

BCHW CHAPTER VOLUNTEER OPPORTUNITIES DESCRIPTIONS

December 6, 2017

NOTE: The following provides samples of job descriptions for many volunteer opportunities in chapters. This is not intended to be all inclusive and chapters should add their own input. It is a way to get started. Whether we refer to this information as “Volunteer Opportunities Descriptions” or “Job Descriptions” we are referring to the same thing, describing what someone is expected to do to accomplish the assigned task. Many volunteer positions refer to a Board of Directors. This may not be the case in all chapters. This may be replaced by “membership”.

POSITIONS DESCRIBED HERE (in order):

President	Membership Database
Vice President	<u>Newsletter:</u>
Secretary	Editor
Treasurer	Publisher
State Director	Ads
Alternate State Director	<u>Publicity:</u>
Immediate Past President	Publicity
<u>Mission Positons:</u>	Coordinate with Other Chapters
Education	Corporate Contact for Chapter Support
Lands	Distribution
Legislative	Newsprint
Trail Boss/Work Parties	Photography
Volunteer Hours	Printed material
<u>Growth:</u>	Recreational Groups
<u>Funding:</u>	Social Media (Facebook)
Analysis of Income	Web Content
Donations	Web Master
Grant Administration	
Equipment Inventory control	Safety
Groupspaces Administration	Trail Boss/Rides
Historian	Social
<u>Meetings:</u>	
Greeter/Name Tags	<u>Additional Short Term Positions:</u>
Invited Guests & Dignitaries	Awards & Recognition
Library	Bylaws & Standing Rules Review
Programs	Financial Review
Refreshments	Fundraiser
Room Management	Nomination
Stores	Trail Ride Leader
<u>Membership:</u>	Work Party Leader
Membership	

Chapter Volunteer (Job) Descriptions describe the duties of the chapter officer, chairman or key person responsible for accomplishing each position mission. It is understood that many positions will require more than one individual. The leaders, in some cases, will need to recruit additional volunteers to complete the mission. In addition, the successful completion of many missions require the coordination with, and the help of, other committees. The areas requiring coordination between

committees have not been identified in all of the individual Chapter Volunteer Description. The leaders need to develop working relationships with other committees. These Volunteer Descriptions are purposely general in nature. They provide a guideline for the President in appointing volunteer positions, information to prospective volunteers so that they may understand what is expected of them in accepting the position, ensure continuity in the changing of volunteer roles and a gauge by which success can be measured. They are not written in stone and are expected to be modified, based on the individual interests, skills and talent available for the positions and changing knowledge and needs of the chapter. Volunteers will need to expand on the "Work Plan" to include whom, when, where and how specific "Work Plans" will be accomplished. Volunteers are expected to document their activities and contacts in such a manner as to help their successor and provide mentoring. Those chapter positions that require expenses must develop a budget. Where a position or committee spends money, approval of expenses by the committee leader is limited to the amount of the budget approved by the membership (board of directors if appropriate). The membership (board of directors if appropriate) must approve unusual expenses prior to the expense being incurred. Requests for funds, and deposits to chapter accounts must follow procedures developed by the Treasurer. While many decisions are delegated to committee leaders, it is understood that some decisions may be reviewed and/or approved by the Board of Directors and/or membership.

PRESIDENT:

Mission: To exercise supervision over the chapter and all its activities and function as a member of the chapter Board of Directors.

Why:

1. To provide an effective, efficient and coordinated operation of the chapter.

Work plan:

1. Preside over all membership meetings.
2. Chair the chapter Board of Directors.
3. Develop agendas for meetings based on input of the committees.
4. Appoint such committees as may be necessary and appropriate to conduct the business of the chapter subject to approval of the Board of Directors.
5. Follow-up with volunteers to insure that goals are being met.
6. Chief administrative officer and legal head of the chapter.

VICE PRESIDENT:

Mission: To perform the duties of the President in his absence, provide additional administrative leadership to the chapter and function as a member of the chapter Board of Directors.

Why:

1. To provide continuity in the administration of the chapter.
2. To assist the President in a leadership roll in the chapter.

Work plan:

1. Preside over chapter meetings and/or Board of Director meetings in the absence of the President.
2. Serve as ex-officio member of all committees.
3. Assist the President in the general administration of the chapter as needed.
4. Provide input at chapter Board of Director meetings.

SECRETARY:

Mission: To maintain timely, clear and accurate business records of the chapter and function as a member of the chapter Board of Directors.

Why:

1. To accurately document past chapter business actions.
2. To guide the chapter in future decision-making.
3. To support the chapter's position in legal and business disputes.
4. To contribute to the chapter leadership.

Work plan:

1. Record minutes of the general membership and Board of Directors meetings.
2. Distribute the minutes, or summaries, of meetings according to chapter rules.
3. Maintain an official chapter filing system to include but not be limited to:
 - a. Minutes of general membership meetings.
 - b. Minutes of Board of Director meetings.
 - c. Bylaws.
 - d. Standing Rules
 - e. Long Range Plan
 - f. Key positions and motions.
 - g. Business agreements.
 - h. Studies and reports.
 - i. Liability Release forms.
4. Perform research of past documents to determine what action the chapter had previously taken.
5. Insure that all official chapter documents (see above) are properly transferred to the next Secretary.
6. Provide input at chapter Board of Director meetings.

TREASURER:

Mission: To maintain timely, clear and accurate financial records of the chapter, pay documented chapter financial obligations, receive and deposit chapter income and function as a member of the chapter Board of Directors.

Why:

1. To accurately document past chapter financial transactions.
2. To effectively, and on a timely basis, transact the chapter's financial obligations.
3. To accurately track current spending and income to compare with the current budget.
4. To assist in the budget preparation process.
5. To provide financial information in support of chapter business decisions.
6. To support the chapter's position in legal and business disputes.
7. To contribute to the chapter leadership.

Work plan:

1. Make timely deposits of income to the chapter and pay chapter expenses based on the budget and documented expenditures.
2. Maintain accurate records of income and expenses including supporting documentation.
3. Maintain accurate records of the chapter's bank account(s).
4. Prepare and maintain periodic financial reports for the President and Board of Directors.
5. Report to the general membership on financial activities and provide financial reports as requested.
6. Be current on all required BCHW accounting procedures and provide financial reports to BCHW as required.
7. Be a leader in preparing a timely chapter budget.
8. Maintain a record of who has paid chapter membership dues and what membership dues have been forwarded to, and/or received from BCHW and BCHA.
9. Maintain a database of current and past members.
10. Ensure that the bank has an accurate record of who has signature authority on chapter accounts.
11. Comply with current signature requirements in the issuing of checks.

12. Insure that all official chapter financial documents are properly transferred to the next Treasurer.
13. Provide input at chapter Board of Director meetings.

STATE DIRECTOR:

Mission: To provide a communications link between the chapter and BCHW, BCHA and other chapters and function as a member of the chapter Board of Directors.

Why:

1. To keep chapter members informed about issues and activities coming before other chapters and BCH on a state and national level so that chapter members may provide input and support when appropriate.
2. To keep BCHW, BCHA and other chapters informed about issues and activities at the chapter level so that BCHW, BCHA and other chapters may provide input and support when appropriate.
3. To contribute to the leadership of BCHW.
4. To contribute to the chapter leadership.

Work plan:

1. Attend all BCHW Board and/or Officer meetings or send a responsible person in his/her place.
2. Prepare for BCHW board meetings by reading agenda items beforehand.
3. Perform as part of the BCHW leadership by taking an active role at BCHW board meetings.
4. Inform the State Officers of activities and/or concerns relative to the chapter.
5. Represent and promote the interests of BCHW in the chapter.
6. Request input from the general membership and Board of Directors for BCHW Board of Directors meeting agenda items.
7. Provide a report to the general membership and Board of Directors on issues being addressed by BCHW, BCHA and other chapters.
8. Provide input at chapter Board of Director meetings.

ALTERNATE STATE DIRECTOR:

Mission: To perform the duties of the State Director in his/her absence, provide additional leadership in the communications with BCHW, BCHA and other chapters and function as a member of the chapter Board of Directors.

Why:

1. To provide continuity in the communications between the chapter and BCHW, BCHA and other chapters in the absence of the State Director.
2. To assist the State Director in providing effective communications between the chapter and BCHW, BCHA and other chapters.
3. To contribute to the chapter leadership.

Work plan:

1. Attend all BCHW meetings possible with the State Director.
2. Stay current on matters pertaining to BCHW.
3. Assist the State Director in the communications between the chapter and BCHW, BCHA and other chapters as needed.
4. Provide input at chapter Board of Director meetings.

IMMEDIATE PAST PRESIDENT:

Mission: Function as a member of the chapter Board of Directors.

Why:

1. To provide continuity and experience in the transfer of responsibilities to new leaders of the chapter.

Work plan:

1. Provide input at chapter Board of Director meetings.
2. Advise the President on past activities and positions of the chapter.

MISSION POSITIONS:

EDUCATION:

Mission: To develop and manage an education program pertaining to the “Leave No Trace” principals, and other topics related to BCH and its members, and function as a member of the chapter Board of Directors.

Why:

1. To fulfill part of the BCH mission of keeping trails open.
2. To educate and inform all interested users of public lands in trail etiquette, safety, the principals of “Leave No Trace” and other related topics.
3. To promote responsible horse handling and horse camping practices.
4. To enhance public awareness of our educational efforts.
5. To minimize impact on our resources.
6. To contribute to safe, fun and educational events.
7. To contribute to the chapter leadership.

Work plan:

1. Develop and maintain a trained staff of members capable of effectively communicating the “Leave No Trace” philosophy in a variety of situations.
2. Develop and maintain course content on “Leave No Trace”, trail etiquette, safety and other topics suitable for a variety of styles of presentations.
3. Assemble, maintain and/or have access to resources to facilitate the training, such as facilities, equipment, training aids and literature.
4. Promote and advertise educational events.
5. Conduct, or facilitate, educational classes for chapter members and other interested groups.
6. Provide educational information through newsletter, Facebook and website articles, public events and other means of distributing fliers.
7. Promote the “Leave No Trace” principals, safety and proper trail etiquette at all chapter work parties, rides and camping events.
8. Coordinate efforts with the BCHW Education Chair, and LNT Chair, when appropriate.
9. Provide input at chapter Board of Director meetings.

LANDS:

Mission: To develop and maintain contact with land managers, both public and large private holdings, within the chapter’s area of interest and function as a member of the chapter Board of Directors.

Why:

1. To provide an individual that BCH may contact with issues pertaining to the land managed.
2. To maintain a good working relationship with land managers so that they view BCH in a positive light.
3. To provide an individual within the chapter that the land manager may contact with requests or information.
4. To keep the members, and others, informed of all land manager proposals, meetings, actions and regulations that pertain to stock use on public lands.
5. To encourage equestrian involvement in land manager actions affecting equestrian use.
6. To provide information about the riding areas to chapter members.
7. To be proactive in regulatory issues regarding equine use on public lands.

8. To contribute to chapter leadership.

Work plan:

1. Develop and maintain a database of land managers in the chapter's area of interest. The database should include contact information and other pertinent information about the area.
2. Develop and maintain a committee to maintain a relationship with these land managers.
3. Develop and maintain a schedule by which representatives of these organizations are invited to chapter events, including membership meetings, and encouraged to participate in some manner at chapter functions held on land managed by them.
4. Participate in discussions, public meetings, committees and other means of communications pertaining to the specific land in order to stay informed, and provide input, on current issues.
5. Bring issues pertaining to specific lands to the attention of the chapter.
6. Provide assistance to the Trail Boss/Work Parties in developing and scheduling work parties.
7. Provide input at chapter Board of Director meetings.

LEGISLATIVE:

Mission: To coordinate chapter efforts pertaining to legislative matters concerning the use of stock on public lands and function as a member of the chapter Board of Directors.

Why:

1. To fulfill part of the BCH mission of keeping trails open.
2. To provide an individual that BCH may contact with issues pertaining to legislative issues.
3. To maintain a good working relationship with legislators so that they view BCH in a positive light.
4. To provide an individual within the chapter that legislators may contact with requests or information.
5. To keep the members, and others, informed of all governmental proposals, meetings, actions and regulations that pertain to stock use on public lands.
6. To encourage citizen involvement in political and governmental actions affecting public lands.
7. To be proactive in regulatory issues regarding equine use on public lands.
8. To contribute to the chapter leadership.

Work plan:

1. Develop and maintain a list of legislative contacts including titles and contact information. The Lands Chair maintains a list of the land managers, both public and large private holdings, within the chapter's area of interest.
2. Invite Legislators and/or staff to chapter functions (i.e. member and board meetings, rides and social events) as appropriate based on other guests and activities at the event.
3. Develop, maintain and train members on guidelines for how members can most effectively communicate with legislators.
4. Develop and maintain current information on regulatory issues pertaining to the use of stock on public lands.
5. Communicate information on regulatory issues from BCHW and other sources to the membership for their discussion and input.
6. Through the State Director, or other means, communicate the member's input to BCHW when appropriate on regulatory issues.
7. Promote and advertise opportunities for members to participate in the legislative or decision-making process.
8. Assist members in developing key points to be communicated and getting the communications accomplished when they are providing input to legislators or the decision making process.
9. Provide input at chapter Board of Directors meetings.

TRAIL BOSS/WORK PARTIES:

Mission: To plan and organize volunteer work parties and function as a member of the chapter Board of Directors.

Why:

1. To fulfill part of the BCH mission of keeping trails open.
2. To maintain, or expand, the safe riding opportunities in the area.
3. To develop and maintain a positive government and public image of BCH.
4. To support requests for equestrian access to public and private lands by demonstrating a willingness to contribute to the work to keep trails open.
5. To contribute to chapter leadership.

Work plan:

1. Develop and maintain trained Work Party Leaders capable of effectively leading work parties.
2. Be familiar with the "Trail Leadership Safety Information" on the BCHW website www.pbchw.org.
3. Maintain an expertise in trail construction and maintenance standards and procedures.
4. Train members that participate in trail work in these standards and procedures.
5. Acquire and maintain chapter equipment used for trail construction and maintenance.
6. Determine where volunteer work is beneficial to the land manager and BCH.
7. Coordinate work projects with land managers and the Lands Chair.
8. When appropriate coordinate work with other organizations interested in trail maintenance.
9. Identify projects requiring funds and work to acquire through budgeting and grants.
10. Develop and maintain a calendar of work parties in cooperation with the Trail Boss/Rides.
11. Assist Work Party Leaders in understanding the responsibilities of leading a work party.
12. Supply Work Party Leaders with Volunteer Hours forms. Give completed forms to the Volunteer Hours Coordinator.
13. Supply Work Party Leaders with documents to help conduct a work party including: Event Description, Tailgate Safety Briefing, Liability Release, Trail Etiquette, Job Hazard Analysis, Incident Report form and Chainsaw Incident Report form. Give completed forms to the Secretary.
14. Assist Work Party Leaders in developing work party announcements promoting work parties through meeting announcements, the chapter website, Facebook and articles in the newsletter emphasizing participation by members new to BCH work parties.
15. Have the final judgement in matters of trail condition, safety, horsemanship and personal conduct at all work party activities.
16. Where appropriate arrange for signage identifying BCH as having built and/or maintained the trail.
17. Assist Work Party Leaders, or other interested workers, in writing follow up articles in the newsletter, website, Facebook and Trailhead News describing the work parties.
18. Follow up on scheduled work parties to ensure that Work Party Leaders are performing as agreed.
19. Provide input at chapter Board of Director meetings.

VOLUNTEER HOURS:

Mission: To compile and report statistics on volunteer hours performed and trail miles maintained by the members and guests, provide for and conduct volunteer awards programs and maintain a history of volunteer hours performed, trail miles maintained, awards presented and work parties.

Why:

1. To identify and recognize members who have contributed volunteer time for chapter and state awards and recognition.
2. To report chapter volunteer hours to BCHW to include with BCHW and BCHA total hours.
3. To demonstrate to legislators and government agencies the amount of volunteer work performed by BCH.
4. To provide volunteer hours performed as part of the match for grants.

Work plan:

1. Be knowledgeable on the volunteer hours guidelines including being familiar with the information on www.bchw.org.
2. Provide volunteer hour forms to members and Trail Boss/Work Parties.
3. Train members through newsletter and meeting announcements on how to report, and on the need for reporting, volunteer hours and trail miles and the guidelines for reporting.
4. Encourage members, through newsletter articles and meeting announcements, to report volunteer hours and trail miles.
5. Monitor chapter activities and coordinate with other committee chairmen to ensure that volunteer hours and trail miles are collected and reported.
6. Tabulate the number of volunteer hours performed by individual.
7. Maintain a record of volunteer hours performed by chapter members and guests in accordance with BCHW standards.
8. Maintain a record of trail miles maintained by chapter members and guests in accordance with BCHW standards.
9. Maintain a record of pertinent information about each work party.
10. Provide reports on volunteer hours worked by the chapter to the BCHW Regional Volunteer Coordinator on a quarterly basis and to members of the chapter as appropriate.
11. Provide information on trail miles maintained to the BCHW Trail Miles Database.
12. See Awards and Recognition for information about making awards to members.

GROWTH POSITIONS:

FUNDRAISING:

ANALYSIS OF INCOME:

Mission: Identify and study sources of income for the chapter.

Why:

1. To provide a source of funding alternatives available when replacement or additional financial resources are needed for a balanced budget.
2. To provide funding for special activities beyond the current budget.

Work plan:

1. Identify types of funding available to the chapter.
2. Identify sources for those types of funding.
3. Determine a realistic amount of funding available from those sources.
4. Identify conflicts that may arise from using a combination of financing resources.
5. Identify any downside of using a particular funding source.
6. Determine the amount of chapter resources required to obtain the funding (i.e. man-hours, up-front money at risk) and the cost benefit.
7. Make recommendations to the Board of Directors.

EXAMPLES:

Membership dues

Corporate sponsors

Corporate advertising

Work parties

Events

Grants/Donations

Sales

Auction

DONATIONS:

Mission: Obtain donations to the chapter in the form of cash, equipment, prizes, materials, services and purchasing discounts where appropriate.

Why:

1. To contribute to the overall chapter income.
2. To fund and support special chapter projects.
3. To provide additional “membership benefits” through purchasing discounts to members.

Work plan:

1. Promote within the chapter the use of donations as a funding resource.
2. Identify sources of donations that provide cash, materials and services for chapter administration, activities and equipment.
3. Encourage chapter members to make donations and identify potential donors where they may have a developed relationship.
4. Coordinate with chapter leaders and event managers to determine the type of donations needed.
5. Coordinate solicitation of donations so that donors are solicited by only one person and it is done on a timely bases in reference to chapter needs and donor budgets.
6. Develop marketing tools used to solicit donations.
7. Make initial contact with potential donors to develop a relationship and identify BCH as a worthy recipient.
8. Follow up with donors to finalize donations and make collections.
9. Where cash or checks are donated make a timely transfer of funds to the chapter Treasurer.
10. Develop and communicate appropriate “thank you” notices to the donors.
11. Maintain a log of donors for further reference.

GRANT ADMINISTRATION:

Mission: Obtain financial grants for chapter activities and equipment using BCHW where appropriate.

Why:

1. To contribute to the overall chapter income.
2. To fund special chapter projects.

Work plan:

1. Promote within the chapter the use of grants as a funding resource.
2. Assist chapter committees in identifying and evaluating chapter activities and/or equipment that can qualify for grant funding to ensure that grant applications that are submitted are appropriate.
3. Identify sources of grants that provide funds for chapter type activities and equipment.
4. Work closely with BCHW to be knowledgeable about grants available through this source and grant request and management requirements.
5. Make initial contact with grant sources (including BCHW) to determine specific requirements, amounts available and timetable.
6. Assist the chapter committee desiring funds with developing material for the grant request.
7. Prepare written grant requests.
8. Perform follow up on grant requests and make adjustments as necessary.
9. Establish policies and procedures for committees to follow in complying with specific grant requirements.
10. Assist chapter committees with administration of the grants according to the rules and regulations of the grantor and chapter accounting practices.
11. Provide regular, detailed reports to the Board of Directors.

EQUIPMENT INVENTORY CONTROL:

Mission: To provide a physical record and control of the chapter's assets.

Why:

1. To ensure that assets are not unnecessarily duplicated.
2. To ensure that assets are not misplaced.
3. To ensure that assets are properly stored.
4. To ensure those assets are kept in good condition and repaired when necessary.
5. To provide a record of equipment available to support the variety of chapter functions.
6. To provide some equipment on a loan basis to chapter members.

Work plan:

1. Maintain a list of all chapter assets that includes the number of items, description and location.
2. Maintain a check out system to record when items are out on loan and when they are returned.
3. Perform an annual inventory of chapter assets to verify their condition and location.
4. Work with committees to determine future equipment requirements.
5. Purchase new, or replacement, equipment in accordance with chapter needs and budget.
6. Arrange for the repair of items when it is determined that this is required staying within the approved budget guidelines.

GROUPSPACES ADMINISTRATION:

Mission: To provide an effective and efficient means of communication between chapter members.

Why:

1. To promote participation in chapter activities.
2. To keep chapter members informed about BCH policies and positions.
3. To provide chapter members a tool for reaching each other for social encounters outside of BCH.
4. To provide the tool to distribute the chapter newsletter.

Work plan:

1. Be knowledgeable about the features and capabilities of Groupspaces.
2. Create and maintain the Groupspaces account.
3. Stay current on the chapter membership.
4. Add and delete member's names as the membership changes.
5. Train members on the availability and effective use of Groupspaces.

HISTORIAN:

Mission: To provide an historical record of the chapter

Why:

1. To help in the current decision making process.
2. To assist in the development of a sense of accomplishment of the chapter and BCHW.
3. To promote BCH and its mission.
4. To have a database of information available for reporting past experiences and accomplishments of the chapter.

Work plan:

1. Use current chapter records to summarize significant activities and decisions of the chapter.
2. Maintain photo album of chapter activities.
3. Maintain the "Brag Book".
4. Display information, and provide to BCHW and others, where appropriate

MEETINGS:

GREETER/NAME TAGS (in membership committee):

Mission: To greet guests and members at monthly meetings and provide nametags.

Why:

1. To make people at the meeting feel welcome and comfortable.
2. To obtain names, and other information, of guests.
3. To provide BCH information to guests.

Work plan:

1. Prepare and maintain nametags for members and guests.
2. Have the nametags available at the door for each membership meeting.
3. Collect the nametags after the meeting and store them until the next meeting.
4. Greet members and guests at the door for each membership meeting.
5. Have guests sign in with name and contact information.
6. Guide guests to information of interest (library, BCH information, monthly information sharing table).
7. Insure that guests are circulated around the membership for introductions.
8. Assist in introducing guests as the beginning of the meeting.

INVITED GUESTS & DIGNITARIES:

Mission: To coordinate the participation of invited guests and dignitaries at chapter events.

WHY:

1. To contribute to the visibility of BCH in the community and among land managers and government officials.
2. To contribute to the positive image of BCH.
3. To contribute to communicating the BCH message.

Work plan:

1. Coordinate with other committee chairs to identify potential guests.
2. Maintain a list of potential guests.
3. Coordinate with the meeting and event planners to identify when particular guests are appropriate and fit into the rest of the program.
4. Determine who will be the guest contact, particularly if a member has developed a relationship they may do the following activities.
5. Extend invitations to guests providing pertinent information about date, time, location and how they will participate (speaker, participate in a discussion, just introduced, be on horseback, etc.)
6. Follow-up with guest prior to meeting or event.
7. Introduce guest when appropriate.
8. Follow-up with thank you for participation.
9. Create news articles where appropriate (chapter newsletter, THN, newspapers, etc.)

LIBRARY:

Mission: To provide educational material to members To unite equestrians to achieve the goals and objectives of Back Country Horsemen.

Why:

1. To provide an additional benefit to membership.
2. To educate about the impact of recreational use of lands.
3. To educate in the principals of "Leave No Trance".
4. To promote responsible horse handling and horse camping practices.
5. To provide information about specific riding areas and trail systems.
6. To provide information about government agencies and regulations pertaining to trail use.
7. To provide general equestrian recreational information.

Work plan:

1. Maintain chapter library material.
2. Use various resources to promote the library and the value as a membership benefit
3. Make material available to members at chapter membership meetings.
4. Maintain a checkout system so that items are returned to the library.
5. Receive and make recommendations for additions to the library.
6. Acquire new materials for the library through free sources (encourage members to donate) and within budget guidelines.

PROGRAMS:

Mission: To provide educational programs at the monthly membership meetings.

Why:

1. To provide an additional benefit to membership.
2. To educate members and guests on BCH and equestrian related topics.
3. To support other committees, such as LNT and Legislative, in providing information.
4. To provide interesting member meetings to generate greater attendance and membership.

Work plan:

1. Determine member's current interests in types of monthly membership meeting programs.
2. Maintain a list of potential programs and programs that have been presented.
3. Determine the amount of time that is available at each meeting for programs.
4. Work with other committees to coordinate what other activities may be taking place as a particular meeting or that a particular program topic might support.
5. Locate and schedule qualified speakers for the meetings insuring that the speaker understands the date, time available and topic to be presented.
6. Determine and provide any special assistance that the speaker may require.
5. Provide newsletter articles promoting the programs.
6. Greet speakers at the meeting to ensure that they feel welcome and introduce them before the presentation with pertinent information.
7. Follow up with newsletter articles and thank you notes to speakers.

REFRESHMENTS:

Mission: To provide refreshments to members and guests at monthly membership meetings and other events.

Why:

1. To provide a social atmosphere at the meetings and events.
2. To encourage participation at meetings and events.

Work plan:

1. Determine the type of refreshments to have whether it is snacks or some type of potluck.
2. When appropriate announce at meetings, newsletter, etc. what the refreshments will be and the responsibilities of the members and guests.
3. Acquire and maintain an inventory of refreshments and supplies that the chapter will provide as the budget allows.
4. Secure the staples at a designated location.
5. Prepare and serve the refreshments at the monthly meetings or event.
6. Clean up area and store staples at the end of the event.

ROOM MANAGEMENT:

Mission: To provide a comfortable and effective location to have chapter and board meetings.

Why:

1. To encourage maximum attendance at meetings.
2. To provide a consistent location where members can depend on the meeting being held.
3. To provide a location generally convenient to the membership.
4. To provide a facility with a comfortable setting, tables, chairs, equipment, capacity and parking to service the needs of a typical meeting, including potlucks.

Work plan:

1. Schedule the meeting location well in advance, if possible on at least an annual basis, completing all paperwork requirements.
2. Provide a contact number to reach BCH in the event of an emergency.
3. Maintain a good working relationship with the building manager to enable continued use of the facilities. Deal with any problems quickly.
4. Contact the building manager when the building will not be used on a scheduled date.
5. Review the contract for use of the building and provide for adjustments when the building is not used.
6. Arrange for opening and closing the building for each meeting. Keep, or arrange for pick up of, the key and security code.
7. Have an alternate member who can gain access to the room in your absence.
8. Ensure that the tables and chairs are set up before the meeting and taken down and properly stored after the meeting. Verify that the facilities are clean.
9. Ensure that the lights are turned off including the restrooms, the building is secure and that the alarm system is set.
10. Arrange for payment for the facilities consistent with the approved budget.

STORES:

Mission: To provide clothing, logos and other articles with BCH identification.

Why:

1. To develop pride of membership.
2. To provide members with a means of showing their affiliation with BCH.
3. To produce name recognition and group identity when the material is shown in public.

Work plan:

1. Develop and maintain a list of items available for sale to chapter members.
2. Develop and maintain contacts with suppliers that provide the best service and price. This includes contact with BCHW for items received from the BCHW Store.
3. Stay current as to what is available at the BCHW Store.
4. Determine when items will be available from the chapter for purchase by members.
5. Advertise to the membership when items are available.
6. Conduct the sale of items at the appropriate locations and events.
7. Maintain the inventory of small items the chapter purchases for resale.
8. Promote items not available at the chapter store but available directly from the BCHW Store. Arrangements can be made to pick up items at BCHW events eliminating freight costs.
9. Process all money pertaining to the production and sale of the items in accordance with instructions from the Treasurer and provide a financial accounting to the Treasurer.
10. All costs of production and freight must be covered by income as this is a "net zero" (cost verse income) item in the chapter budget.

MEMBERSHIP:

MEMBERSHIP:

Mission: To coordinate the acquisition of new members, membership renewal process and the development of new memberships, develop and manage membership-input programs and/or surveys and function as a member of the chapter Board of Directors.

Why:

1. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
2. To introduce interested horsemen to the use and enjoyment of trails and the backcountry.
3. To maintain a membership of sufficient size to accomplish the chapter's mission.
4. To determine member interests, skills, abilities and talent.
5. To enhance the ability of the chapter to meet members' interests.
6. To enhance the maximum participation by members.
7. To contribute to the chapter leadership.

Work plan:

1. Initiate and conduct activities outside of BCH to promote membership.
2. Initiate and manage the annual membership renewal process.
3. Perform follow up contacts with those members who do not renew their membership to determine why and to encourage them to remain members.
4. Follow up with guests at meetings and other contacts to determine their interests and encourage them to become members.
5. When new members join contact them by phone, email and mail. Welcome them, provide additional information about BCH and the chapter, answer questions and encourage them to become active members. Document why the new member joined the chapter and how they learned about BCH.
6. Coordinate activities within the chapter that promote membership such as awards and recognition (see Awards & Recognition), Membership Guide, meeting greeters and nametags (see Meeting Greeter/Nametags), membership meeting activities and distribution of membership fliers.
7. Develop and manage membership-input programs and/or surveys.
8. Maintain the chapter membership flier and other membership promotional material.
9. Participate in public events, possibly with other committees, where the BCH existence, image and mission can be presented and membership can be promoted.
10. Provide input at chapter Board of Director meetings.
11. Also see MEETING GREETERS AND MEMBERSHIP NAMETAGS.

MEMBERSHIP DATABASE:

Mission: To provide a list of all past and present chapter members.

Why:

1. To provide an accurate record of current members for notification of chapter events, newsletter distribution, membership renewal, voting privileges and communication between members.
2. To provide a list of past members for membership follow-up and support of BCH mission and activities.

Work plan:

1. Using membership renewal records from the Treasurer create and update an Excel spreadsheet providing key information about members that can be sorted by various categories.
2. Provide the lists to other committees needing to contact or identify current and/or past members.
3. Provide the list to current members as directed by the membership.

NEWSLETTER:

EDITOR:

Mission: To edit the chapter newsletter, supervise the production and distribution of the chapter newsletter, provide information to the Webmaster for publication, all on a timely basis, and function as

a member of the chapter Board of Directors. (The Newsletter Publisher and Web Master work with the Newsletter Chair to complete the mission.)

Why:

1. To inform members and selected public about chapter activities and positions on a variety of issues.
2. To promote active participation by members, and public support, for the chapter mission and other activities.
3. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
4. To provide income through advertising.
5. To contribute to the chapter leadership.

Work plan:

1. Stay abreast of chapter activities and positions so that they may be accurately and timely reported in the newsletter and website.
2. Encourage and assist members in preparing articles and other information to include in the newsletter and website.
3. Promote newsletter and website content that is informative and supportive of the chapter activities and mission. The Board of Directors will discuss questionable content before it is included in the newsletter or website.
4. Supervise the design of the newsletter and website that present a positive image of the chapter.
5. Include advertising from clients that do not adversely reflect upon the chapter and taking into consideration possible conflicts between advertisers.
6. Supervise the production of a hard copy of the newsletter at the lowest cost possible when a hard copy is budgeted by the board consistent with the quality desired by the chapter.
7. Supervise the coordination with the Web Master to provide the newsletter information on the website.
8. Supervise the distribution of the newsletter by hard copy and/or email to active members and others as agreed upon by the Board of Directors.
9. Maintain the supply of materials required to distribute the newsletter.
10. Obtain from the Treasurer the names of the individuals to receive the newsletter by postal service and email and create the necessary mailing labels and database.
11. Provide input at chapter Board of Director meetings.

PUBLISHER:

Mission: To produce a camera ready chapter newsletter for publication on a timely basis.

Why:

1. To enhance acceptance and readability of the newsletter.
2. To present a sense of professionalism.

Work plan:

1. Design a newsletter that presents a positive image of the chapter at the lowest cost possible consistent with the quality desired by the chapter.
2. Prepare a monthly newsletter based on information obtained from the Newsletter Editor.
3. Transmit the electronic newsletter to the printer for printing when a hard copy is desired.
4. Transmit the electronic newsletter to the Newsletter Editor for distribution by email and to the Web Master for the website.

ADS:

Mission: To sell ads in the chapter newsletter and on the website to businesses.

Why:

1. To contribute to chapter income.
2. To develop and maintain a relationship with businesses.

Work plan:

1. Participate in establishing guidelines for size, number and price of ads.
2. Identify businesses possibly interested in buying ads in the newsletter & website.
3. Ensure that businesses are suitable for a business relationship with BCH.
4. Contact selected area businesses to sell ads.
5. Obtain camera ready copy.
6. Work with the Editor to place ads.
7. Establish a contact and renewal schedule.
8. When sales are involved provide the Treasurer with the money or arrangements for billing; and documentation of what was sold and who to, on a timely basis.

PUBLICITY:

PUBLICITY:

Mission: To develop and manage an information program directed at individuals and organizations outside of the chapter and function as a member of the chapter Board of Directors.

Why:

1. To promote a visible profile and maximize favorable recognition of the chapter.
2. To inform the public about chapter activities and positions on a variety of issues.
3. To promote public support for the chapter mission and other activities.
4. To contribute to the chapter leadership.

Work plan:

1. Develop and maintain a list of contacts that can publish, or in other ways distribute, information about the chapter.

EXAMPLES:

Spokesman Review
 Exchange
 Horse Previews
 Other newspapers
 Horse club newsletters
 Trailhead News
 Radio stations
 TV stations

2. Develop and maintain a working relationship with the contact persons of these organizations to enhance our access.
3. Stay abreast of chapter activities and positions so that they may be accurately and timely reported to these organizations.
4. Encourage and assist members, particularly committee chairs, in preparing news articles worthy of public announcement.
5. Communicate newsworthy information to the contacts.
6. Determine if the information is actually published, or in some other way distributed.
7. Include the chapter website, Facebook and other electronic means as methods of communicating information.
8. Provide the published information to the Historian for chapter records.
9. Coordinate efforts with the BCHW Publicity Chair when possible.
10. Provide input at chapter Board of Director meetings.

COORDINATE WITH OTHER CHAPTERS:

Mission: To promote BCH, its activities and mission through cooperation with other BCH chapters.

Why:

1. To expand the area in which information can be distributed.
2. To maximize the influence of other chapters.
3. To minimize the cost of publicity.
4. To encourage and promote participation at events of other chapters' members.
5. To learn of other chapters' events that may interest chapter members.

Work plan:

1. Identify, and remain current on, contact person of other chapters.
2. Coordinate with chapter officers and committees to identify events that should be publicized through other BCH chapters.
3. Prepare, or assist other chapter members to prepare, written communication in a format suitable for distribution to other BCH chapters so that they may easily distribute it in their market.
4. Send communication to other chapters in such a timely manner as to meet their deadlines and the deadlines of the event being publicized.
5. Work with other chapters to provide timely promotion of their events.
6. Cooperate with other chapters in shared general media publicity and promotional activities.
7. Maintain records of past cooperation.

CORPORATE CONTACTS FOR CHAPTER SUPPORT:

Mission: To contact corporations, and individuals, to obtain recognition and support for the chapter. These contacts may result in donations, sponsorships and purchasing discounts developed by the Donations Chair or purchasing ads in the newsletter.

Why:

1. To establish and build good relationships with local businesses.
2. To gain their support in promoting BCH, its mission and activities.
3. To contribute to the overall chapter income.
4. To fund special chapter projects (sponsorships, donations).
5. To develop "member benefits" by offering purchasing discounts for chapter members.

Work Plan:

1. Identify and record businesses and individuals that may support BCH.
2. Contact corporations and individuals to familiarize them with BCH.
3. Follow up to maintain a good relationship.
4. When sales are involved provide the Treasurer with the money or arrangements for billing; and documentation of what was sold and who to, on a timely basis.
5. In-kind donations must be documented by value.
6. NOTE: when communicating with businesses a special effort must be made to coordinate with all other committees identified as having responsibility for reaching out to businesses.

DISTRIBUTION (MEMBERSHIP, EVENT FLIERS, ETC.):

Mission: To deliver chapter materials to local stores and other distribution points.

Why:

1. To promote the chapter and events.
2. To enhance the efficient distribution of fliers and other materials on a timely basis.

Work plan:

1. Develop and maintain a list of distribution points.
2. Develop and maintain a scheme of dividing the market area into geographic segments for delivery.

3. Schedule regular deliveries to the distribution points with special considerations for delivery of fliers for time sensitive events (i.e. fundraisers).
4. Work with committee chairmen to facilitate timely distribution of event material.
5. Work with distribution points to have prominent displays at their sites.
6. Maintain a stock of materials to be delivered.

NEWSPRINT:

Mission: To develop and maintain contact with local print media that may provide publicity for BCH in general or for events.

Why:

1. To promote a visible profile and maximize favorable recognition of the chapter.
2. To inform the public about chapter activities and positions on a variety of issues.
3. To promote public support for the chapter mission and other activities.
4. To ensure that information is current and meaningful.
5. To ensure that information meets BCH standards and presents a positive image.

Work plan:

11. Develop and maintain a list of local print media and their contacts.
12. Develop and maintain a working relationship with the contact persons of these organizations to enhance our access.
13. Stay abreast of chapter activities and positions so that they may be accurately and timely reported to these organizations.
14. Encourage and assist members, particularly committee chairs, in preparing news articles worthy of public announcement.
15. Communicate newsworthy information, including photos to the contacts.
16. Determine if the information is actually published.
17. Provide the published information to the Historian for chapter records.

PHOTOGRAPHY:

Mission: To provide photographic documentation of chapter events.

Why:

1. To inform members and the public about chapter activities and positions on a variety of issues.
2. To promote active participation by members and public support for the chapter mission and other activities.
3. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
4. To ensure that information is current and meaningful.
5. To ensure that information meets BCH standards and presents a positive image.

Work plan:

1. Stay abreast of chapter activities and positions so that they may be accurately shown.
2. Attend chapter events.
3. Photograph interesting aspects of the events.
4. Insure that personal protective equipment (PPE) is worn where appropriate.
5. Identify individuals in pictures where necessary for publication.
6. Maintain a log of pictures for future use.
7. Provide pictures to supplement chapter historical file, event display, news articles, Facebook, website, BCHW calendar, BCHW Accomplishment Video and where pictures are needed at chapter meetings.

PRINTED MATERIAL (Fliers, etc.):

Mission: To provide printed material in support of BCH.

Why:

1. To inform members and the public about chapter activities and positions on a variety of issues.
2. To promote active participation by members and public support for the chapter mission and other activities.
3. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
4. To ensure that information is current and meaningful.
5. To ensure that information meets BCH standards and presents a positive image.

Work plan:

1. Stay abreast of chapter activities and positions so that they may be accurately shown.
2. Identify areas where a printed format of information is beneficial.
3. Determine the content such that it does not become obsolete prematurely.
4. Determine the printing method such that it can be economically reproduced in the quantity needed.
5. Create, or have created, camera ready copy.
6. Print, or make arrangements for printing, of material.
7. Develop a budget for printing materials.
8. Maintain a supply of printed material.
9. Provide for the distribution of printed material where appropriate.

RECREATIONAL GROUPS:

Mission: To develop and maintain contact with other recreational groups that may have common interests or goals with Back Country Horsemen.

Why:

1. To provide an individual contact with recreational groups that BCH may contact concerning common issues.
2. To provide an individual within the chapter that other recreational groups may contact.
3. To coordinate the exchange of work party support, promotional material, ideas and information beneficial to both parties.

Work Plan:

1. Develop and maintain a database of recreational groups that have common interests or goals with Back Country Horsemen. The database should include the name, title and contact information of the contact person and other pertinent information. Also the group's website address.
2. Learn about the groups to determine how they are most likely to interact with BCH.
3. Determine the best means of contact and when the contact person is subject to change.
4. Assist in the contacts where it is determined that other groups can assist BCH.

SOCIAL MEDIA (Facebook):

Mission: Manage social media (i.e. Facebook) in support of BCH.

Why:

1. To inform members and the public about chapter activities and positions on a variety of issues.
2. To promote active participation by members and public support for the chapter mission and other activities.
3. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
4. To ensure that information is current and meaningful.
5. To ensure that information meets BCH standards and presents a positive image.

Work plan:

1. Stay abreast of chapter activities and positions so that they may be accurately shown.
2. Identify areas where social media is beneficial in providing information.

3. Train and encourage members to use social media.
4. Initiate topics to be highlighted.
5. Monitor use to determine effectiveness.
6. Monitor use to determine if there is any abuse and take corrective action.
7. Take necessary steps to maintain the site.

WEB CONTENT:

Mission: To maintain information on the website.

Why:

1. To inform members and the public about chapter activities and positions on a variety of issues.
2. To promote active participation by members and public support for the chapter mission and other activities.
3. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
4. To ensure that information is current and meaningful.
5. To ensure that information meets BCH standards and presents a positive image.

Work plan:

1. Stay abreast of chapter activities and positions so that they may be accurately shown on the website.
2. Identify areas where the website is beneficial in providing information.
3. Create, or have created, information for input to the website.
4. Transmit information to the Web Master.
5. Review website for obsolete or inaccurate information and notify the Web Master of needed changes.
6. Verify that information is on the website as intended.

WEB MASTER:

Mission: To produce and maintain the chapter website.

Why:

1. To inform members and the public about chapter activities and positions on a variety of issues.
2. To promote active participation by members and public support for the chapter mission and other activities.
3. To unite equestrians to achieve the goals and objectives of Back Country Horsemen.
4. To provide income through advertising.

Work plan:

1. Determine the design of the website.
2. Make design changes which will enhance the website's use.
3. Receive information to publish from the Web Content Chair.
4. Provide links to other websites with common interests.
5. Add and delete items from the website on a timely basis.

SAFETY:

Mission: To ensure that chapter activities consistently and accurately comply with all safety regulations, guidelines and good practices identified by BCH and appropriate government agencies and land managers.

Why:

1. To ensure the safety of the participants, animals and bystanders.
2. To maintain the rights of BCH to have activities on public and private lands.

Work plan:

1. Be familiar with safety information provided by BCH on www.bchw.org and appropriate government agencies and land managers.
2. Document, and update, in a usable form the regulations and guidelines.
3. Train chapter members in the proper application of these regulations and guidelines and safe operation of the proper tools and equipment.
4. Provide for safety supervision at chapter events.
5. Complete all paperwork required to document safety practices including injury reports.
6. Coordinate efforts with the BCHW Safety Chair when appropriate.

TRAIL BOSS/RIDES:

Mission: To plan and organize recreational trail rides and function as a member of the chapter Board of Directors.

Why:

1. To introduce members and guests to the benefits of trail riding and new riding, camping and packing opportunities.
2. To provide a social atmosphere for BCH members.
3. To provide an additional benefit to BCH membership.
4. To contribute to chapter leadership.

Work plan:

1. Communicate with chapter members to determine the types of trail rides desired.
2. Be familiar with the "Trail Leadership Safety Information" on the BCHW website www.pbchw.org.
3. Develop goals for the number and types of trail rides to be conducted.
4. Contact chapter members to engage them in being Trail Ride Leaders.
5. Develop and maintain a calendar of trail ride events in cooperation with Trail Boss/Work Parties.
6. Assist Trail Ride Leaders in understanding the responsibilities of leading a ride, safety and trail etiquette standards.
7. Ensure that the Trail Ride Leaders adequately preview the trail.
8. Supply Trail Ride Leaders with documents to help conduct a ride including: Event Description, Tailgate Safety Briefing, Liability Release, Trail Etiquette and Incident Report form. Give completed forms to the Secretary.
9. Assist Trail Ride Leaders in developing trail ride announcements promoting trail rides through meeting announcements, the chapter website, Facebook (when appropriate) and articles in the newsletter emphasizing participation by riders new to BCH rides.
10. Have the final judgement in matters of trail conditions, safety, horsemanship and personal conduct at all recreational trail activities.
11. Assist Trail Ride Leaders, or other interested riders, in writing follow up articles in the newsletter, website and Facebook describing the rides.
12. Follow up on scheduled trail rides to ensure that Trail Ride Leaders are performing as agreed.
13. Provide input at chapter Board of Director meetings.

SOCIAL:

Mission: To provide social opportunities within the chapter.

Why:

1. To promote membership.
2. To promote participation at chapter events.
3. To provide a social atmosphere at chapter events.

Work plan:

1. Develop and conduct activities at chapter events to promote and enhance opportunities for social interaction.

ADDITIONAL SHORT TERM POSITIONS:

AWARDS AND RECOGNITION (also see Membership & Volunteer Hours):

Mission: To develop and manage a membership awards program.

Why:

1. To encourage member participation in chapter activities.
2. To provide recognition and appreciation of those individuals that contributed to the chapter's activities.

Work plan:

1. Determine what awards and recognition will be given.
2. Using Volunteer Hours reported and other documents to determine people will receive awards.
3. Document why the individual is receiving the award for use at the presentation.
4. Purchase or acquire by other means the awards that will be provided.
5. Coordinate presentation of awards with meeting and event planners.
6. Present, or arrange for, the awards to be presented at an event and/or a membership meeting.
7. Write a newsletter article about the awards presentation.
8. Support for the BCHW Awards Program recommending chapter members for such awards.
9. Maintain a record of all awards presented for historical purposes.

BYLAWS AND STANDING RULES REVIEW:

Mission: Review the chapter Bylaws, Standing Rules and other governing documents for changes and make recommendations to the Board of Directors and membership.

Why:

1. To update the Bylaws, Standing Rules and other governing documents to reflect the current operational needs of the chapter.
2. To continue compliance with all BCHW governing requirements.

Work plan:

1. Announce to the membership the intent to review the Bylaws, Standing Rules and other governing documents and request input for changes to include the rationale. Clearly describe the process to accomplish the task.
2. Review recent chapter activities that have generated an apparent need to revise the Bylaws, Standing Rules and other governing documents to determine how these activities may affect changes.
3. Draft changes to the Bylaws, Standing Rules and other governing documents as necessary and present these, with the appropriate justification, to the Board of Directors for approval.
4. Present Bylaw changes to the membership for approval based on guidelines in the bylaws.
5. Have the Bylaws, Standing Rules and other governing documents printed and available to the membership.

FINANCIAL REVIEW:

Mission: To perform an annual inspection of the chapter's financial records.

Why:

1. To ensure that the records are being properly maintained according to good financial practices and the direction of the Board of Directors.
2. To ensure that the records accurately reflect the financial transactions and position of the chapter.

Work plan:

1. Collect chapter financial records and supporting documents from the Treasurer.

2. Compare bank records and financial entries with the documentation.
3. Compare spending authority with actual expenditures.
4. Compare record keeping procedures with standard accounting practices and directions from the Board of Directors.
5. Verify proper signature authority is in place.
6. Perform such interim reviews, as the President or Board of Directors deems necessary.
7. Prepare a report for the Board of Directors.

FUNDRAISER:

Mission: To provide a public event that contributes to the income of the chapter and provides a positive image to the public of BCH.

Why:

1. To provide resources to accomplish the BCH mission.
2. To promote public support for the chapter mission and other activities.

Work plan:

1. Provide a management plan including budget, timeline, risk, benefits and resources required.
2. Develop a committee to address all aspects of planning, marketing and operating the event.
3. Provide periodic updates to the Board of Directors.
4. Provide all funds and expenses to the Treasurer on a timely basis.
5. Manage the event.
6. Provide a follow-up report to the Board of Directors.

NOMINATING:

Mission: To seek out nominees to fill elected chapter positions, publicize the election and the names of those nominated and conduct the elections.

Why:

1. To provide members the opportunity to participate in the chapter leadership.
2. To maintain the leadership of the chapter.
3. To insure election procedures are followed.

Work plan:

1. Determine what positions are open for election.
2. Contact chapter members to solicit nominations for the open positions.
3. Be prepared to describe the duties for the elected positions and answer questions.
4. Write a newsletter article announcing the pending election, describing the election process and soliciting nominations from the membership.
5. At a membership meeting announce the pending election, describe the election process and open the floor for nominations.
6. Write a newsletter article listing the nominations to date and encourage nominations from the membership. Encourage members to attend the meeting to participate in the election.
7. Have a current membership list to know who is qualified to vote according to the bylaws.
8. At a membership meeting open the floor for further nominations and conduct the election.
9. The Nominating Committee counts the ballots and announces the winners.
10. If there is a tie vote the Nominating Committee conducts a coin flip.
11. Upon announcement of the results of the election a motion to destroy the ballots is entertained. If it is passed, the Nominating Committee immediately destroys the ballots.
12. Write a newsletter article announcing the winners of the election.

TRAIL RIDE LEADERS:

Mission: To lead group rides for chapter members and guests.

Why:

1. To provide additional qualified leaders.
2. To increase the number of places BCH can offer rides.
3. To increase the frequency, and variety, of rides.

Work plan:

1. Accept, or volunteer, from the Trail Boss/Rides the opportunity to lead a chapter group ride.
2. Work with the Trail Boss/Rides to schedule the ride to fit into the chapter calendar of events.
3. Work with the Trail Boss/Rides to promote the ride.
4. Be familiar with the ride area.
5. Conduct a Tailgate Safety Briefing.
6. Follow the established safety and trail etiquette guidelines for conducting the ride.
7. Complete, and report, all required paperwork including Tailgate Safety Briefing, liability releases and Incident reports.
8. Provide an after action news report, including pictures, to highlight the activity.

WORK PARTY LEADERS:

Mission: To lead individual work party opportunities for chapter members and guests.

Why:

1. To provide additional qualified leaders.
2. To increase the number of places BCH can offer rides.
3. To increase the frequency, and variety, of work parties.

Work plan:

1. Accept, or volunteer, from the Trail Boss/Work Parties the opportunity to lead a chapter work party.
2. Work with the Trail Boss/Work Parties to schedule the work party to fit into the chapter calendar of events.
3. Coordinate with the land manager.
4. Provide a proposed budget if chapter funds are needed.
5. Work with the Trail Boss/Work Parties to promote the work party.
6. Be familiar with the work to be done and the equipment, materials and personnel required.
7. Ensure that the worksite is adequately previewed.
8. Arrange for equipment, materials, personnel and other resources needed.
9. Conduct a Tailgate Safety Briefing.
10. Provide signage about "Trail Work Ahead" to identify BCH and warn trail users of people in the trail.
11. Follow the established safety and trail etiquette guidelines for conducting the work party.
12. Complete, and report, all required paperwork including Tailgate Safety Briefing, volunteer hours report, liability releases and incident reports.
13. Provide an after action news report, including pictures, to highlight the activity.