

## Grass Valley 4 Wheelers Standing Committees

The positions below are established in accordance with the club bylaws and standing rules and are an attachment to them. The responsibilities, duties, and authorities of each position are established by the President and in accordance with club bylaws and standing rules.

### Trail Master Chairperson

The Trail Master oversees the club's vehicular outings. This person is responsible for:

1. Ensuring that each club outing has a Trail Boss.
2. Developing the outings section of the club's annual calendar.
3. Maintaining a trail catalog for club events.
4. Acting as a contact point for informal club outings.
5. Leading the outings discussion at monthly meetings.
6. Completing and submitting Multi Use Forms to CA4WDC.
7. Developing a trail difficulty rating system with guidelines for suitable equipment and/or experience.
8. Provide Trail Boss with attendance sheet.

The Trail Master is authorized to:

1. Select a Trail Boss when no one has volunteered for an event.
2. Solicit trail condition reports from Trail Bosses for inclusion in the trail catalog.
3. Coordinate invitations to other clubs, organizations and individuals for joint participation in an event.

### Trail Boss

A Trail Boss is responsible for an individual club outing. This person is responsible for:

1. Previewing the upcoming event at the monthly club meeting.
2. Circulating a sign up sheet for the event.
3. Contacting all participants with event details.
4. Conducting the event in a safe yet highly recreational manner.
5. Reviewing the event at the next club meeting.
6. Conducting safety inspections prior to departure when applicable.
7. Submitting safety inspection forms to the Safety Chair after the event when applicable.
8. Reviewing safety guidelines with all guests and applicants prior to departure.
9. Ensuring that the club banners and appropriate equipment are present for the trip.
10. Developing, when requested by the Trail Master, a trail report that includes directions, trail conditions, camping facilities, and other related features.
11. Complete attendance sheet of run and turn into Membership Chairperson at the next club meeting.

A Trail Boss is authorized to:

1. Deny participation to those lacking proper experience or equipment suitable for the event.
2. Deny participation of vehicles not meeting safety standards.
3. Restrict members from driving when in violation of state law.
4. Alter the trip agenda when conditions require such action.
5. Report unsafe or illegal vehicle operation to authorities.
6. Limit vehicle count, when appropriate, to suit trail conditions.

### Safety Chairperson

The Safety Chairperson establishes standards for safe event conduct and tracks compliance with these standards. This person is responsible for:

1. Establishing a set of guidelines for vehicle and participant safety.
2. Scheduling and conducting bi-annual safety inspection for all vehicles.
3. Reviewing safety standards with each applicant.
4. Conducting a safety check of each new member's vehicle before his or her next run as a member.

The Safety Chairperson is authorized to:

1. Deny participation by any vehicle or driver that does not comply with state law.
2. Report unsafe or illegal operation of a motor vehicle to authorities.
3. Recommend to the Board actions to be taken for continued vehicular faults or repeated unsafe behavior.
4. Solicit input from Trail Bosses about unsafe behavior for an event.

### **Social Chairperson**

The Social Chairperson coordinates the social events for the club. This person is responsible for:

1. Scheduling locations for parties, banquets, and other events that require a venue beyond the normal business meeting.
2. Selecting staff to assist with planning, preparing, and conducting the event.
3. Reserving special fixtures, such as tables, chairs, and barbecues, as required.
4. Preparing a menu when appropriate for the event.
5. Arranging entertainment when appropriate for the event.

The Social Chairperson is authorized to:

1. Spend club moneys within the approvals or motions voted by the membership.
2. Draw a cash advance equal to the approved amounts for event expenses.
3. Determine contributions by each member for an event.

### **Membership Chairperson**

The Membership Chairperson addresses communications with others inside the club. This person is responsible for:

1. Developing and distributing the club brochure to interested guests.
2. Developing and distributing guest and member packets.
3. Collecting applications and fees from applicants and forwarding them to the Secretary and Treasurer.
4. Conducting the new member elections during the business meeting.
5. Maintaining accurate records of attendance at club meetings and all other events.
6. Sending notices as necessary to club members not in good standing.

The Membership Chairperson is authorized to:

1. Purchase postage and shipping materials within a pre-authorized budget.
2. Prepare communications, when immediate response is mandated, that are within club policy and practice without review by the membership.

### **Publicity Chairperson**

The Publicity Chairperson addresses communications with others outside the club. This person is responsible for:

1. Writing and submitting timely newspaper articles (including IN GEAR).
2. Coordinating activities with the Forest Service and other agencies.

The Publicity Chairperson is authorized to:

2. Having merchandise available at club meetings.

The Merchandise Chairperson is authorized to:

1. Publish inventory list.
2. Replace merchandise as necessary with prior approval at a club meeting.

### **Web Master Chairperson**

The Web Master Chairperson oversees information to be included on a web site. This person is responsible for:

1. Collecting and maintaining web information at all times.
2. Updating web information in a timely manner.

The Web Master Chairperson is authorized to:

1. Update web information at least monthly.
2. Work with CA4WDC Web Master
3. Work with all Board Members, Chairpersons, and members to collect data.

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