

Position Description for Vice President

As approved - May 3, 2006

1. Serves on the Section's Executive Committee.
2. Presides at Section meetings in the absence of the President.
3. Leads the quarterly Outing Planning Meeting coordinating with any GMC club-wide activities. Provides full details on planned outings to the Trail Talk Editor.
4. Prepares and sends out 'trip leader packets' with extra Section newsletters, "Outing Report Forms", a cover letter listing events they are leading and any other helpful materials.
5. Maintains the file of "Outing Reports", retrieving any reports that are missing. Forwards non-member outing attendee details to the main club for follow-up.
6. Tallies "Outing Reports", and secures awards to be presented at the Section Annual Meeting for:
 - a. Most popular outing;
 - b. Most active trip leader;
 - c. Most active trail worker; and
 - d. Most active trip participant.
7. Prepares (or coordinates) an annual summary of all section outings.
8. Organizes the Section Annual Meeting, including booking a site, securing a speaker, providing an article for the Spring newsletter and recruiting Section volunteers to set up for the meeting and clean up afterwards. Ensures that a complete handout package is prepared for the annual Section Business Meeting, and that a summary of the meeting is written for Trail Talk.
9. Solicits feedback from Section members about Section activities.
10. Signs checks for authorized disbursements in the absence of the Treasurer.