

**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 (**Not provided for in bylaws now**)
- **State Director** – Is a member of the BCHW Board of Directors. Provides a communications link between the chapter and BCHW, BCHA and other chapters
- **Alternate State 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 (**Not provided for in bylaws now**)
- **Secretary** – Maintain timely, clear and accurate minutes of meetings, maintains a book of minutes for the chapter, maintains 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

APPOINTED POSITIONS:

MISSION POSITIONS:

- **Education Chair** – Develop & manage education programs (LNT & other BCH related topics)
- **Lands Chair** – 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 Chair** – 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 Chair** – Organize work parties that enhance equestrian opportunities using Work Party Leaders
- **Volunteer Hours Chair**– 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** – 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 Chair** – 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 Master 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 Chair** – 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 PBCH 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
- **Nominating** – Acquire nominees to fill the elected chapter positions, publish names & conduct elections
- **Scavenger Hunt** – Manage the annual Scavenger Hunt
- **Trail Ride Leader** – Lead a ride in area of interest
- **Work Party Leader** – Lead a work party in area of interest