

Officer Job Duties
(Revised 9/28/2023)

President-

- Organize and Plan Spring and Fall Officers Meetings
- Represent the club with all Media inquiries this includes persons seeking to find out more information on the club via email or text and Newspaper requests for interviews.
- Email the club members schedules, planned club events, and communication regarding club business.
- Be a co-owner of the Club Facebook Page. (Currently it is the President and Treasurer). Monitor the FB page for all postings ensuring they are non-discriminatory, biased, or inappropriate.
- Work with all the officers ensuring that everyone is communicating consistently and involves all officers in Club decisions.
- Work with the club event planner on any socials (currently we do not have anyone serving in this capacity); ensure that a Summer and Winter Social is planned.
- Work with all Officers to ensure that their job duties are being performed.
- Communicate January Dues collection to all members with a deadline of January 31st. Current dues are \$14.00 a person for the year and \$7.00 for those joining in the Fall.
- Work with Hike Leader (Hike Coordinator) on scouting events for possible overnights and communicate to Vice- President the location and lodging requirements.
- Ensure our team is working together to ensure all members have a great hiking season.
- Ensure that we have Liability Waivers and Applications current for all hikers.
- Ensure that all the Club Hiking Guidelines for all hikers are being met (Hiker Guidelines)
- Share a Club Debit Card and Checkbook with the Club Treasurer.

- Work with the Webmaster updating website with all Photos of Hikes (Currently he wants them downloaded from the APP called Collect) and any new Hiking Schedules or Information. Current Webmaster is Don Lowe donlowe@cox.net

Vice- President

- Works with the Officer Team arranging for the out-of-town lodging for the Spring and Fall Overnight Trips.
- Coordinates with the Trail Boss (Trail Coordinator) Itineraries for the Group Overnights.
- Works with the Officer Team on all events, decisions, and ensures the Club Hiking Guidelines are met with all hikers.
- Steps up in absence of President. Ensure that we have Liability Waivers and Applications current for all hikers.
- Ensure that all the Club Hiking Guidelines for all hikers are being met (Hiker Guidelines).
- Ensure that we have Liability Waivers and Applications current for all hikers.

Treasurer-

- Collects all Club Documentation-
 - Liability Waivers
 - Applications
 - Dues
- Maintains the Club Fiscal Needs:
 - Dues collections
 - Deposits
 - Bookkeeping
 - Checks to Vendors, Members or Reimbursement
- Works with all Officers on all events, decisions, and ensures the Club Hiking Guidelines are met with all hikers.

Secretary-

- Records all the meeting notes of the Club Officers; providing copies to all officers after the conclusion of the meeting.
- Communicates with Media Outlets all Club Events
- Monitors the Club Email Address for all inquiries and respond to interested parties. New club email address is hillndalehike@gmail.com
- Works with all Officers on all events, decisions, and ensures the Club Hiking Guidelines are met with all hikers.
- Ensure that all the Club Hiking Guidelines for all hikers are being met (Hiker Guidelines).

- Ensure that we have Liability Waivers and Applications current for all hikers.

Trail Boss/Trail Coordinator-

- Plans all the Club Hiking Events
 - Weekly, Monthly, Seasonally
 - Spring and Fall Overnights Itineraries
- Provides list of seasonal Hikes at Spring and Fall Officer Meetings for inputs and suggestions.
- Works with Members to ensure we have a designated Hike Leader at each planned hike.
- Coordinates the Clubs Assets of the Walkie Talkies and the GPS Unit used on all club hikes.
- Works with all Officers on all events, decisions, and ensures the Club Hiking Guidelines are met with all hikers.
- Ensure that we have Liability Waivers and Applications current for all hikers.
- Ensure that all the Club Hiking Guidelines for all hikers are being met (Hiker Guidelines)