next pages
15.	Registrars	See next pages
16.	Publicity- Brochure Distribution	Frances A Donna B Eileen N
17.	Mailbox Owner	Joan S

Blue type-previously appointed by GCW or Juan de Fuca

2020 EVENT WALK OWNERS

For actual walk event assignments see VPWC WALK CALENDAR 2020

1. Marg A
2. Frances A
3. Greg B
4. Beverley C
5. David C
6. George C
7. Diane C
8. Cec C
9. Rob D
10. Bill H
11. Susan H
12. Carol J
13. Gord K
14. Diane M
15. Sandy M
16. Wendy R
17. Ada R
18. Renee R
19. Joan S
20. Gail T
21. Carol V
22. Arlene W
23. Rick W
24. Marge W
25. Ed W
26. Lyn W

PERMANENT TRAIL OWNER

2020 Permanent Trail Box Responsibility

Start Location	Person Responsible
Coast Victoria Hotel	Randy L
Pearkes Rec Centre	Gord K
Henderson Rec Centre	Susan H
Running Room Broadmead	Marion D
Oak Bay Rec Centre	Beverley C
Cedar Hill Rec Centre	Donna B
2:18 Run, Fairfield Plaza	Judy B
Sidney Travelodge	Carol J
Serious Coffee Millstream	Diana M/Rick D
Frontrunners Westshore	Rick D
Fas Gas (Elk Lake)	Valentina K
Greenhawk Harness, Brentwood Bay	Carol V
Western Foods, Sooke	Wendy R
Juan de Fuca Rec Centre	Rick D
Esquimalt Rec Centre	Marge W
My-Chosen Café, Metchosin	Wendy R/Rick D

REGISTRARS

2020 Registration Box Responsibility

Month	Volunteer
January	Diane C and George C
February	Diane C and George C
March	Christine D
April	Diana H
May	Wendy R
June	Diane C and George C
July	Carol M
August	Greg B
September	Astrid H
October	Marion D
November	Marion D
December	Marion D

MAILBOX

2020 Mailing Address:

Victoria Pathfinders Walking Club
114 - 165 Kimta Road,
Victoria BC V9A 7P1