

Administrative Volunteer Job Descriptions

For the Okanagan High Rim Trail Association

Directors

Directors of the OHRTA are members of the society who are elected by the membership and entrusted with additional responsibilities and authority and, when they act in good faith, are protected through our directors liability insurance.

Table of Contents

Table of Contents	1
Positions Described in the Bylaws	2
President	3
Vice President	4
Secretary	5
Treasurer	6
Director at Large	7
Special Positions not Described in the Bylaws	8
Volunteer Training	9
PA Manager - km1 to km29 (Hwy33 to Beaver lake Rd)	10
PA Manager - km50 to 59 (Kalamalka Provincial Park)	11
Website Administrator	12
Website Coordinator	13
Social Media Coordinator	14
Bridge Coordinator	15

Positions Described in the Bylaws

- President
- Vice President
- Secretary
- Treasurer
- Director at Large



President

Title:

Director, President

Report to:

Directors and members.

Responsible for:

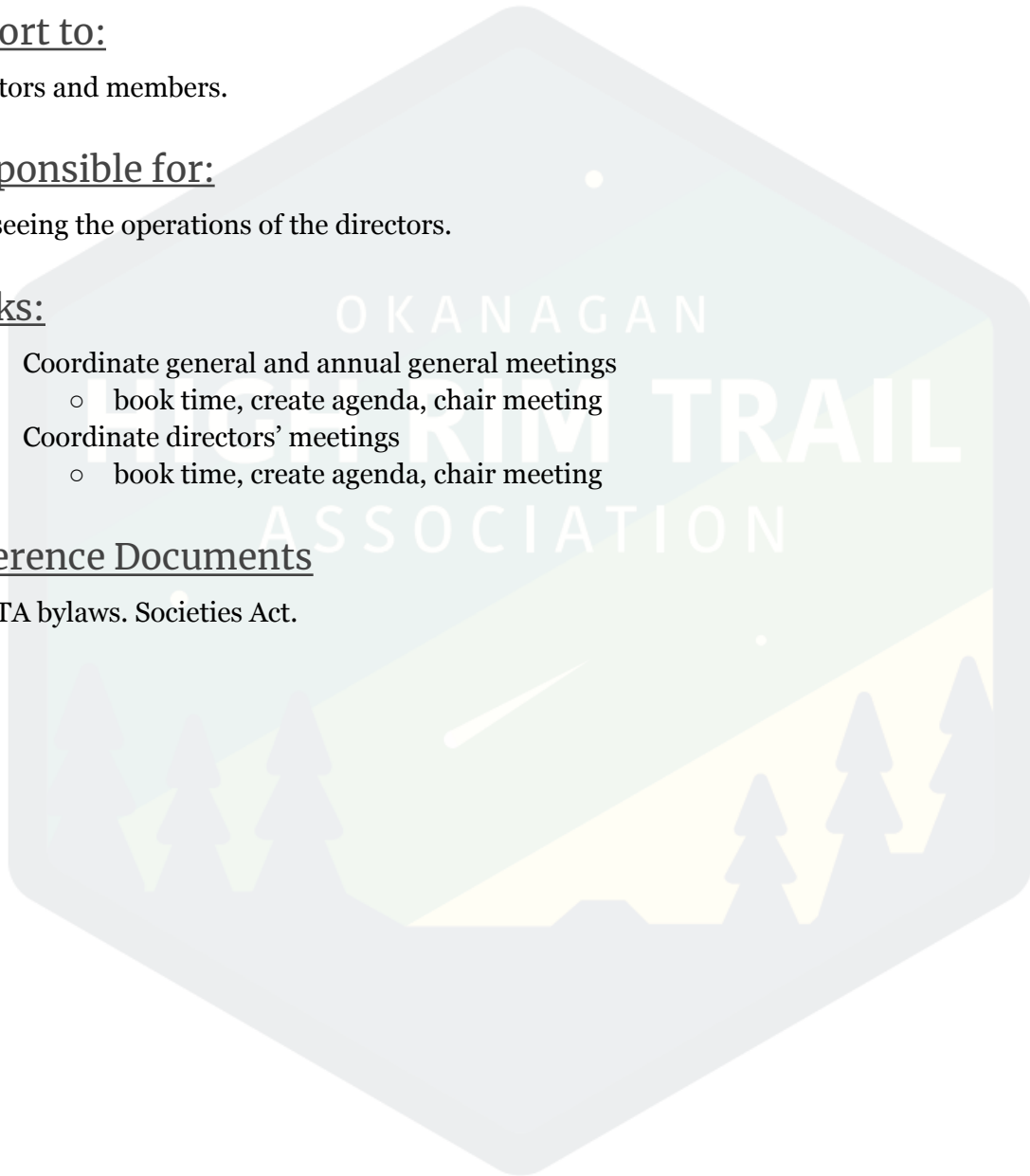
Overseeing the operations of the directors.

Tasks:

- Coordinate general and annual general meetings
 - book time, create agenda, chair meeting
- Coordinate directors' meetings
 - book time, create agenda, chair meeting

Reference Documents

OHRTA bylaws. Societies Act.



Vice President

Title:

Director, Vice President

Report to:

President, directors, and members.

Responsible for:

The duties of the president in the president's absence.

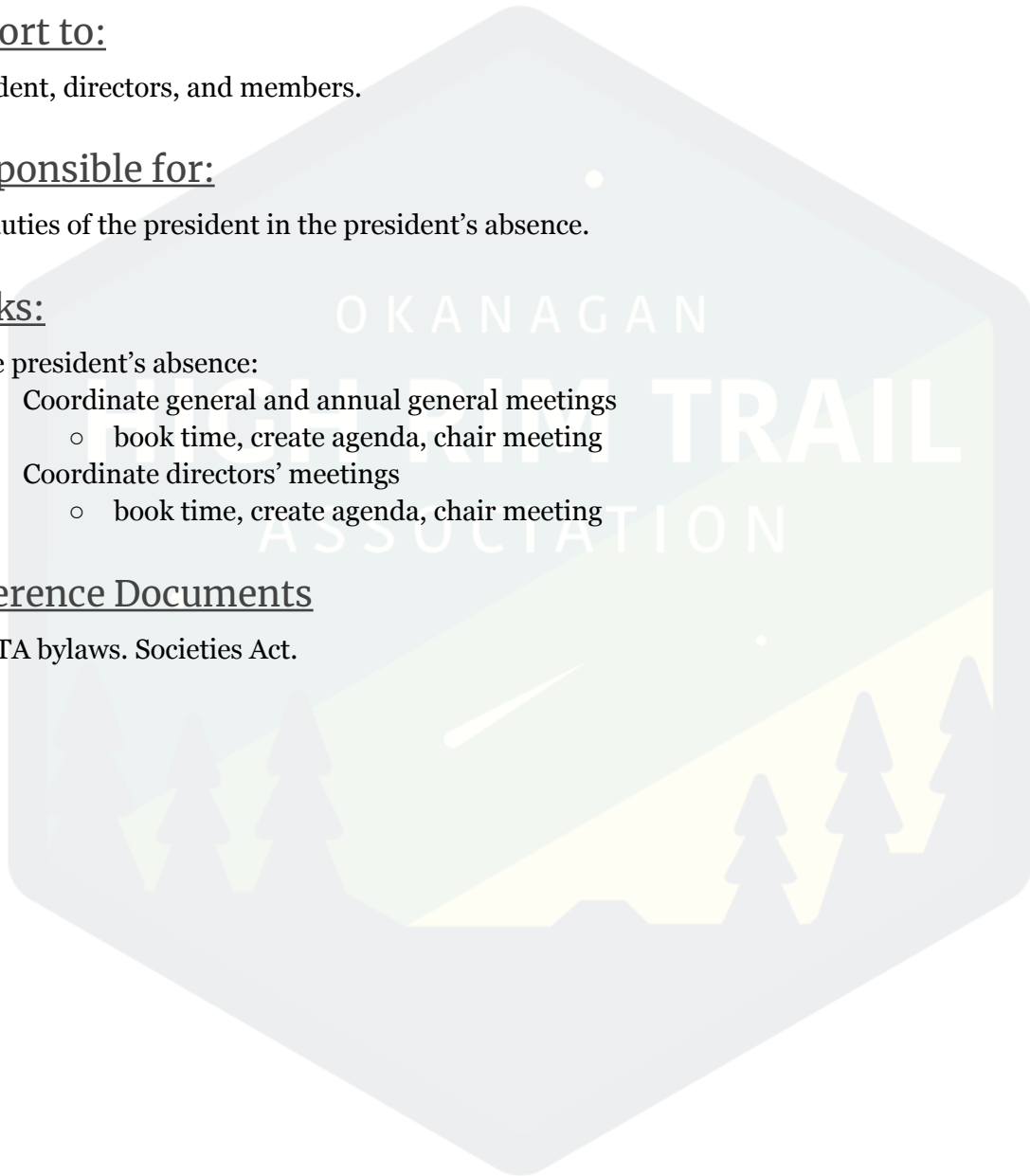
Tasks:

In the president's absence:

- Coordinate general and annual general meetings
 - book time, create agenda, chair meeting
- Coordinate directors' meetings
 - book time, create agenda, chair meeting

Reference Documents

OHRTA bylaws. Societies Act.



Secretary

Title:

Director, Secretary

Report to:

President and BC Government.

Responsible for:

Conducting the correspondence of the society, having custody of the society's records and documents (other than those rightly held by the treasurer), and maintaining a register of members.

Tasks:

- Managing the societies email account (highrimtrail@gmail.com) and responding to emails as necessary
- Administering the PayPal account
- Issuing notice of general or directors' meetings
- Keeping minutes of all general and directors' meetings
- Filing the annual report through their Basic BCeID to the BC government after each annual general meeting
 - date of AGM, list of directors as approved at AGM
 - Basic BCeID is a personal account that can be setup and used to access Societies Online (bcregistry.ca/societies)
- Maintaining an updated list of active members as annual dues are collected
- Ensuring that annual dues are collected
- Maintaining director's liability insurance

Reference Documents:

OHRTA bylaws. Societies Act.

Treasurer

Title:

Director, Treasurer

Report to:

President, directors, and members.

Responsible for:

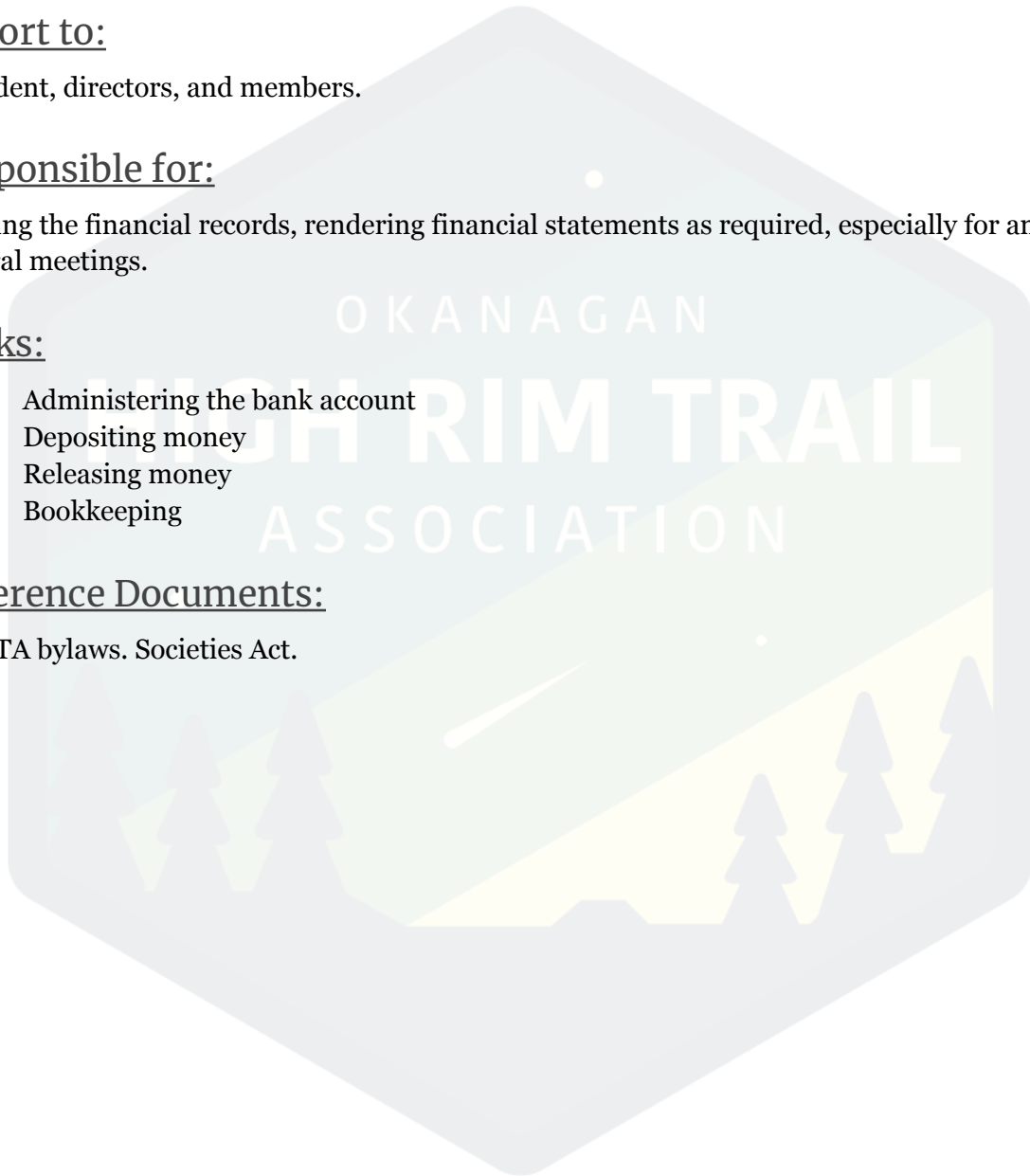
Keeping the financial records, rendering financial statements as required, especially for annual general meetings.

Tasks:

- Administering the bank account
- Depositing money
- Releasing money
- Bookkeeping

Reference Documents:

OHRTA bylaws. Societies Act.



Director at Large

Title:

Director

— and —

As applicable to specific role (see Special Positions on next page)

Report to:

President

Responsible for:

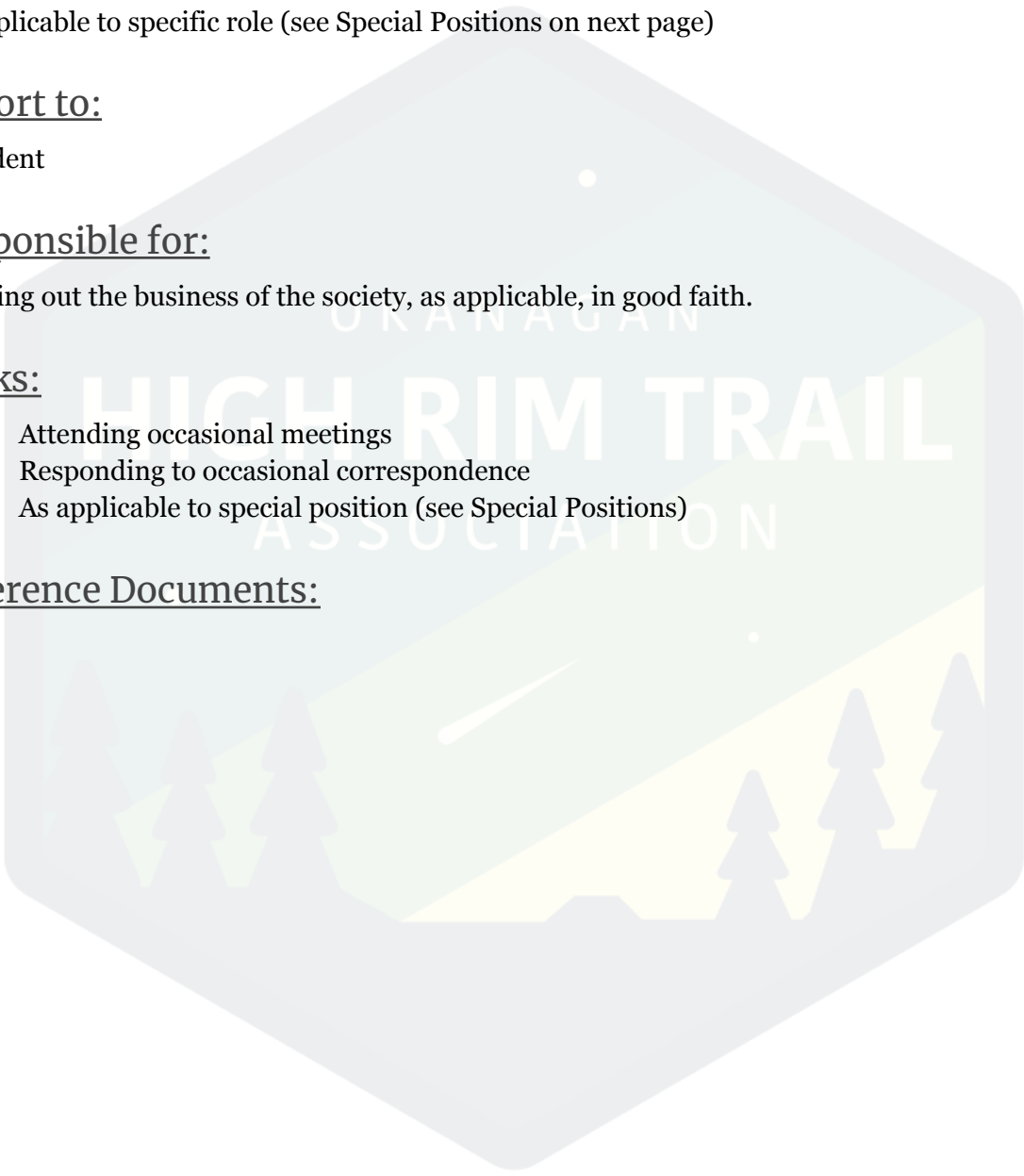
Carrying out the business of the society, as applicable, in good faith.

Tasks:

- Attending occasional meetings
- Responding to occasional correspondence
- As applicable to special position (see Special Positions)

Reference Documents:

None



Special Positions not Described in the Bylaws

- Volunteer Training
- PA Manager - km1 to 29 (hwy 33 to Beaver lake Road)
- PA Manager - km50 to 59 (Kalamalka Provincial Park)
- Website Administrator
- Website Coordinator
- Social Media Coordinator
- Bridge Coordinator



Volunteer Training

Title:

Director of Volunteer Training

Report to:

President, Directors

Responsible for:

Creating training opportunities, and coordinating training sessions.

Tasks:

- Selecting appropriate training activities
- Choosing an approved training provider
- Coordinating with training provider, including attending training site visits and training sessions
- Communicating to potential attendees, including through the secretary and social media coordinator as appropriate

Reference Documents:

None

Note:

RSTBC has pledged \$1000 to allow us to coordinate and hold a trail building course demonstration day this spring 2022.

PA Manager – km1 to km29 (Hwy33 to Beaver lake Rd)

Title:

Director, Partnership Agreement PA21DOS-03 Manager

Report to:

Depending on comfort level:

President – Or, directly to – Recreation Sites and Trails BC (RSTBC)

Responsible for:

Keeping records of volunteers, keeping track of projects that have been completed and projects that are proposed for the future. Preparing reports for RSTBC.

Tasks:

- Maintaining a record of volunteers, including
 - Name
 - Address
 - Date of birth
 - Qualifications (See part 6 of Schedule B in PA21DOS-03)
 - Dates the person started and stopped performing work
 - Specific dates the person performed work under the PA
- Preparing the Partnership Agreement Engagement Summary
 - Due December 1 each year
 - Includes the number of individuals who provided services
 - Includes the number of hours services were provided for
- Preparing the Annual Report
 - Due December 1 each year
 - Includes a summary of the services provided in relationship to the PA over the previous year.
- Preparing the Operating Plan
 - Due December 1 each year
 - Includes a summary of services that are planned to be carried out over the following year.
- Reporting serious accidents or safety concerns when they arise

Reference Documents:

PA21DOS-03 signed partnership agreement. Previous reports submitted by OHRTA.

PA Manager – km50 to 59 (Kalamalka Provincial Park)

Title:

Director, Partnership Agreement PA2020-07 Manager

Report to:

Depending on comfort level: President — Or, directly to — BC Parks

Responsible for:

Keeping records of volunteers, keeping track of projects that have been completed and projects that are proposed for the future. Preparing reports for BC Parks.

Tasks:

- Maintaining a record of volunteers, including
 - Name
 - Address
 - Date of birth
 - Qualifications (See part 6 of Schedule B in PA2020-07)
 - Dates the person started and stopped performing work
 - Specific dates the person performed work under the PA
- Preparing the Partnership Agreement Engagement Summary
 - Due January 15 each year
 - Includes the number of individuals who provided services
 - Includes the number of hours services were provided for
- Preparing the Annual Report
 - Due March 1 each year
 - Includes a summary of the services provided in relationship to the PA over the previous year.
- Preparing the Operating Plan
 - Due March 1 each year
 - Includes a summary of services that are planned to be carried out over the following year.
- Reporting serious accidents or safety concerns when they arise

Reference Documents:

PA2020-07 signed partnership agreement. Previous reports submitted by OHRTA.

Website Administrator

Title:

Director, Website Administrator

Report to:

President, Website Coordinator

Responsible for:

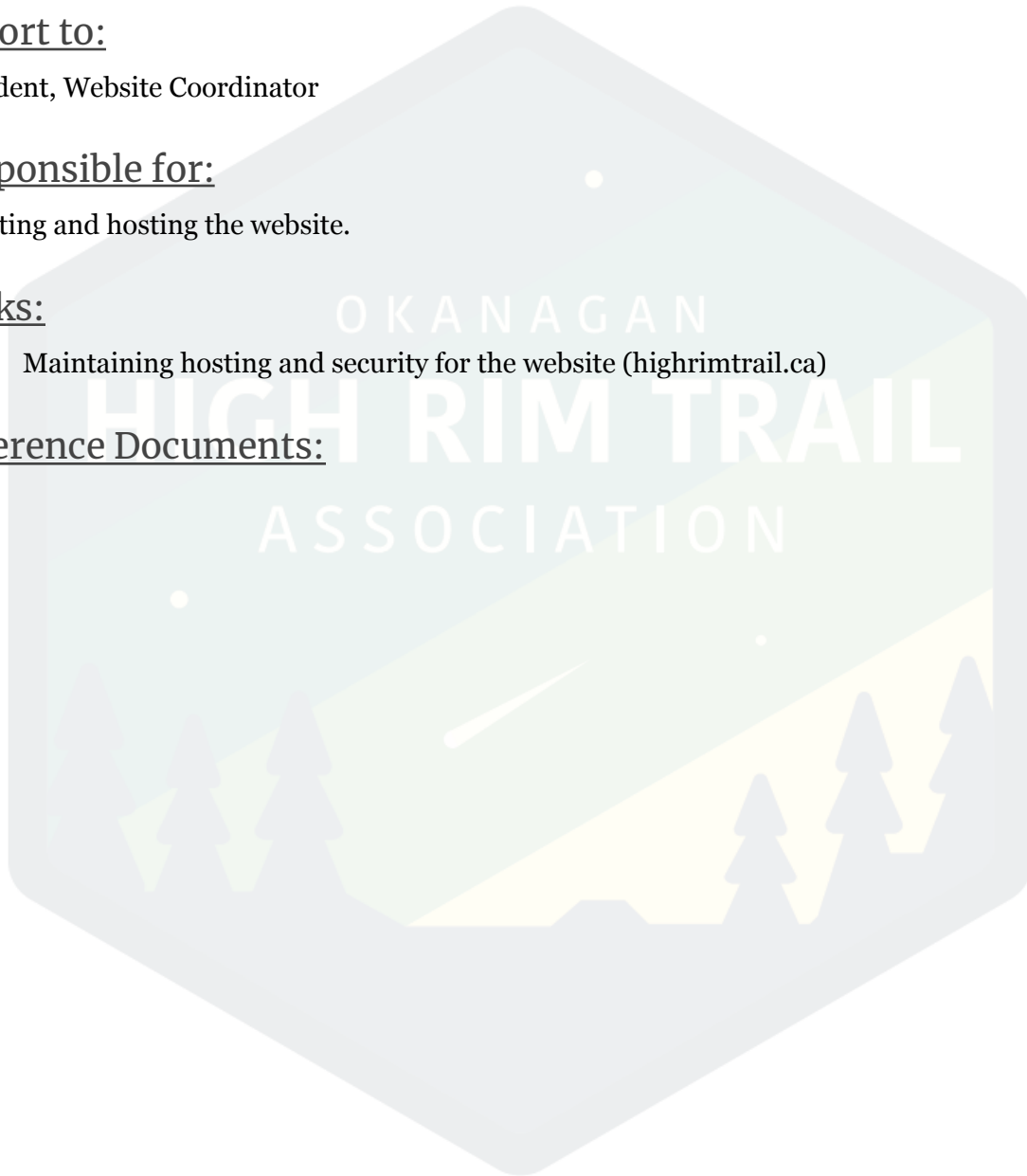
Updating and hosting the website.

Tasks:

- Maintaining hosting and security for the website (highrimtrail.ca)

Reference Documents:

None



Website Coordinator

Title:

Director, Website Coordinator

Report to:

President, Directors

Responsible for:

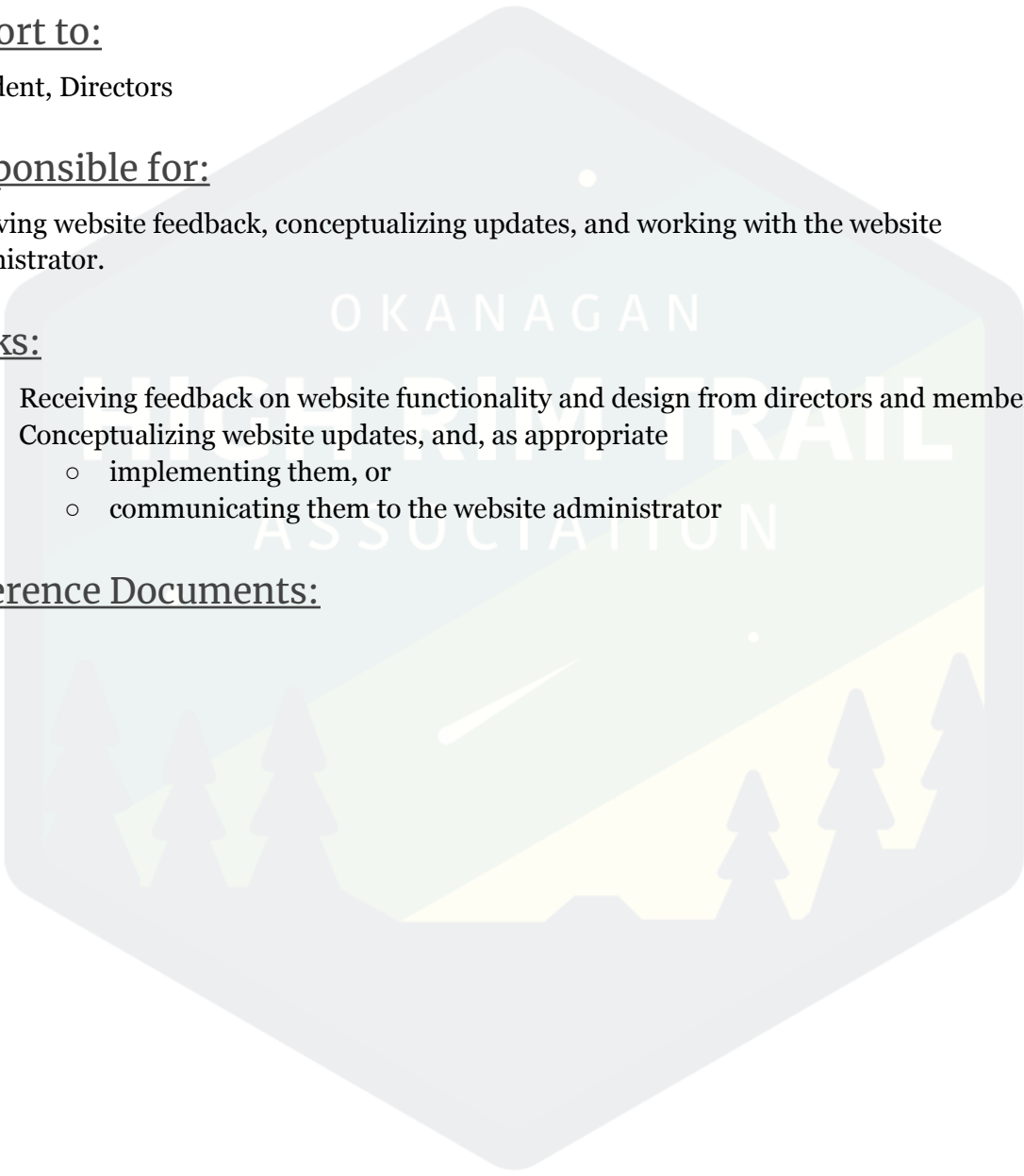
Receiving website feedback, conceptualizing updates, and working with the website administrator.

Tasks:

- Receiving feedback on website functionality and design from directors and members
- Conceptualizing website updates, and, as appropriate
 - implementing them, or
 - communicating them to the website administrator

Reference Documents:

None



Social Media Coordinator

Title:

Director, Social Media Coordinator

Report to:

President, Directors

Responsible for:

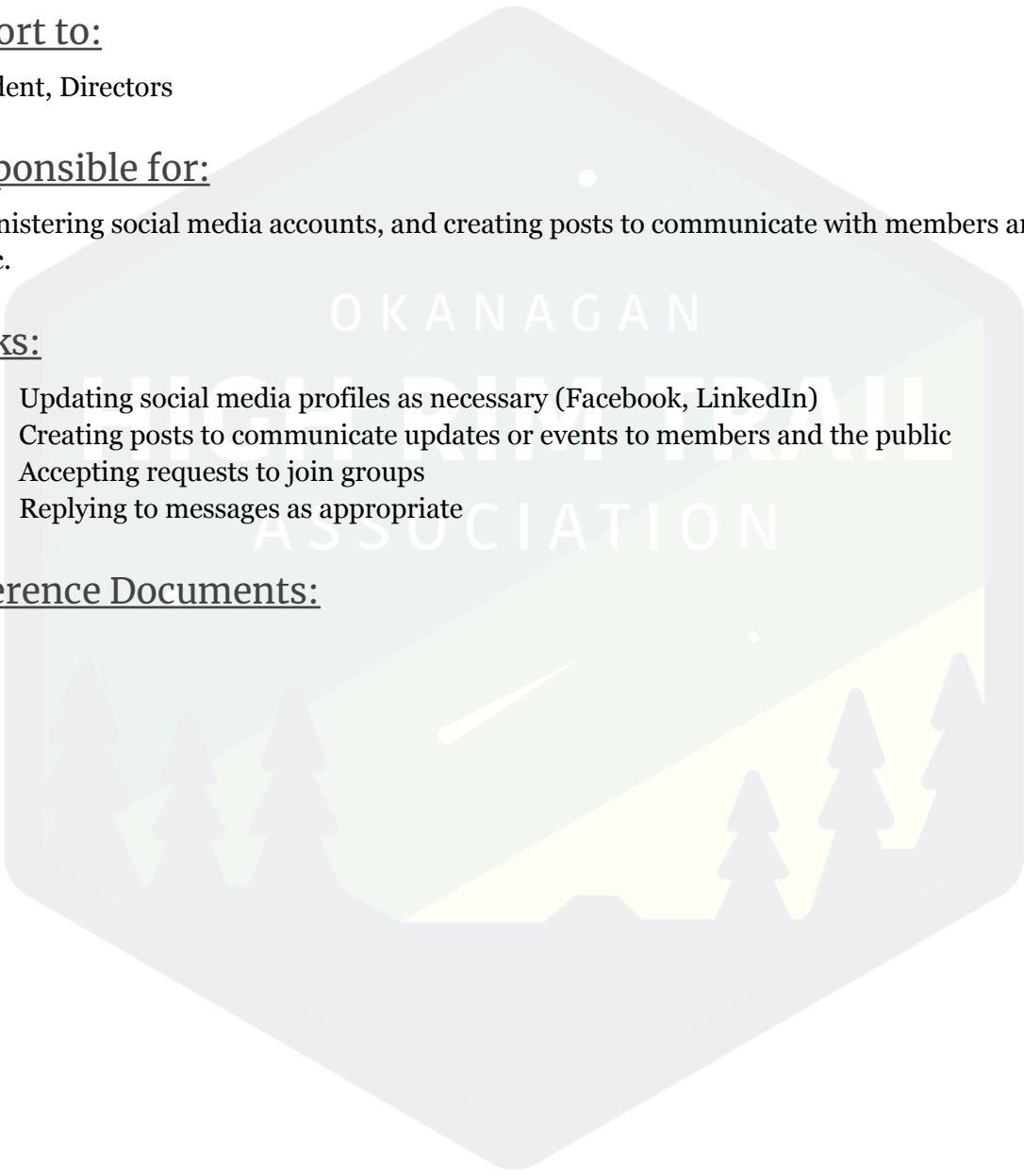
Administering social media accounts, and creating posts to communicate with members and the public.

Tasks:

- Updating social media profiles as necessary (Facebook, LinkedIn)
- Creating posts to communicate updates or events to members and the public
- Accepting requests to join groups
- Replying to messages as appropriate

Reference Documents:

None



Bridge Coordinator

Title:

Director, Bridge Coordinator

Report to:

President, Directors, Province of BC

Responsible for:

Coordinating the plan for and instillation of bridges over Kelowna (Mill) Creek and Vernon Creek.

Tasks:

- Concept
- Engineering
- Indigenous consultations & naming
- Section 57 approval
- Section 11 approval

Reference Documents:

- <https://portal.nrs.gov.bc.ca/documents/10184/0/TrailsRecreationForm.pdf/f99ff4e5-0coe-ad43-70bd-dddb191fd062>
- <https://portal.nrs.gov.bc.ca/web/client/-/change-approval-for-work-in-and-about-a-stream>