

Natural Bridge Appalachian Trail Club

Officer and Committee Responsibilities

Revised 3/9/17

OFFICERS

President

The President shall preside at all meetings of the Board of Directors and of the members, shall see that orders and resolutions of the Board are carried out, and shall sign contracts and other written instruments as designated by the Board.

The President is charged with providing leadership and direction to the Club and is responsible for ensuring that the Club fulfills its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Club's leaders, volunteers and other members and to achieve the club's agreed goals. The President is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.

Vice President

The Vice President shall act in the place and stead of the President in the event of the President's absence, inability or refusal to act and shall exercise and discharge such other duties as may be required by the Board. The Vice President's duties are commonly regarded as preparation for the office of President.

The Vice President represents NBATC on the Virginia Regional Office (VARO) Regional Partnership Committee(RPC) and acts as liaison between NBATC and the RPC.

Supervisor of Trails

Recruit, train and supervise trail maintainers. Coordinate with ATC, NPS and USFS on areas of mutual interest and for required certifications.

Maintain an inventory of tools needed for trail maintenance.

Monitor certifications and arrange for needed training/certification.

Recruit new maintainers to fill vacancies.

Monitor trail problems; solve problems beyond the scope of maintainers. Encourage maintainers to report emergency trail conditions immediately.

Approve and submit requests for Konnarock trail crew work after examining the site and discussing with the maintainer. Maintainer should be involved in decisions regarding his/her trail section.

Conduct a yearly meeting of trail maintainers to discuss issues and provide training.

Supervise major trail relocations.

Act as liaison between NBATC agency partners on matters relating to trail maintenance.

Work with outside groups; i. e. Boy Scouts, colleges, corporate, municipal or other sponsored groups who wish to perform "community service" on trails under your supervision.

Training:

Maintain thorough familiarity with trail maintenance practices of the Appalachian Trail Conservancy.

Attend training workshops that are offered such as Chainsaw, First Aid, and Trail Construction.

Secretary

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Club and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; and shall perform such other duties as required by the Board.

Treasurer

The Treasurer shall collect, receive and deposit in appropriate accounts all monies of the Club and shall disburse such funds as directed by resolution of the Board of Directors; shall sign checks and promissory notes of the Club; shall keep proper books of account; and shall prepare a financial statement to be presented to the membership at its regular annual meeting and make said statement available to the members upon request.

Prepare financial statements for each board meeting throughout the year. Coordinate with the Membership Committee to ensure dues are recorded to member's accounts and deposited. With information provided by the Membership Committee, send dunning emails and letters to members who are past due.

Reconcile bank accounts. Ensure that checks are mailed to meeting facility for membership meetings. File forms with State Corporation Commission, FORM 990N and Sales Tax as required.

Collect funds and dues at membership meetings.

Club accounting records are kept using Excel Workbook.

COMMITTEE CHAIRPERSONS

Archives

The responsibility of the Archives Committee is to acquire, evaluate, organize, maintain, and provide access to the historical records of the NBATC. The Chair shall make historical information available to the club members and the public as appropriate; and provide an annual report to the membership at its Annual Meeting.

Asst. Supervisor of Trails

The Assistant Supervisor of Trails is responsible for assisting and augmenting the Supervisor of Trails to fulfill his/her responsibilities for the success of the club and work with the Supervisor of Trails to divide responsibilities.

Ecology

Work toward goals outlined by the ATC: In 2009, the National Park Service completed the Appalachian National Scenic Trail Natural Resource Management Plan which describes the important resources of the Trail and suggests management actions. The ATC, the National Park Service and the U. S. Forest Service, as well as other agencies and organizations, work cooperatively to understand the status of these resources and to engage volunteers, or citizen scientists, in monitoring natural resources. Monitoring projects are aimed at assisting cooperative management partners in the development of effective adaptive management strategies, ensuring the long-term health of significant resources.

The following monitoring projects offer opportunities to engage with scientific partners at the National Park Service and other organizations. Monitoring protocols have been developed by these partners to ensure scientific standards are met.

- Rare Species Plant on the Appalachian Trail: Learn about threatened species that the A.T. supports and the best management practices for protecting them.
- Invasive Species: Track the spread of problematic plant species and work collaboratively to eliminate targeted populations of invasive species.
- American Chestnut: Help the American Chestnut Foundation spread the word and promote public understanding of restoration of this once important species of Appalachian forests.

Phenology: As part of the AT Seasons Phenology Monitoring Campaign via the USA-National Phenology Network, recruit and train volunteers, and schedule monitoring visits to the James River Site as developed with ATC personnel beginning in May 2014. ATC personnel in the Roanoke Regional office function as coordinators and liaisons with USA-NPN.

88 Miler Award

Ensure that NBATC members are made aware of the 88 Miler program.

Maintain a stock of required forms and patches.

Receive completed forms. Congratulate each successful applicant by email and give each the option of receiving his or her patch immediately by mail or waiting to receive the patch at the annual awards dinner.

Sell the patch and mail it to hikers who have passed through our section of AT and who write to ask if we have patches.

Present the patches at the February Awards Dinner.

Maintain a master list of those receiving the award, including the name of the club member, date completed and the number of the hiker in the sequence of those who have hiked all of our maintained miles. This same information should also be passed along to the person who maintains the NBATC website for the on-line list of 88-Milers.

Organize and administer the One Year Mileage Patch Contest. Design and secure 100/200/300 miles patches and present to recipients at the February 2018 NBATC Award Meeting.

Report time spent completing 88-Miler responsibilities as administrative time.

Grants Manager

Determine available grant sources and deadlines (ATC L. L. Bean Grants to Clubs, APPA funding, VARO funding, American Hiking Society Grants, etc.) For tool or equipment purchases, in conjunction with the Supervisor of Trails, Committee Chair, or the Board of Directors, determine the equipment to be requested, including specific model numbers. From local suppliers and mail order suppliers, determine the cost of said items. Obtain a total estimate of the cost of construction projects based on complete plans which must meet Americans with Disabilities Act (ADA) regulations. Based on past projects or in conjunction with the project builder, estimate the volunteer hours. Write grant proposals with the details required for the specific grant. This typically is complete plans and lists of equipment, estimates of all costs, estimates of matching volunteer hours and/or funds, and proposed schedules.

Once a grant has been obtained, notify the Treasurer, Supervisor of Trails, and the project builder. Purchase equipment and, in some cases, purchase materials for construction projects. Make sure that volunteers are reporting the grant related hours to the Work Hour Coordinator and that the purchases are allocated to the grant funds. In coordination with the Treasurer and the Work Hour Coordinator, account for funds spent and matching hours for the project. Write grant reports which typically includes a thank you letter to the funding source, expense accounting and volunteer hour tally, photos of the project, and local publicity in newspaper and NBATC newsletter. Grants may have very specific compliance requirements, which need to be followed or the Club may lose the right to apply for the grant.

Guidebook

Work with the field editor on periodic revisions (determined by ATC) of the Appalachian Trail Guide for Central Virginia. Examine drafts for typos and errors in information.

Submit changes in mileage after relocations. Measure newly opened segments of trail and submit these changes to the field editor along with rewrites of the area through which the new trail passes. Respond to questions from the field editor about conditions such as signage, side trails, etc. Also part of this job is the yearly assessment of amenities available to long distance hikers going through our miles of trail. These are reviewed each fall and any changes (campground closures, stores and motel closures, etc.) are submitted to the editor of the ATC Data Book along with any mileage changes from Trail relocations. A revised Data Book is published at the beginning of each hiking season at the first of the year.

Examine the maps accompanying the Guides. Collect and pass on to the field editor corrections that club members see and submit. Acknowledge contributing members in the next edition.

Guidebook Sales

Maintain an inventory of Appalachian Trail Guide Central Virginia/Map sets, Favorite Hikes of the Natural Bridge Appalachian Trail Club and NBATC patches. Make these items available to members and others for purchase at meetings of the club and elsewhere.

Hiking Spree

Advertise the Hiking Spree program to members.

Maintain an inventory of required forms and awards.

Receive completed forms. Congratulate each successful applicant by email.

Present awards at the February Awards Dinner.

Hiker Miles

Maintain the master record of miles hiked by each NBATC member. The primary task is to record miles hiked by each participant on club hikes, including the scheduled "numbered" hikes, trail maintenance hikes, and the on-going Thursday and Friday hikes. This information is used to determine the winner of the Casner Award each year. Any hiker can check the data base to track their progress for the year or to verify hikes for the Hiking Spree. Because of the need for a database of hikes, the hiker mile database is also used to provide the hike schedule on the web site where it can be updated with changes within each quarter.

Member Communication

Coordinate communication to club members by internet or through use of the Telephone Tree for members who prefer that mode. Keep membership informed of hike schedule changes, club activities, and topics of interest.

Activate communications to members and agency partners before each dinner meeting and for other special activities as designated by President.

Contact Membership Chair in early January to make sure membership is purged before preparing communication lists. Any notices to late payers should be out by early January.

Membership

Keep appropriate current records showing the members of the Club together with their addresses. Plan the annual membership campaign. Create and implement a membership plan, promoting membership throughout the year, collect dues, and distribute membership information to members.

Membership records are kept using an Access database.

Newsletter/Website

Publish quarterly newsletters to be mailed to members and agency partners. Compile the newsletter and get it to the printer. The "committee" includes everyone who submits articles and photographs, and a wonderful group of proofreaders.

Maintain the NBATC web page.

Newsletter Distribution

Organize and execute mailing of quarterly newsletters to members.

Receive computer files from the Membership Committee, upload to Post Office and receive the label file that is generated. Print labels onto label forms and apply to each newsletter. Deliver the newsletters to the Bulk Mail section of the Post Office on Odd Fellows Road.

Make copies of Hike Forms, receive computer files from the Membership Committee and print address onto the Hike Forms. Apply tabs and postage and mail to hike leaders via first class mail.

Duties also include purchasing of label forms and ensuring that the Bulk Mail account is properly funded.

Nominating

Nomination for election to the offices of President, Vice President, Secretary, Treasurer, Supervisor of Trails and Directors-at-Large shall be solicited and presented by a Nominating Committee. The Nominating Committee shall consist of a Chair, who shall be the Immediate Past President or a member of the Board of Directors, and two or more members of the Club. At least one member of the Nominating Committee must be a Board Member. The Board shall appoint the Nominating Committee prior to each annual meeting of the members to serve from the close of that annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting.

Outing Planning

Secure hike leaders and schedule weekend hikes each quarter. The committee chair shall draft the calendar that appears on the front page of each newsletter. There are several sources for this information - common knowledge (board meeting dates and dinner meetings), hiking schedule (Konnarock work weeks and Adopt-a-Highway), Public Relations Committee (events that we plan to support). Train hike leaders.

Past Presidents Council

This committee of club past presidents (always chaired by the immediate past president), who have remained active within club leadership, and desire to continue to contribute to NBATC as a counsel to and supporter of the current president. As directed by the Club President, members of this group of experienced leaders who are familiar with the organization and its agency partners will be available to step in to assist on occasion or in a specific on-going role. These members may be assigned to individual projects or interfaces - not to replace the President or Vice-President - but rather to supplement, represent, or accompany the president. They also serve in a counseling or advisory role to the president, as requested. During transition time, certain key projects may remain the responsibility of the immediate past president until conclusion. Support can include activities such as:

- Serving as a supplemental interface to an agency partner or other key organization.
- With knowledge and approval of the president, attend a meeting, respond to a letter, resolve a problem, or be a member of a task force or committee.
- Serving as the president's representative at Hiker Happy Hours and events such as Get Downtown, Buena Vista Mountain Days, or the Rockbridge Festival.
- Supporting the President as representatives in activities such as trail building, hike leading, proofreading, community events, committee meetings, writing of thank you letters, organizing the t-shirt distribution, and delivering/ mailing awards that aren't picked-up at the dinner meeting.

Parks and Recreation

Represent the NBATC with Lynchburg City on matters involving mutual interest such as the Blackwater Creek Trail.

Public Relations

Communicate information about NBATC to the community, including the media. Keep the club aware of PR efforts and results. Report regularly on publicity efforts and results at club meetings. Write articles about public relations activities and results for the club newsletter. Explain how club benefits from good public relations. Arrange representation of NBATC at events such as: The Rockbridge Community Festival, high school and college orientations, outdoor clubs, the Virginia 10 Miler, Buena Vista Mountain Days, Lynchburg Community Market, ATC Biennial, Rockbridge Community Festival, Get Downtown, and Day in the Park. Maintain the NBATC Social Media sites.

Social

The Social Committee is responsible for providing logistical and communications support for club events that:

- Award member achievements.
- Entertain and educate about hiking and/or the Appalachian Trail.
- Communicate changes in club business and roles.
- Provide members an opportunity to vote on Board recommendations.
- Bring together members and non-members in venues available to and appealing to diverse populations.

The following events are designed to address these goals.

October Business and February Awards Dinners

The committee makes arrangements for two dinners including, but not restricted to:

- Acquiring and paying for space
- Communicating to members
- Setting up the physical space (including technology)
- Breaking down and cleanup
- Working with the Board to line up speakers from inside and/or outside of the club

Hiker Happy Hours

The committee drives a calendar of monthly events including, but not restricted to:

- Scouting out locations in various areas accessible to the entire body of our membership
- Lining up “hosts” and tracking the success of the events or venues (based upon attendance)
- Communicating to members and non-members

Periodic outings such as family picnics, canoeing, Hillcats games, etc.

The committee designs and runs diverse events for members and non-members alike including, but not restricted to:

- Brainstorming with committee and club members for new activities
- Communicating to members and non-members
- Acquiring and setting up physical space when required
- Breaking down and cleanup
- Tracking success against expectations for future planning

Volunteer Hours

Maintain the master record of volunteer hours worked by each NBATC member.

Complete reports to NBATC officers, ATC and agency partners as necessary. Keep track of various awards based upon yearly as well as lifetime hours. Keep track of T-shirt sizes for awards.