

## **Paddling**

Revised September 2014 by Jay Orand

### **Chair Responsibilities**

1. Select a committee and organize trip planning committee. Contact interested members to attend the meeting. Reserve a meeting place. Denny's at 3155 Ryan St. S.E. has a meeting room to use free of charge.
2. At the meeting plan schedule of trips for the coming year.
3. Recruit leaders. Instruct leaders about activity forms and where to find them on the Chemeketan website. Ask them to send completed trip sign up forms to you for your records. Remind leaders about trip protocol, Leaders Guide, safety, personal flotation devices (PFD), permits, etc.
4. Add names of new paddlers to the personal email list kept by the Chair.
5. Schedule Paddle School, preferably in May.
6. Send schedule of trips to the Vice President for publication in the Prospectus by the date set by the Vice President.
7. Retain signup sheets to use in preparing the Annual report.
8. Submit annual report (total number of participants, number of trips scheduled, number of trips cancelled, any problems encountered, recommendations for changes, etc.) in triplicate to the President before the Annual meeting.
9. Give an oral summary report at the Annual meeting.