

SCOV Hiking Club Volunteer Board Staff Job Descriptions

Orientation Hike Leaders

1. Acts as Club Ambassador
 - a. Provides overview of Club and its mission
 - b. Explains Club standards, rules, and hiking etiquette
 - c. Encourages participation in Club events and leadership
2. Provides Safety Education
 - a. So that prospective new members become aware of potential dangers unique to the desert environment and understand personal accountability (and how that impacts the group)
3. Ensures that prospective new members meet "D" level hike expectations
4. Completes administrative tasks expected of all hike leaders
5. Attends Club board meetings as needed as staff liaison

Hike Schedules Editor

1. Receives schedule that has been converted from the Google calendar to a Word document from the Chief Guide
2. Reads the document to determine that all hikes are included. If not, emails the Chief Guide
3. Corrects spacing between hikes
4. Bolds the date of the hike and rating. Corrects any missing or incorrect information in that portion and in the rest of the description, such as Guide's name and phone number, or email address. Corrects missing punctuation and/or errors
5. Proofreads the document and corrects anything missed
6. Emails document to the Webmaster

Members' Email Communications Coordinator

1. Email addresses are updated when notified of new or returning members by Membership Chair.
2. Once yearly purge members who have not renewed and add new members, when informed by the Treasurer of current membership
3. Forward emails through MailChimp when:
 - a. Hike leader cancels or changes time, location, etc. of a hike already scheduled
 - b. Hike leader adds a hike, which has been approved by the Chief Guide
 - c. Club President or planner of Club event sends information for all members

Membership Manager

1. Maintains current membership master file
 - a. Receives new and renewing member info from club treasurer
 - New members must first complete orientation hike which is transmitted to the treasurer and on which form the orientation leader specially notes those hikers with E status
 - Maintains special notice of special categories; E hikers, non-residents, and emeritus
 - b. Updates master file
 - Frequency of update no less than monthly and more frequently during the active season
2. Distributes Excel format master file
 - a. To guides, Board members, Communications Coordinator, Mileage Secretary, Webmaster
3. Attaches "update" list
 - a. Included as a separate sheet on master Excel file
 - b. Includes name, contact information, and E status (if applicable) of new and renewing members

- c. Includes separate list of purged members for Communications Coordinator and Mileage Secretary at end of January
 - d. Highlights changes from previous list for convenience of those receiving this list
4. Year-end data updates
- a. Updates membership number on master file for use in establishing following year's limit on non-residents
 - b. Purges non-renewing members at end of January

Mileage Secretary

1. Receives mileage sheets dropped off by hike leaders in mailbox provided by Club
2. Enters individual hiker miles onto Excel spreadsheet, balances final totals, and updates and backs up to flash drive.
3. Monthly, forwards updated mileage results to Club webmaster for posting on the Website
4. Approximately monthly, or when requested, supplies completed mileage sheets to Chief Guide
5. Prior to semiannual picnics, provides Club President with list of mileage award winners (100, 250, 500, 750, 1000, 1500, 2000, and every further 500 miles)
6. Adds new members to list after orientation hikes, upon receipt from Club Treasurer
7. Receives guest hikers' Liability Waivers from hike leaders and passes on to Treasurer approximately monthly
8. Purges files annually in Spring after membership renewals are complete

Club Historian

Researches and publishes a Club History for members

Webmaster

1. Produces and maintains Club website with information of interest to guides, officers, and members

- a. Periodically posts
 - i. Monthly lists of scheduled hikes for the current month and the next month
 - ii. Corrections and changes to the scheduled hikes, as they are issued
 - iii. Updates to Membership list
 - iv. Updates to hiker mileage list
 - v. Changes, corrections, and additions to the hikes list
 - vi. Photographs taken by members during hikes and other events
 - vii. Other changes as needed from time to time
- b. Provides support for Club documents and handbooks as needed
- c. Manages interface with website provider including fees and services

Club Fair Coordinator

1. Arranges all of the following items for the SCOV Club Fair event occurring annually on the first Friday of February
 - a. Calls SCOV Facilities Coordinator at least one month in advance to reserve two tables located against the stage in the auditorium
 - b. Includes all of the following for the table: tablecloths, rubber nonslip material for under the tablecloths, photo display, Catalina Mountains pictures for sale sign on tripod, handouts, reference materials for workers. All of these are located in the storage room of the Activity Center (far left end, top shelf)
 - c. Recruits two men and one woman who are friendly, outgoing, and knowledgeable of Club workings
 - d. Acquires sufficient supply of Catalina Mountain laminated photos from the Club member handling photo sales

- e. Uses the same handouts that are located in the Club rack at the Activity Center opposite the For Sale bulletin boards, and has a sufficient quantity printed ahead of time

Nominating Committee Chair

1. Forms a committee of 3-4 members (usually in January for the purpose of selecting candidates for the following year's Board of Directors (i.e. Club officers)
2. Helps to identify and interview said candidates, gauging level of interest and compatibility with officer job descriptions
3. Encourages candidate connection with incumbent officer (for further exploration and explanation)
4. Attends Club board meetings as needed
5. Ensures that the proposed slate of officers is posted on the Club website at least two weeks prior (i.e. In early March) to the Annual Meeting
6. If an election is needed or a vote count requested, assists Club Vice President with the process.
7. The Nominating Committee Chair job dissolves after the Annual Meeting