

Wilderness Trekker's Activities Coordinator

General Description

This person is a voting member of the board. This person is expected to attend the monthly or bi-monthly board meetings. This person should be willing to get to know all host members, either through phone conversation, or via events held by the host. This person should work easily with people, communicate easily with the hosts and the board. This person must have fairly good computer skills to perform effective email and calendar creation in any sort of editor that is usable by common systems. Ideally, the Activities Coordinator becomes to "know" the entire club's event hosts over time. The Coordinator prompts event leaders, on a bi-monthly basis, to begin thinking about events they would like to hold. The coordinator never assigns trips to hosts; hosts make their own mind up about places and frequency. The Coordinator can include suggestions and should review prior calendars to provide good suggestions on trips that have not been held recently. Upon input from the event host, the Coordinator puts together a calendar of events. Traditionally, events are placed on the calendar at 2-month intervals, but the Coordinator should work on getting future trips planned where hosts have ideas.

The Coordinator is the central bookkeeper of each event's sign-in log sheet. Individual event hosts are required to get each member and non-member to sign-in. After the event, these sheets are U.S. mailed or scanned and emailed to the Coordinator. These sheets are kept in a binder and might be required by review of the board or for official reason. The event log should be brought to the board meeting to allow board members to gain insight on membership activities at events. Unfortunately the coordinator may have to badger the host for these documents. The sign-in document is very important to the bookkeeping of the club as a not for profit organization.

Bi-Monthly call for activities

These are the procedural steps to ensure a timely and full calendar:

1. The Activities Coordinator should send an email to all active hosts on the 20th of even number months soliciting calendar events. In addition, "carbon copy" all Board members for all event correspondence from the Coordinator to the hosts as the board should be informed and may want to add ideas.
 - a. This writing of this solicitation should be encouraging and provide wording to "entice" hosts to put on an event or 2.
 - b. Take into consideration the season of the year and gear the solicitation appropriately (Summer is great for cold water spring paddles and out of state trips, while camping is great from late September through mid May).
 - c. Also entice by mentioning events that have not taken place recently and be inclusive (biking and hiking, not just paddling).
 - d. Ask that responding hosts to REPLY ALL so that the entire group knows what other hosts are planning and for which weekends.
 - e. It is ok for host to reply early/immediately with an idea while lacking details. They may just want the other hosts to know their intentions: like a date and a place with the expectation that before the calendar deadline, they will have the details.
 - f. Any host setting up an event should eventually reply with the following information. Not doing so places additional burdens on the Events Coordinator and the web publisher which is already over worked and must spend considerable time publishing the calendar even when everything is perfect:

Date or Dates if over night

Day or Days if over night

Time: This can be meetup time, launch time or it can be Contact Host
Event Type {Paddling, Road Biking, Off-Road Biking, Hiking, Backpacking}
Intensity {Leisure, Moderate, Strenuous }
Place e.g. Rock Springs, Santa Fe River, Paynes Prairie S.P.
Location e.g. Apopka FL, High Springs FL, Micanopy FL

Provide sufficient detail to your trip to make it enticing. Consider special attributes of the event for first time explorers (often host leave this out because they have done the event several times). Unless easy or leisure, describe details of intensity, for instance, the Silver River run is 10 miles round trip, the first 5 is upstream against a fairly strong current. It's ok to withhold start time to force people to call you. But if you do provide a time, make sure your intentions are meet-up time or launch time, its a big difference. It's might require that you withhold Location because the place is hard to find or you might rendezvous at a location and then shuttle. Also, make sure your time matches the open time of the place you are starting from (e.g. once I put down 8:30 for Bulow Plantation, it does not open until 9:00). Research fees and put them in the write-up. If the forest entry fee is \$2.00 in an envelop, request that the money be brought in 1 dollar bills. Include cost of launch, shuttle or taxi (yep, Linda calls a taxi service to take all the folks back to the starting place, saves time). Might ask that cash be brought on trip because of way-side food or entry fee, like the Rainbow River, you paddle up to the S.P. and there is a \$1.00 watercraft fee to get out. Overnight camping, the host should encourage first timers to call and make contact and ensure person is outfitted for the event. All paddle trips must include "PFD and whistle as required by law". If host require the wearing of the PFD, they need to state that in their event to avoid confrontation or sour feelings. All bike events require helmets. Indicate people limit if you prefer a limit. Indicate RSVP if you prefer. Provide email and/or phone.

2. Hosts responding should "reply-all" so that other hosts may know what weekends are being consumed. About the 10th of the odd month and 21 days before the new Calendar starts, the Coordinator might have to reformat a second solicitation if there are still plenty of weekends not consumed (actually this is a good practice regardless of vacancies or not). The reformat will list all the weekends by day and date for the 2 month period. It will show the host name and the event location on the consumed weekends and show the empty weekends still needing to be filled. The purpose of this format is to prompt hosts to fill in empty weekends.
3. Once all the events are "in", the calendar needs to be emailed to the Web Manager by the night of the 16th. Completed trips can be emailed to the Web Manager earlier as publishing takes time and can be done over several days. So an early start is ok. However, the Web Manager wants the calendar to be fully vetted by the Activities Coordinator for completeness.
4. The Web Manager will publish on-line the new calendar by the 18th. The printable PDF version is usually a day or 2 later. The paper calendar and newsletter will be mailed on the 20th or 21st.

Record keeping

The Activities Coordinator retains the sign-in sheets from the event hosts in a binder/notebook. From this information, the Coordinator needs to tally the number of events a host has sponsored in the course of a year as any host that holds 4 or more events gets free membership. The time period for this tally is April 1st through March 31st. The Coordinator needs to notify the Membership person the names of qualifying free membership people. Since, membership notices go out the beginning of March, this

schedule is quite awkward since it is ideal that the membership person notify the host their membership fee is waived, yet March activities have yet to pass. So for now, the Coordinator will honor March "planned" trips as part of the tally.

Notices regarding host inactivity

The By-Laws classifies a host as inactive if 2 year have passed and they have not hosted any events. A pro-active Coordinator at best should call the event host and get a reading on the host's intention for future involvement. This should be done 3 months before the host's expiration, thus giving the host time to prepare for an event.