

Appendix A  
To Surrey Trekkers Constitution and Bylaws  
Duties for Officers of the Committee

*Reference from Constitution and Bylaws*

**ARTICLE 5. - DUTIES FOR OFFICERS**

**Section 5.1. – Appendix A – “Duties for Officers of the Committee”**

- 5.1.1.** *Appendix A – “Duties for Officers of the Committee” is attached to this Constitution and Bylaws.*
- 5.1.2.** *Amendments to Appendix A – “Duties for Officers of the Committee” are exempted from the requirements in Article 8.*
- 5.1.3.** *Amendments to Appendix A – “Duties for Officers of the Committee” shall be made by a two thirds (2/3) majority vote of the Committee. (Five of the seven Officers).*

**Section 1. - The President:**

- 1.1. Has responsibility for the overall administration, general direction and functions of the Committee and the Club, including obligations of members.
- 1.2. Presides over all General Meetings and Committee Meetings.
- 1.3. Signs Documents as required by Municipal, Provincial and Federal governments Canadian Volkssport Federation (CVF) and the Volkssport Association of British Columbia (VABC).
- 1.4. Represents the Club at CVF and VABC annual general meetings whenever possible. If he is unable to attend, he may appoint an alternate representative. Expense allowances shall be paid in accordance with Section 7.4. of the Constitution and Bylaws.
- 1.5. Authorizes Club expenditures in conjunction with the Treasurer and/or Vice-President.
- 1.6. Appoints the chairman and selections to Ad-Hoc committees as required for specified tasks.
- 1.7. Participates on Ad-Hoc committees as an ex-officio member as appropriate, except the nominating committee.
- 1.8. Is a member of the Schedule of Events/Club Calendar, Ad-Hoc Committee.
- 1.9. Maintains a supply of event and distance books and has them available at Club walks and events, as well as an inventory list of such items.
- 1.10. Informs VABC Sanction Director and website coordinators of any changes to information regarding the Club activities.
- 1.11. Upon termination of term of office, he shall automatically become a non-voting member of the Committee as Immediate Past President.
- 1.12. Assigns other related duties to Officers of the Committee.

**Section 2. – The Vice-President:**

- 2.1. In the absence of the President, performs all of the duties of the President.
- 2.2. Signs Documents as required by Municipal, Provincial and Federal governments; CVF and VABC as one of the three signing officers of the Club.
- 2.3. Solicits suggestions to develop or increase walk challenges for Club walks.
- 2.4. Maintains a supply of event and distance books and has them available at Club walks and events, as well as an inventory list of such items.

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- 2.5. Coordinates and oversees the Year Round Event Box Hosts to ensure they have adequate supplies, etc.
- 2.6. Assists with membership development and growth and publicity programmes.
- 2.7. Performs other duties as assigned by the President and/or the Committee.

**Section 3 – The Treasurer:**

- 3.1. Has responsibility for the collecting, safeguarding, maintaining, accounting for and disbursing of all revenues generated by or paid to the Club.
- 3.2. Deposits all cash and cheques promptly to the Club's financial institution.
- 3.3. Ensures all disbursements have been approved by the Officer of the Committee member responsible for the activity.
- 3.4. Makes timely payments for bills or receipts received for services rendered for the Club.
- 3.5. Processes all financial transactions and reconciles statements promptly.
- 3.6. Prepares and makes available to the Committee a financial statement for each Committee meeting or on a timely basis of not less than twice yearly.
- 3.7. Presents the annual financial report to the Annual General Meeting.
- 3.8. Acts as a primary signer on the Club's bank accounts and obtains signatures from the President and/or Vice-President as required.
- 3.9. Signs Documents as required by Municipal, Provincial and Federal governments; CVF and VABC as one of the three signing officers of the Club.
- 3.10. Performs other duties as assigned by the President and/or the Committee.

**Section 4. – The Secretary:**

- 4.1. Has responsibility for the recording of the minutes of all General Meetings and Committee Meetings.
- 4.2. Notifies membership of Annual and Special General Meetings.
- 4.3. Distributes the minutes of all meetings to members of the Committee and has copies of the minutes available at all meetings.
- 4.4. Signs the Annual Report with the President.
- 4.5. Maintains records of Club minutes, correspondence and other activities.
- 4.6. Ensures that the Constitution and Bylaws are amended as approved during General meetings and made available for members.
- 4.7. Prepares and distributes the Club newsletter.
- 4.8. Prepares general correspondence of the Club that is not a function of other Officers of the Committee.
- 4.9. Performs other duties as assigned by the President and/or the Committee.

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**Section 5. – The Membership Coordinator:**

- 5.1. Has responsibility for all aspects of membership.
- 5.2. Collects membership fees and distributes the Club walk schedule to members in good standing.
- 5.3. Maintains a membership roster indicating, member's name, address, telephone number, email address, amount paid, year of membership into Club and type of membership, (if an honorary member).
- 5.4. Maintains supplies of new walker packets and other supplies required for the operation of the Club.
- 5.5. Maintains a supply of event and distance books and has them available at Club walks and events, as well as an inventory list of such items.
- 5.6. Prepares and coordinates newspaper advertisements of Club and Volkssporting events in a timely manner.
- 5.7. Is responsible for public relations for the Club.
- 5.8. Recruits new members.
- 5.9. Coordinates with walk hosts to contact new walkers shortly after they have completed their first walk.
- 5.10. Performs other duties as assigned by the President and/or the Committee.

**Section 6. – The Map Walk Coordinator:**

- 6.1. Has responsibility for all functions related to the organizing and running of all Club map/guided walk and Volksmarch events.
- 6.2. Ensures that a member has agreed, and will be present, to host each Club map/guided walk event.
- 6.3. Maintains the map/guided walk box with supplies of membership information, insert cards, free walk cards and walk schedules as required to serve the membership and new walkers.
- 6.4. Maintains a record of Canadian Volkssport Federation statistic sheets together with the assigned sanction number slug for each map/guided walk sanctioned for the year.
- 6.5. Prior to a Club's map, guided or Volkssport walk, ensures that the map/guided walk box contains the sanction stamp with the correct sanction slug for the walk, sign-in sheets, route maps & walk descriptions and a cash receptacle. Prior to the event, the map/guided walk box is to be delivered to the event host.
- 6.6. Collects the map/guided walk box from the host at the completion of the event and:
  - a) Tabulates the cash receipts for the event and promptly delivers to the Treasurer.
  - b) Completes the walk statistics sheet and sends, with the event slug attached, to the VABC sanction coordinator.

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- c) Prepares the map/guided walk box for the next scheduled Club's map, guided or Volkssport walk event.
- 6.7. Prepares a summary report of the Club's walk statistics at the end of each year.
- 6.8. Liaises with walk hosts to ensure the registration form is fully completed by any new walker and informs the Membership Coordinator of their contact information.
- 6.9. Is a member of the Schedule of Events/Club Calendar, Ad-Hoc Committee.
- 6.10. Prepares advertisements on Club map/guided walks and Volksmarch events.
- 6.11. Sets out Club signage for events as required.
- 6.12. Performs other duties as assigned by the President and/or the Committee.

**Section 7. – The Trail Master:**

- 7.1. Has responsibility for the layout, measurement and marking trails.
- 7.2. Determine where trails are needed to be marked. Where trails are to be marked, they are to be marked with approved marking materials and the marking shall follow the CFV guidelines.
- 7.3. Obtains permission(s) from walk site route for access.
- 7.4. Measures routes for proper distances and ensures the routes are safe.
- 7.5. Ensures an accurate route map & walk description is prepared for each scheduled walk and coordinates with the Map Walk Coordinator.
- 7.6. Updates YRE's with new challenges.
- 7.7. Is a member of the Schedule of Events/Club Calendar, Ad-Hoc Committee.
- 7.8. Retains at least one copy of each route map and walk description.
- 7.9. Performs other duties as assigned by the President and/or the Committee.

**Section 8 – Ad-Hoc Committees**

- 8.1. Schedule of Events/Club Calendar:
  - (a) Comprises of the President, Map Walk Coordinator, Trail Master and any appointed member; and
  - (b) Is responsible for preparing, typing and distribution of the Schedule of Events/Club Calendar.
  - (c) Coordinates with CVF, VABC and other Clubs to reduce duplication/conflict of events.

**ORIGINALLY SIGNED BY:**

Adopted at the Annual General Meeting, March 6, 2013

Brenda Dudfield President	Patricia Lomax Vice President/Acting	Sandi Walton Membership Coordinator/Acting Treasurer

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Treasurer

Executive Committee Amendment Dates to the Surrey Trekkers Volkssport Club's Constitution & Bylaws, Appendix A, Duties for Officers of the Committee

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.