



## CHATV Chief Warden Job Description

The Chief Warden is a voting member of the CHATV Executive who attends all meetings of the Board of Directors and oversees Warden activities on behalf of the CHATV.

The Chief Warden is elected at the Annual General Meeting and holds a two-year term.

The Chief Warden's duties include but are not limited to:

- Liaison with OFATV regarding Warden Training
- Recruit new wardens as needed.
- Coordinate with the Secretary to advertise when interested members can apply for upcoming wardens training.
- Ensure proper training and certifications are being maintained as per club standards.
- Maintain contact with the wardens.
- Manage all warden activities for events and/or trail patrols.
- Handle all comments / complaints about warden activities.
- Organize and execute patrol rides within CHATV trail system, if required
- Keep inventory and log of signed warden's vests.

Requirements:

- Candidate must hold a valid OFATV permit for a minimum of six months and/or be an affiliate club member of CHATV.

Time Commitment:

- The Board of Directors must meet a minimum of 4 times per year. Meetings have typically been held monthly, and last approximately 2 hours.
- Additional time would be required to attend to the Warden related tasks described above.

The ideal Candidate for Chief Warden would:

- Have knowledge of the CHATV trail systems
- Have strong communication skills and the ability to maintain a non confrontational approach to individuals on the trails.
- Possess strong organizational skills and record keeping skills.
- Have computer skills to manage records.
- Support the CHATV Mission