

ACC Edmonton Section Board Roles & Responsibilities

Section Chair

1. Overall responsibility for section activities.
2. Acts as representative for the section in communicating with ACC national.
3. Generally manages external communication on behalf of the section.
4. Acts as liaison to the other ACC sections.
5. Provides leadership to the executive including as chair of monthly board meetings.
6. Leads presentation to members at the ACC Edmonton annual general meeting.
7. Provides driving force and direction for the club's activities.
8. Delegates tasks wherever and whenever appropriate.
9. One of the signatories on section financial documents.
10. Manages external communication wherever needed.
11. Manages and reports on government grants
12. Executive position.

Section Administrator

1. Attends board meetings or appoints substitute to take minutes
2. Provides a copy of minutes to be posted on the web, and kept in section records
3. Documents board discussions, both in person and in online meetings
4. Supports the chair in organizational aspects of the board (scheduling board meetings, drafting agendas)
5. 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
6. Maintains digital historical records; aware of paper records available at Whyte Museum
7. Executive position.

Section Accounting Coordinator

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 regarding pertinent financial matters.
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 chair.
13. Executive position for the ACC Edmonton board.
14. Pays invoices/expenses for club trips/events etc. as approved and provided by the Treasurer.
15. Voting position for ACC Edmonton board meetings.

***Accountant**

1. *Not a board position, non-voting, paid part time.
2. Reports to 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

Environment and Access Coordinator

1. 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
2. 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)
3. 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.)
4. Overall responsibility for coordinating the stewardship of areas of interest to the club.
5. Spokesperson for environment and access related external communications and partnerships.
6. Voting position for ACC Edmonton board meetings.

Social Coordinator

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 in a timely manner for advertisement.
3. Assists with promoting monthly socials by creating events on our website and Facebook.
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.
11. Voting position for ACC Edmonton board meetings.

Volunteer Coordinator

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 Ski, Climbing, and Alpine Coordinators 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. Assists the chair to maintain a record of volunteer activity for the purposes of recognition
8. Maintains trip coordinator handbook.
9. Voting position for ACC Edmonton board meetings.

Equity, Diversity and Inclusion Coordinator

1. Identifies opportunities for reducing barriers to access to ACC Edmonton activities for groups who have historically been under-represented in outdoor spaces (for example, BIPOC, members of the 2S/LGBTQIA+ community, disabled folks).
2. Works with community partners to implement EDI initiatives.
3. Works alongside Section Accounting Coordinator to ensure initiatives are within budget.
4. Advises ACC Edmonton board on EDI best practices.
5. Voting position for ACC Edmonton board meetings.

Communications Coordinator

1. Manages or delegates management of Section's digital hubs (e.g. website, Facebook, instagram, etc) and assists to coordinate efforts across platforms.
2. Responsible for 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. Oversees and collates contributions from board and membership toward the Section's monthly newsletter, the Breeze (events, trip reports, stories and other news items).
5. Responsible for the timely email distribution of the Breeze on a monthly basis.
6. Emails additional important announcements that do not align with the Breeze schedule.
7. Reviews the content of the website for accuracy, completeness and relevance.
8. Oversees maintenance and distribution of printed materials such as club brochures and posters at relevant locations in Edmonton.
9. Reports to the section at the Annual General Meeting.



10. Recommends improvements to the website and other digital hubs to keep the Section in line with industry best practices.
11. Regularly downloads membership lists from the national club and updates the section mailing list
12. Voting position for ACC Edmonton board meetings.

Ski, Climbing, and Alpine Coordinators

Safety (all activity coordinators)

1. Encourages near miss reporting. Receives accident reports from section members, assisting if needed. Distribute these reports to the section board and to national.
2. Point of contact for complaints against section trip leaders or regarding section trips.
3. Approver for new trip leaders under their sport purview.
4. Review all posted trips under their sport purview to ensure trip leaders are operating safely (e.g. choosing reasonable objectives for their experience)
5. Maintains and updates a document detailing section best practices regarding safety and responsibilities on club trips.
6. Support trip organizers under their sport purview. Including:
 - a. Ensuring organizers are aware of the section best practices and policies.
 - b. Ensuring organizers have proper safety training.
 - c. Provides regular orientations for new trip coordinators
7. Oversees maintenance, acquisition and retirement of club equipment.
8. Produces safety statistics report for the annual general meeting.
9. Issues club equipment and maintains systems and processes to do this.

Training (all activity coordinators)

10. Responsible for the oversight of all the Section's training programs under their sport purview, with the overarching goal of providing the membership with a continuum of training options.
11. 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.
12. Fields inquiries from members interested in running section training programs, and assists them in developing these programs.
13. 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.

Urban Activity (all activity coordinators)

14. Organizes training activities within the city (e.g. rescue, navigation).
15. Liaise and make formal agreements with local stakeholders (climbing walls, ski hills) and negotiates exclusive club activities (e.g. climbing nights, ski nights).
16. Collects data on event attendance and shares with board/forwards to stakeholders and shared with the board.

General (all activity coordinators)

17. Provides and details activities to the communications coordinator in a timely manner for advertisement / promotion.
18. Voting positions for ACC Edmonton board meetings.