

SVSVC Roles and Responsibilities

Committees or Coordinators of the Club may be standing or temporary. A Committee may be a single person if the functions can be performed successfully in that manner. Potential committees or coordinators include the functions defined in the following sections.

Membership

The Membership Committee shall be responsible for:

1. Receiving and processing new and renewal memberships
2. Contacting and welcoming new members
3. Adding new members to the email news list
4. Maintaining a current roster of memberships in good standing
5. Maintaining an inventory list of member interests and skills
6. Publishing and distributing on a periodic basis membership rosters for use by Club members.
We currently post a membership list every November 1.

Events Coordinator Functions

The Events Coordinator functions consists of four major parts:

1. Traditional Events Coordinator
2. YRE/Seasonal Events Box Coordinator
3. YRE/Seasonal Events OSB Coordinator
4. Weekday Guided Group Walk events

These functions are described in further detail in the following subsections. In addition to these major parts, the Event Coordinators are also responsible for:

1. Updated sign in sheets and start cards, as appropriate, to reflect any changes in YRE guidelines
2. Coordinate any
 - a. Special events, such as the #OptOutside walk
 - b. Club-sponsored bus trips

Traditional Events Coordinator

At a minimum, the coordinator shall:

1. Help determine the number of Traditional Events and their start locations that will be sanctioned for the following year
2. Get volunteers to be the Point-of-Contact (PoC) or Event Leader or Event Trailmaster for each of the Traditional Events to be sanctioned
3. Maintain and update the Event Bookmark for release prior to December 31
4. Maintain and update the "Planning Schedule for Event POC" document

Traditional Event Point-of-Contact (PoC)

At a minimum, one person shall be the Traditional Event Trailmaster (also known as the "Point of Contact"). The Trailmaster is responsible for establishing a walk event according to current AVA, MVA,

and Club guidelines, for coordinating its schedule, for assuring timely sanctioning with AVA, for organizing and managing the people and places in the event, and for reporting income and expenses and attendance in accordance with AVA and MVA timeframes. The Trailmaster:

1. Obtains permission for the use of the event location
2. Recruits personnel to staff all aspects of the event
3. Insures that the materials required to set up, operate, and take down the start, finish, and checkpoints are available as required
4. Reports event results in a timely and accurate manner to the AVA ESR reporting function

YRE/Seasonal Events Box Coordinator

At a minimum, the coordinator shall:

1. Maintain and update the “Schedule and Procedures for YRE/Seasonal Box Tenders” document
2. Ensure that each sanctioned YRE has a “Box Tender” associated with it
Hold a yearly “Box Tender” meeting (currently held in the last week of December)
3. Issue procedures for sanctioning and quarterly reporting by the “Box Tenders” on each YRE for both Start Boxes and Online Start Boxes. These procedures shall be updated to reflect current AVA and MVA policies at least once per year
4. Update the walk instructions as appropriate
5. Work with the YRE/Seasonal Events OSB Coordinator for events with parallel registration.

YRE/Seasonal Event Box Tender

At a minimum the Box Tender shall:

1. Maintain the walk box
2. Report the quarterly YRE participation numbers per the procedures issued by the YRE Coordinator
3. Deposit event fees in the club’s bank account
4. Email deposit information to the club treasurer
5. Attend annual box tender meeting

YRE/Seasonal Events OSB Coordinator

At a minimum, the coordinator shall:

1. Support creation and maintenance of OSB events including the OSB PDFs
2. Work with YRE/Seasonal Events Box Coordinator for events with parallel registration

Weekday Guided Group Walk Events Coordinator

At a minimum, one person should coordinate the weekly walks. The coordinator shall:

1. Choose a list of walks and walk leaders on a monthly basis
2. Send out an email prior to the last week of the month listing the time and locations of the walks.
3. For sanctioned walks, the walk leader shall ensure that all participants sign the waiver and pay the event fee
4. For Active Community Event (ACE) walks, the walk leader shall ensure that all participants sign the waiver and report the number of participants to the Weekday Guided Group Walk Events Coordinator

5. Report on the AVA ESR the ACE walks

Club Group Walk Coordinator

At a minimum, one person should:

1. Request volunteers to be PoC for a club group walk
2. Coordinate a monthly club group walk, generally on a Saturday or Sunday
3. Report to the AVA ESR reporting function

Publicity

At a minimum, one person shall coordinate publicity and promotional campaigns through the various local news media, radio, television, social media, etc.

Communications

At a minimum, one person shall be:

1. Responsible for maintaining the club's email list
2. Responsible for email blasts to the club members
3. Responsible for the entry of information into the AVA ESR; including club officers, sanctions and event counts

Newsletter

At a minimum, one person shall publish 4 newsletters per year (Feb., May, Aug., and Nov.), which shall include, but not be limited to upcoming events of AVA and MVA, and shall include pertinent club news. This newsletter shall follow the Editorial Guidelines of the club and shall be distributed as an email announcement when it is posted to the club website.

Sales

At a minimum, one person shall be responsible for maintaining an inventory of items to be sold by the Club for income and for storage of these items until they are sold. Cost of goods and inventory sales reports shall be submitted to the Treasurer in a timely manner. The sources of potential items include the AVA and local or national vendors. The potential items shall be approved by the Executive Board before purchasing for inventory. The sales may include special awards or anniversary items designed for a specific event or occasion.

Archives

At a minimum, the coordinator shall update the archives in the shed and dispose/recycle seven-year old records, relabel boxes for current year & date to recycle. The seven-year record-keeping is an AVA/insurance requirement. The coordinator should collect club papers for placement in the club notebooks stored in the shed.

Audit

Two or more persons shall conduct an annual audit of the club financial records and submit a written report of the findings to the club at a meeting. The Treasurer shall make all corrections or amendments as noted by the auditors.

Social Committee

1. Arranges location, snacks, and drinks for the Annual Meeting held in March
2. Arranges for the monthly women's dinner currently on the last Tuesday of the month
3. Arranges for the monthly club dinner currently on the third Thursday of the month
4. Arranges for a location, snacks, and drinks for special event such as a club anniversary

Wellness Committee

Sends greeting cards to members as appropriate for congratulations, illness, or in sympathy.

Webmaster

1. Maintain the SVSVC website
 - a. Add any important club announcements to the home page
 - b. Post new issues of the club newsletter when they are available
 - c. Post new Business meeting minutes when they are available and mark them as approved after the meeting in which they are approved
 - d. Update the "Contact Us" page when officers or club committee chairs change
 - e. Help with the club email list as necessary
 - f. Other page changes as necessary
2. Maintain the svsvc.org G-Suite Drive area