

OCSJ Roles and Responsibilities

Position: Backpacking Chair

Reports to: Activities Chair

Date created: 08/30/22

Date updated: 08/31/22

1. Collect paper sign-in sheets from leaders. Check forms for non-OCSJ members and contact nonmembers to become paid members.
2. Keep track of how many events each leader leads and submit names of qualified leaders to Membership Secretary and Vice President (for qualified leaders' banquet) at the end of the year. Qualified leader = 1 trip/calendar year.
3. Make sure leaders are following OCSJ policies and guidelines.
4. Contact all leaders when necessary.
5. Manage Meetup group by contacting members for announcements or any other pertinent information.
 - Monthly deletions/lapsed memberships:
 - The Membership Secretary will send a list of lapsed members.
 - Check Meetup for the names and delete from the backpacking group
6. Manage group settings for Meetup.
7. Oversee trips and get confirmation from leaders on trip events.
8. Oversee calendar of events.
9. Keep the leadership team current in Meetup
10. Submit monthly backpacking/camping articles for OCSJ newsletter.
11. Attend monthly board meetings.