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Alpine Club of Canada  
Edmonton Section  
Governance  
Executive Roles

## Executive Roles

### Chair

1. Overall responsibility for all section activities.
2. Delegates tasks wherever and whenever appropriate
3. Provides leadership to the executive as a whole
4. Provides driving force and direction for the club's activities
5. Sits on all committees exofficio
6. Signatory on financial documents **as required**
  - E-transfers will continue with a single signature
  - Cheques will include dual signatures
  - Contracts will be signed by two officers/Board members
7. Communicates with other sections on developments, ideas for club progress etc.
8. Presents a report at each section, executive and annual general meeting.
9. Manages external communication (e.g. with national, government and stakeholders of esteem)
10. Manages and reports on government grants
11. Updates membership on current environmental issues in the national parks (and other areas of interest to the section) and supplies information on how the membership can provide feedback on these issues
12. Collaborates with various environmental organizations on behalf of the board and membership and represents the board and membership at relevant open houses and campaigns (i.e. land use framework discussions)
13. Drafts letters of support/opposition on behalf of the section for the initiatives in the national parks and other areas of interest to the section (hut proposals, infrastructure plans etc.)
14. Overall responsibility for coordinating the stewardship of areas of interest to the club.

### Secretary

1. Attends board meetings or appoints substitute to take minutes

2. Takes section minutes and provides an electronic copy to the webmaster, section records
3. Supports the chair in organizational aspects of the board (scheduling board meetings)
4. Manages storage of and keeps copies of organizational documents, policy and bylaw documents, lists of directors, board members, financial reports, and other official records in addition to the executive (committee) meeting minutes
5. Assists the Chair to maintain a record of volunteer activity for the purposes of recognition

## **Treasurer**

1. Attends board meetings
2. Advises executive on financial matters
3. Prepares an annual budget for presentation at the November Board Meeting
4. Strategizes to improve or replace income sources, including completing grant applications
5. Works with other board members to ensure proper records of inventory and any fixed assets are kept.
6. Monitors expenses through the year.
7. Maintains contact with representatives of the section's bank
8. Presents a report to the section at the AGM on the year's activities
9. Communicates with members regarding areas of finance (request payment for trips, approve expense claims, provide tips for management of money on individual trips).
10. Communicates with National.
11. Provides invoices and approved expense claims to the Accountant for payment. Include identification of what each invoice is for (trip, specific course, etc.)
12. Maintains contact with representatives of the section's bank, in co-ordination with the Chair.

## **Accountant (non-voting, paid part time)**

1. Reports to the Treasurer
2. Pays invoices/expenses for club trips/events etc. as approved and provided by the Treasurer.
3. Ensures that section financial practices follow current best practices and technologies as feasible.

4. Maintains up to date financial records, and provides reports to the executive on a quarterly/annual basis

## **Social Chair**

1. Organizes a robust variety and selection of speakers for monthly socials; balance both member speakers and professional speakers (e.g. mountain guides, professional athletes, mountain authors, etc).
2. Provides details of monthly socials to the communications chair in a timely manner for advertisement.
3. Assists with promoting monthly socials by creating events on our website and on our facebook group
4. Purchases food, drink, and prizes as needed or as appropriate for social events, according to budget.
5. Organizes and maintains contracts or agreements for appropriate venues associated with social events as required.
6. Purchases liquor licenses for social events that may require them and oversee or delegate oversight on alcohol consumption during events.
7. Oversees organization of additional special social events (i.e. annual BBQ, photo competition, trip leader appreciations, pub nights, etc).
8. Where able, delegates responsibility to volunteers and supervises organization.
9. Stores and maintains the section's audiovisual equipment (projector and associated cables) and social event promotional items (sandwich board, consumable items such as posters/cards, vertical banner, etc) .
10. Presents a report to the section at the AGM on the year's activities.

## **Urban Chair**

1. Organizes training activities within the city (e.g. winter skiing activities, indoor climbing, stair running, rescue, navigation, etc.).
2. Liaises with local stakeholders (climbing walls, ski hills) and negotiates exclusive club activities (e.g. climbing nights, skinights etc). Agreements are to be formalized between both parties.
3. Collects data on event attendance and forwards to stakeholders and to the secretary/communications chair.

4. Provides and details activities to the communications chair in a timely manner for advertisement.

## **Communications and Membership Chair**

1. Chairs communication committee (Webmaster, Membership, Communications)
2. Responsible for all communication between the executive, the membership and provides a method for communication between members.
3. Liaises with new and prospective members; answers questions and provides information about the club and section.
4. Generates articles and content of interest to the membership for the Section's newsletter "The Breeze" (events, trip reports, stories and other news items distributed monthly). This task may involve actively pursuing other board members and the general membership for content.
5. Reviews the content of the website for accuracy, completeness and relevance.
6. Emails important announcements that do not align with Breeze schedule.
7. Oversees maintenance and distribution of printed materials such as club brochures and posters to relevant locations in Edmonton

### **Webmaster (non-voting)**

1. Reports to the Communications Chair
2. Manages the Section's digital hubs (Website, FB, instagram, twitter etc)
3. Reports to the Board at the Annual Board Meeting in November on the status of the website and other digital hubs.
4. Recommends improvements to the website and other digital hubs to keep the Section in line with industry best practices.

### **Membership (non-voting)**

1. Regularly downloads membership lists from the national club and updates the section mailing list

## **Safety Chair**

1. Chairs safety committee
2. Encourages near miss reporting

3. Reviews trips/leaders/participants and objectives to ensure sensible and safe offerings
4. Maintains and updates a document detailing section best practices regarding safety on club trips.
5. Ensures trip organizers are aware of the Section's best practices and section policies and have proper safety training.
6. Provides regular orientations for new trip coordinators
7. Oversees maintenance, acquisition and retirement of club equipment.
8. Produces safety statistics.
9. Collects and stores club waivers.
10. Investigates incidents, near misses, and reports of inappropriate leader's behaviour reported and provides feedback to the members involved and to the board
11. Sets out member responsibilities and trip participant guidelines
12. Issues club equipment and maintains systems and processes to do this.

## **Volunteering Chair**

1. Recruits new trip organizers/coordinators
2. Finds and recruits candidates for ACC winter and summer leadership courses.
3. Establishes mentorship and on boarding process for new trip organizers
4. Assists Training & Development Chair in maintaining club curriculum of technical and soft skill development through courses.
5. Manages and updates funds and policies to support trip coordinators (includes subsidies and rewards)
6. Provides development and lessons learned opportunities for trip coordinators
7. Maintains trip coordinator handbook.

## **Training & Development Chair**

1. Responsible for the oversight of all the Section's training programs (including volunteer-run training courses, mentorship programs, and professionally instructed courses), with the overarching goal of providing the membership with a continuum of training options.
2. Maintains a roadmap of training options, to be published on the Section's webpage. This roadmap will assist members with identifying paths to develop in their chosen mountain activities.

3. Works to identify areas of unmet demand for instructional programs that the Section could reasonably meet. Identifies members or commercial service providers capable and interested in developing programs to meet this demand.
4. Fields inquiries from members interested in running section training programs, and assist them in developing these programs.
5. Advises and assists members who are running section training programs and instructional programs as needed. This includes assisting with the development and review of course curricula and ensuring that course offerings meet the overall strategic goals of the Section. They will consult with the Volunteer Coordinator, Safety Chair, and other relevant executive roles as needed to provide this assistance.
6. Collaborates with the Urban Chair to enhance training options that are easily accessible to the membership, within the Edmonton area.

## **Inclusion, Equity & Diversity Chair**

1. Liaise with club members to improve IED outcomes at the Section level;
2. Participate as a member of the Elections Committee to recruit diverse voices to Section leadership;
3. Collaborate with the Volunteer and T&D Chairs to solicit and recruit club members as trip coordinators, mentors, and instructors to improve IED outcomes;;
4. Liaise allied community organizations to support IED outcomes in the alpine sports community;
5. Develop policies and position statements relevant to Section activities and underrepresented communities;
6. Build capacity and knowledge among trip coordinators, mentors, and instructors to support IED policies relevant to Section activities.