

UMWC Job Description Hiking Section Chair/Co-chairs

- Enlist team members for treasurer and email positions.
- Facilitate the scheduling of hikes for the calendar year.
- Attend the Fall Welcome and Scholarship luncheon and staff the hiking section table.
- Arrange for section member(s) to talk about the section and sign up new and returning members at the section table.
- Maintain hiking roster membership. The email person maintains a current list of section members. The treasury person maintains a list of paid dues. The UMWC Records and Dues person maintains a list of dates joined, dues paid, phone #'s, etc.
- Assist hiking section treasurer in collecting dues.
- By mid-October, submit an alphabetical list of your members to the Records and Dues person.
- Submit written report electronically to the Recording Secretary before each meeting of the Board if there is a **change** to report.
- Before the overnight trip in September, create the list of hikes and lunch locations, along with a description of the hike and time and location info for the hike and lunch. Send list to email person, who uses it to generate email reminders.
- Attend and participate in UMWC Board meetings, as desired.
- The annual May board report is the year's Section summary.
- In June, the Hikers' Section page is to be submitted for the next year's Directory.
- Be alert to whether a section news item should be put on the UMWC website.

UMWC Bylaws Article IX, Interest Sections states:

Section 1: Members in good standing may participate in UMWC Interest Sections. Guests are always welcome.

Section 2: Guidelines: Any group of members may organize a new section, with notification to the Board of Directors. An Interest Section may divide at its own discretion and may determine its own dues. There is no limit to how long an Interest Section Chair may serve although it is suggested that Sections rotate their leadership among their members.

Section 3: Chair or Representative of Each Section: The Section Chairs may attend Board Meetings, report changes in their programs, keep a roster of their members, provide a signup and display sheet at the Fall Welcome Luncheon.

Section 4: Each Interest Section shall honor their regularly scheduled meeting time as printed in the Directory. Any group that organizes a new section must verify that its scheduled meetings do not conflict with any other section's meeting time. Any section that wants to change its meeting time or arrange a special program must verify that this does not conflict with any other section's meeting plans or other scheduled Club events.

Reviewed by Nancy Kluver

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