

## Hiking

### Dawdler Hikes Chair

Revised July 2014 by Carol Soderberg

Dawdler hikes are for those people interested in hiking and the outdoors but who want to participate in hikes that are of a slower pace and a shorter distance than hikes with a higher difficulty rating. The chair is responsible for scheduling interesting hikes that are not as rigorous, lengthy, or demanding as other scheduled hikes.

#### Duties

- 1) As warranted, solicit committee members or a co-chair to assist in planning hikes. Set and lead committee meetings when necessary.
- 2) Enlist leaders for hikes. Beginning in late November or early December email or call potential leaders to ask them to lead dawdler hikes.
- 3) Schedule about one hike per week for the year, from March of the current year to February of the following year. Hikes may be scheduled for any day of the week.
- 4) Send a list of hikes, leaders and dates to the vice-president for inclusion in the Prospectus by the set cut-off date in early January.
- 5) Forms:
  - a) Direct new leaders to the link to the "Trip Leader Guide" on the Chemeketa website and ask them to review it online.
  - b) Instruct new leaders on how to register their hikes for the monthly Bulletin online. Show them where the website locations are for the links to the Activity Sign-up Sheet and the Hiking Committee Trip Report forms. Tell them where the "We Were There" link is on the website and explain its use.
  - c) Give new leaders directions on how to complete these forms.
  - d) If a trip leader does not have access to the website print out and mail them a copy of the "Trip Leader Guide" and the appropriate number of copies of the Activity Sign-up Sheet and the Hiking Committee Trip Report forms.
  - e) Ask all leaders to mail their completed Activity Sign-up Sheet and Hiking Committee Trip Report forms to the dawdler chair. If necessary follow-up with an email or phone call to leaders who haven't sent in these forms within a month after their hikes.

- 6) Keep records of each activity including junior members, senior members and guests.
- 7) Prepare an annual report in triplicate for the Annual Meeting. The report should include participation statistics and possible suggestions for the coming year. One copy each should be given to the president and another to the secretary. The other copy should be retained by the dawdler chair for their records. The chair will present this report at the Annual Meeting which is held the 2<sup>nd</sup> Monday in January.

## Evening Walk Chair

Revised August 2014 by Elizabeth Seibert

### Duties

1. In December and January, enlist leaders for evening hikes/walks for any weekday April through August. A group E-mail usually starts the process and is sent to last year's leaders as well as other prospective leaders. It is good to recruit new evening walk leaders. Follow-up phone calls may be useful. Explain that the walks are usually about 2 hours and 5 or 6 miles. They typically start about 6 pm. Destinations are tentative and can be changed at the time the walk is submitted to the Bulletin.
2. As prospective leaders respond, create a schedule and send an update to prospective leaders so the gaps can be seen. Aim for one walk per week, but fewer are fine.
3. By the January cutoff date, send the completed list to the member responsible for the Prospectus in the format as seen in the previous Prospectus.
4. Instruct new leaders in how to submit activity information to the Bulletin by the first of the month before the activity, how to print off the activity sign-up form and have participants use it, and how to submit a We Were There report. Old and new leaders can be reminded to read the Trip Leader Guide on chemeketans.org and to send in the activity sign-up form and Trip Report to you, the Evening Walk Coordinator.
5. Beginning in mid-February, send to each upcoming leader a monthly mid-month reminder to submit activity information to the Bulletin using chemektans.org by the first of the month preceding the activity. Example: April activity information must be submitted by March 1—thus the reminder in February.
6. After the last of the year's evening walks, compile statistics about the evening walks: walks scheduled, walks completed, number of adult member participants, number of junior member participants, number of adult guests, number of junior guests, and approximate number of total miles walked.

7. Prepare three copies of an Evening Walk Report for the annual meeting. Include the statistics as well as comments, suggestions, problems, etc. that club officers and members should be aware of. An oral report is also given at the meeting, which summarizes the report.

## Mid-Week Hikes Chair

Revised July 2014 by Don Gallagher

**Responsibilities** (Except where noted all contacts and communication are done by email and interaction with the Chemeketan website: [chemeketans.org](http://chemeketans.org))

- 1) In December contact potential midweek hike leaders soliciting mid-week hikes to be listed in the Annual Prospectus. Emphasize that the prospectus is just a planning tool and that dates and hikes can be changed prior to the actual listing in the Activity Calendar.
- 2) Send out reminders to those you haven't heard from by Jan 1 attaching a draft copy of the developing schedule. Continue to send out reminders until the deadline for the Prospectus has been reached.
- 3) By including the draft of the developing schedule in the succeeding reminders potential conflicts in hikes and location are minimized. None-the-less the chair should be alert to conflicts and make recommendations to leaders so that a balanced hike schedule is presented in the Prospectus.
- 4) Compile the final list of mid-hikes for the year and email to the Prospectus Editor in the format recommended.
- 5) Around the first of the month send a reminder to all midweek leaders who have hikes to lead a month in advance that it is time to enter the hike in the activity calendar on the Chemeketan website ([chemeketans.org](http://chemeketans.org)) so that the Bulletin Editor may prepare for publication. One can confirm that their hike has been successfully entered as it will almost immediately appear in the activity calendar.
- 6) Request that the hike leaders to print out the Activity Sign Up Sheet (from the website) so that hikers may actually sign up on the day of the hike. This is very important for club insurance reasons. If you forgot to print out the form use a blank piece of paper and at minimum get each hikers signature under a heading listing the hike, date and leader at the top. At the end of the hike this paper form should be sent (either U.S. mail or email copy or hand delivery) to the Midweek Hike Chair.
- 7) It is recommended that in addition to the previous item that the hike leader report on the hike through the "We Were There" option on the website forms. Any photos of the hike

can be submitted for potential inclusion in the Bulletin (editors discretion) by including them in an email to the Bulletin editors.

- 8) Due to factors such as weather and the lead-time necessary to publish the Bulletin, changes to the schedule need to be communicated to potential hikers. The midweek hiking chair will invite any hikers who are interested to send him a note so that a list of impromptu hikes can be announced by email. In cases of a major change the midweek chair may request that the Chemeketan President sent out an email to all members announcing the changes.
- 9) Communicate with the midweek hike leaders as necessary to keep them informed of any club issue or trail information that is related to hiking.
- 10) The mid-week hiking chair gives a verbal and written report of the midweek hike summary for the year at the Chemeketan Annual meeting in January. This report usually includes some participation statistics as well as recommendations for future hikes and/or procedures. Copies of the summaries as well as an updated list of mid-week hike leaders should be kept in the committee records so that the chair can pass them along to his or her successor.
- 11) As the chair hikes during the year and also reviews the sign-up sheets as they are turned in, should be on the lookout for potential new mid-week hike leaders. Encourage them to read the hike leaders guide online and to also attend one of the club orientation sessions for leaders.

### **Minto-Brown Walks Chair**

Revised August 2014 by Laura DeVries

Walks are held every Saturday at Minto-Brown park in Salem. Walkers meet the leader at the last parking lot at 9am. Walks are 3-4 miles long at a moderate pace. Walks usually end about 10:30am.

#### **Responsibilities**

1. See that the walks are listed in the monthly bulletin.
2. Recruit four coordinators who will rotate duties each month, March through February.
3. Instruct coordinators that they are responsible for leading the walk or recruiting a volunteer to lead during their assigned months.
4. See that coordinators are familiar with the Chemeketan website and know how to print out a signup sheet from the website. Instruct coordinators to return completed signup sheets to the Chair.
5. Instruct coordinators that leaders are to meet the walkers at the parking lot, sign in the walkers, set the rules and set the pace to accommodate slower walkers.

6. Submit an annual report to the Club President at the annual meeting.

## **Weekend Hikes Chair**

Revised July 2014 by Nancy Rockwell

### **Responsibilities**

1. Recruit 12 monthly coordinators, one for each month of the Prospectus hiking calendar, which extends from March through February.
2. In December, email the monthly coordinators with the responsibilities and information about the number of hikes per weekend for each month, trail maintenance days on which no hikes should be scheduled, and other information such as how to handle the signup sheets from their hike leaders.
3. Hike coordinators recruit hike leaders for their respective month. Current goals are to have a minimum of two hikes each weekend in December, January, and February; a minimum of three hikes each weekend in November; a minimum of four hikes each weekend in March, April, and October; and a minimum of four to five hikes each weekend in May, June, July, August, and September. The hikes are then sent by the coordinators to the Vice President, in the correct form, for inclusion in the Prospectus.
4. In December or early January, remind the monthly hike coordinators to submit their hike list (in the proper form) to the Vice President for inclusion in the Prospectus.
5. Six weeks before each month, remind (by email) the monthly coordinator to email a reminder to all their hike leaders for the month to send their hikes in to the Bulletin editor. They can use the electronic form, Where And When, on the Chemeketan website.
6. Request that the hike leaders print out the Activity Sign Up Sheet from the website so that hikers may sign up the day of the hike. These are sent to the monthly coordinators who send them to the chair, or are sent directly to the chair.
7. Collate the signup sheet information and use it to write up and submit an annual weekend hiking report to the President at the Annual Meeting in January.
8. Help organize hike leadership training sessions in the spring every other year.