

**PONDEROSA CHAPTER  
BACKCOUNTRY HORSEMEN  
VOLUNTEER OPPORTUNITIES**

**More detailed information is available about each opportunity.**

The following provides a brief description of the responsibilities of the chapter officers, chairmen and key persons responsible for development and growth of the chapter. It is understood that many positions will require more than one individual. In addition, the successful completion of many jobs require the coordination with, and the help of, other committees. The areas requiring coordination between committees have not been identified in the individual Volunteer Opportunities.

Volunteer responsibilities, commitment and skills vary greatly. Some positions are annual commitments while others are for specific projects. Some require meeting attendance while others do not. Some require a specific skill (i.e. computer) while others just require a general interest in participating. Some positions, while listed separately, are most effectively handled as a group. Some positions can be tailored to the interest, time and skill of the volunteer. **For all positions there is an expectation of commitment and dedication once the position is accepted.**

ELECTED POSITIONS:

- President – Chair meetings, appoint committee chairs, mentor chapter leaders, be chief executive administrative officer and legal head of the chapter and exercise supervision over the chapter.
- Vice President – Perform the duties of the President in his/her absence and provide additional leadership to the chapter
- Secretary – Maintain timely, clear and accurate minutes of meetings, maintain minutes for the chapter, maintain the official chapter records with the exception of financial records
- Treasurer – Maintain timely, clear and accurate financial records of the chapter, pay documented chapter financial obligations and receive and deposit chapter income, provide financial reports to the Board and BCHW as required
- State Director – Is a member of the BCHW Board of Directors. Provide a communications link between the chapter and BCHW, BCHA and other chapters
- Alternate Director – Perform the duties of the State Director in his/her absence and provide additional leadership in the communications with BCHW, BCHA and other chapters

APPOINTED POSITIONS:

MISSION POSITIONS:

- Education – Develop & manage education programs (LNT & other BCH related topics)
- Lands – Develop & maintain contact with land managers, both public & large private holdings, within the chapter's area of interest to communicate the equestrian interests. Follow and engage in land issues being addressed by BCHW & BCHA. Keep chapter members informed and help them respond to land issues when necessary.
- Legislative – Develop & maintain contact with government officials to communicate the equestrian interests. Follow and engage in issues being addressed by BCHW and BCHA. Keep chapter members informed and help them respond to legislative issues when necessary.
- Trail Boss/Work Parties – Organize work parties that enhance equestrian opportunities using Work Party Leaders

Volunteer Hours – Collect & compile statistics on volunteer hours performed, and trail miles maintained, by members, communicate results to BCHW Volunteer Coordinator & maintain a history of work parties

### GROWTH POSITIONS:

#### FUNDRAISING:

Analysis of Income – Identify, analyze and prepare proposals for fundraisers

Donations – Contact donors, gather donations and maintain a historical record of donations

Grant Administration – Obtain and manage financial grants for chapter activities & equipment identified by committee chairs

Equipment Inventory Control – Provide a physical record & control of chapter's assets

Groupspaces Administration – Add and delete names and train chapter members in the use of Groupspaces

Historian – Maintain an historical record of the chapter

#### MEETINGS:

Greeter/Name Tags – Greet people at meetings & produce, maintain and distribute name tags for chapter meetings

Invited guests and dignitaries – Coordinate selection and inviting of individuals who can influence access to trails as guests to chapter meetings and events

Library – Provide educational and recreational materials to members

Programs – Provide educational programs at the monthly membership meetings

Refreshments – Provide refreshments to members & guests at monthly membership meetings

Room Management – Provide a comfortable & effective location to have chapter meetings

Stores – Provide clothing & other articles with BCH identification for purchase by members

Membership – Coordinate membership renewal, solicit new members & develop new members

Member Database – Maintain the membership database and provide copy to membership

#### NEWSLETTER:

Editor – Edit newsletter, supervise production & distribution of newsletter, & provide information to the Web Contest for publication

Publisher – Produce chapter newsletter from material provided by Editor

Ads – Sell and manage ads in the chapter newsletter and on the website

#### PUBLICITY:

Publicity – Develop & manage information program directed at individuals & organizations outside the chapter

Coordinate with Other Chapters – Identify and manage areas of common interest with other chapters

Corporate Contact for Chapter Support – Contact corporations & individuals to obtain support for the chapter through a variety of activities

Distribution – Deliver chapter materials (fliers) to local stores & other distribution points

Newsprint – Coordinate BCH articles and ads in publications

Photography – Take and record photographs at chapter events and provide to other committees

Printed material (fliers etc.) – Design and print material for areas of membership, fundraising, etc.

Recreation Groups – Develop & maintain contact with other recreational groups that may have common interests or goals with BCH

Social Media (Facebook) – Develop and maintain a chapter presence on Facebook

Web Content – Manage the input and removal of material on the chapter website

Web Master – Provide technical support for the chapter website

Safety – Document and manage material and train members on all aspects of providing for a safe environment at all chapter activities. Coordinate with the BCHW Safety Officer.

Trail Boss/Rides – Organize recreational trail rides using Trail Ride Leaders

Social – Provide social opportunities within the chapter in conjunction with other chapter activities

#### **ADDITIONAL SHORT TERM POSITIONS:**

Awards and Recognition – Develop & manage membership awards and recognition program

Bylaws and Standing Rules Review – Review chapter Bylaws & Standing Rules for changes & make recommendations to the membership

Financial Review – Perform an annual inspection of the chapter's financial records and report to the membership

Fundraiser – Manage the chapter fundraisers

Nominating – Acquire nominees to fill the elected chapter positions, publish names & conduct elections

Trail Ride Leader – Lead a ride in area of interest

Work Party Leader – Lead a work party in area of interest