

**President:**

- Good with planning/staying on schedule
- Dedicated to the program
- Good with time management
- Make meeting agendas
  - These can be brief. An agenda is a tentative schedule for how the meeting should run and is used to keep the meeting moving at the right pace. This will also make sure you don't forget to talk about anything at the meeting. You will include the approximate times for when you think each agenda item should happen along with who you think should address/talk about each item.
- Run the meetings; willing to talk in front of groups
  - Running the meeting does not mean you have to talk about every single agenda item on your own. You are the one that starts and ends the meeting along with making sure it is somewhat following the agenda. Don't be a stickler about sticking to the agenda exactly, but at least make sure everything on the agenda is touched on. Frequently we recap past trips which involves trying to get others to speak when they might not be as comfortable as you are when it comes to talking in front of groups. To help this, I would recommend asking them open ended questions relating to the trip to help coach them along, though don't force them to speak if they really don't want to say anything.
- Check in on those planning trips
  - Make sure they are not having trouble
    - I generally send an email to those planning trips just to check in on the trip leaders. Sometimes they are very busy and forget about planning the trip and other times they are clueless as to how to plan and trip and sometimes don't ask for help. These emails make them realize that you are there and are willing to coach them through planning a trip, showing them it is not as difficult as they think to plan a trip.
  - Make sure trips happen
    - This involves making sure trip sheets are created, our goal having them sent out at least two weeks before the trip. The trip sheet allows members to see if they are available to attend the trip or if they even want to go on the trip. This also ties in with checking on trip leaders, making sure they are actually planning the trip.
- Send out emails reminding people about meetings, signing up for trips, and any other little announcements.

- This is very important because people need reminders about trips and events that are happening. Most people won't sign up for trips without a reminder, so it is important that you are on top of this.

### **VP of Membership**

The VP of Membership is tasked with trying to keep all MACers happy, and involved. Whether this entails making connections with new members, being accessible to communicate with MACers about concerns, encouraging increased program participation, or organizing other fun trips/events for the group.

While working to achieve these goals, the VP of membership also serves as a liaison to the younger "Explorers" group at the Mountaineers. This responsibility requires fostering connections to the younger group by organizing activities at which MACers and Explorers can meet and do the outdoor activities that they love.

A new job for the VP of Membership is to send out emails prior to meetings, so to remind MACers meeting, provide an opportunity to RSVP, and then tally responses so that those running the meetings will have an expected number of MACers for the meeting.

Finally, the VP of Membership should organize varying fun events for MAC. Some examples include the Holiday party, the end of year banquet, and possibly a summer get together at the Mountaineers.

### **VP of Trips/Skills (VPTS):**

The VPTS should handle scheduling events and putting together the trip calendar. They should work with the rest of the leadership team and the MAC in general to decide which trips should happen. The VPTS is in charge of making sure that each trip has a leader and a trip sheet. Trip sheets should be sent out to the group 2-3 weeks before the trip is scheduled to happen. This means the VPTS is a resource for trip leaders and should also remind them of their due dates for the trip sheets. The VPTS works with the Mountaineer's advisor to make sure that sign up for trips go up on the website at the appropriate time and with the webmaster to make sure that trip sheets and sign up links get put on the MAC website.

The VPTS should make sure that appropriate skill building sessions are available to MAC members. These include, but are not limited to, ice axe arrest, snow travel, first aid, leave no trace, navigation, belay escape, crevasse rescue, rappelling, and prussiking. Planning some of these opportunities will involve working with climb leaders and/or the Mountaineer's advisor as well as the President to make sure that they can happen at meetings.

The VPTS is also in charge of planning informational programs in the meetings that are different from the skills sessions. As we develop and transfer to the committee system, the VPTS will delegate planning these programs to different committees.

### **Secretary:**

It is the secretary's responsibility to take minutes at leadership and general meetings. Because of this, it is especially important for the secretary to come to as many leadership and general meetings as possible.

The secretary also has the responsibilities of being an officer:

- Volunteering as a trip leader regularly;
- Actively participating in leadership planning and decisions;
- Working to maintain clear communications with trip participants when leading a trip;
- Maintaining an updated email list.

The minutes, when typed up, should be detailed enough to convey a clear idea of the topics discussed and decisions arrived at.

- They should include a list of the adults and members in attendance. In the case of general meetings, the number of members present is all that is necessary.
- If there is a debate about any one topic, the minutes should include a summary of each side of the debate.
- If the pros and cons of a decision are discussed, it would be advisable to include them in the minutes.
- If there is a skills program at a general meeting, a brief summary of the skill and its use is good to include. The secretary may use his/her discretion on how much detail to include for each skill.
- The secretary is encouraged to research various topics talked about during a meeting if he/she feels that it would help with the composition of the minutes. Ideas for research resources: *The Freedom of the Hills* (by the Mountaineers), other books, other group members and adult leaders, the MAC website, the Mountaineers website, other trusted websites.
- The minutes should be reviewed by the adult leader from the Mountaineers staff, unless the secretary receives permission from that leader to send them out to the group without review. It would be wise for the secretary to edit the minutes for any typos, etc., before submitting them for review.
- The minutes should be sent out to the group as promptly as is feasible via email, and preferably posted on Facebook, as well. The tech officer will also post the minutes on the MAC website.
- The deadline for sending out minutes is two months after the meeting that they record.

**Conservation Officer:**

Dedicated to the program

- strong communicator, enthusiastic about upcoming (conservation) events, stays up to date

Generate ideas for new projects and or campaigns

- not only should the conservation officer seek other's input, but remain open to changes/constructive criticism

Positive attitude surrounding conservation

- provoke positivity towards conservation both internally and externally to MAC, carry out environmentally-friendly habits in personal life; become an example

**Webmaster/Technology Officer:**

- Know how to work technology/be able to figure out how to work technology without too much trouble
- Keep the website updated
  - Update pictures every once and a while so they are current
  - Post links for upcoming trip sign ups with short descriptions
  - Post meeting minutes
  - Make sure the calendar is updated
- Keep the email list updated
  - Anytime a new member is added to the group, you need to add their email to the email list which is a Google Doc spreadsheet
- Make a slideshow for the end of year party
- Make the yearbook
  - This is supposed to be a memory of the year, so include pictures and maybe some words
- Willing to help anyone with questions regarding technology trouble
  - This could be as simple as directing them to Sarah, Caitlin, or Becca.