

Beaten Path Nordic Trails Executive Position Descriptions

President:

- responsible for the general supervision of the administration, day-to-day management and control of the club
- responsible for calling and running the Annual General Meeting and all Executive meetings
- acts as liaison/spokesperson for the club in publicity matters

Secretary:

- records and distributes minutes of Executive meetings
- assists with correspondence
- sends out newsletters and notices of meetings
- performs other such duties as directed by the Executive

Treasurer:

- receives and manages all moneys on behalf of the club
- keeps a proper account of such moneys
- provides financial statements and reports to the Executive
- prepares annual financial statements for review at the Annual General Meeting

Trails:

- be the liaison between Executive members and all volunteer groomers/maintenance workers
- be the lead on the development and maintenance of club trails
- be the lead on the grooming of the trail system (equipment purchase and maintenance, grooming and track setting)
- be the lead (or liaise with the lead) on the Adopt-a-Trail system

Youth:

- act as liaison between Beaten Path, Lake Superior Ski Division, Cross Country Ontario and Cross Country Canada to ensure youth programming is delivered according to the standard
- coordinate and oversee the Jackrabbit program for the club
- ensure all materials are ordered in a timely fashion

Fundraising/Grants:

- organize any fundraising efforts as directed by the club
- find and complete any grants which might be helpful to the club

Membership:

- ensure registration form is modified every year in time for distribution
- ensure thorough distribution of registration forms throughout town
- receive and process all registrations, passing the money onto the treasurer
- maintain a database of members, keeping it up-to-date
- ensure proper and timely registration with CCO

Social:

- organize socials and get-togethers as required (could include fun ski days, dinners, and other events)
- ensure all club members are notified of the events
- assist with the organization and running of club events if necessary

Publicity:

- collect items for newsletters for club membership
- create newsletters (one or two each season) and ensure their distribution
- publicize all information regarding club events in local media and on a larger area scale if necessary
- help maintain club website with up-to-date information *