

GUIDE TO RESPONSIBILITIES (GTR)

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GUIDE TO RESPONSIBILITIES (GTR)

Revised and approved on May 21, 2011, following Bylaw changes approved by the membership on May 21, 2011.

The purpose of the Guide to Responsibilities (GTR) is to supplement, not alter, the FLTC Bylaws by providing a more detailed explanation of the responsibilities of the Board of Managers, Officers, Committees, Committee Chairs, and Coordinators of the Finger Lakes Trail Conference.

Article I - GENERAL RESPONSIBILITIES

Section 1. Members of the Board of Managers, Officers, Committee Chairs, Committees and Coordinators

1. Have knowledge of FLTC goals, policies, procedures, functions, operational characteristics, history, development, and all phases of operation.
2. Aid in guiding the Conference as a whole.
3. Interpret FLTC actions to local clubs of which he/she may be a member. Represent the club to the FLTC.
4. Attend FLTC meetings regularly and participate in discussions and decisions.
5. Coordinate individual activities with associated activities of other officers, Board members, committee chairs, or coordinators and submit to the President or the Board any issues that can not be resolved.
6. Perform the duties specifically assigned to his/her function and any other duties properly assigned by the President or the Board.
7. Submit an estimated budget of anticipated expenses and/or income, if any, each year for inclusion in the annual budget of the FLTC. Report and track authorized expenses and purchases incurred on FLTC business and submit bills and requests for payment to the Treasurer, as he/she prescribes.
8. Each officer, committee chair, and coordinator has the authority to appoint assistants or committee members when necessary, and to dismiss those appointed when appropriate unless otherwise provided for in these guidelines or the FLTC Bylaws. All appointments and dismissals must be reported to the President, the Board or the Executive Director. Any appointees shall be members of the FLTC.
9. Support the ongoing agreed -to obligations to the North Country National Scenic Trail (NCNST) and the Great Eastern Trail (GET) that utilize a portion of the FLT in their trail network.
10. Work with the Executive Director to implement the mission of the FLTC.
11. Support the Annual Appeal and other fundraisers of the FLTC.

Article II - OFFICERS & BOARD OF MANAGERS

Section 1. President

1. Guide activities of the FLTC through the Officers, the Board, the Executive Committee, the Executive Director and committees.



- 82 2. Preside at meetings of the Board, the Annual Meeting of the FLTC and other regular or
83 special meetings as may be held. Represent the FLTC to the community, or delegate these
84 duties to another suitable person.
- 85 3. Appoint chairs of standing and other committees unless otherwise provided for in these
86 guidelines or the Bylaws. Appoint replacements for any Manager who may leave the
87 Board.
- 88 4. Remove from office any appointed chair, with the concurrence of a majority of the Board,
89 or the Executive Committee, when such removal is in the best interests of the FLTC or at
90 the request of the chair.
- 91 5. Exercise constitutional position as ex officio member of every committee, except the
92 nominating committee. In attending committee meetings, as when presiding at Board
93 meetings, the President may enter discussions and make suggestions, but may not vote,
94 except to break a tie vote.
- 95 6. Call special sessions of the Executive Committee or the Board to resolve any issues.
- 96 7. Assist all Board Members, Officers, Employees and Committee Chairpersons in
97 performing their duties. These duties may be delegated to a Vice President or other
98 Officer.
- 99 8. Assure that the FLTC provides nominees for positions in organizations that have
100 importance to the FLTC, to include the NCTA Board, GET organization, and NYS Trails
101 Council.
- 102 9. Perform such other duties as usually pertain to such office or as are properly requested of
103 him/her by the Board or the President.

104 **Section 2. Vice President of Finance**

- 105 1. Advise, assist and consult with the President, Treasurer and Executive Director in
106 carrying out FLTC business.
- 107 2. Serve as chairperson of the Finance Committee.
- 108 3. Establish and maintain the financial policies and practices for the FLTC.
- 109 4. Assure that all policies and practices protect the fiscal integrity of the FLTC.
- 110 5. Routinely report the activities of the Finance Committee to the Board.
- 111 6. Perform such other duties as usually pertain to such office or as are properly requested of
112 him/her by the Board or the President.

113 **Section 3. Vice President of Membership and Marketing**

- 114 1. Advise, assist and consult with the President and Board of Managers in carrying out
115 FLTC Business.
- 116 2. Develop and implement, with the approval and assistance of the Board of Managers,
117 Executive Director, and Staff, such actions as are necessary to: (a) attract, maintain and
118 build membership in the FLTC and (b) educate the public, agencies, clubs, educational
119 institutions, and the hiking community about the existence, benefits and attractiveness of
120 the Finger Lakes Trail.
- 121 3. Determine and utilize appropriate media and methods to communicate information and
122 promote the FLT.
- 123 4. Utilize available expert resources, such as colleges, seminars, professionals, etc. to
124 expand knowledge of potential promotional methods and opportunities.
- 125 5. Develop and utilize metrics to determine success of efforts.
- 126 6. Assign such persons and committees as necessary to implement the responsibilities of this
127 office.



- 128 7. Perform such other duties as usually pertain to such office or as properly requested of
129 him/her by the Board or President.

130 **Section 4. Vice President of Trail Preservation**

- 131 1. Advise, assist and consult with the President and Board of managers in carrying out FLTC
132 Business.
- 133 2. Maintain an inventory of FLT sections that do not have permanent protection and
134 routinely report, in summary fashion, the status of trail protection to the Board.
- 135 3. Maintain acknowledge of legal and procedural methods that may be used to provide
136 permanent protection of the FLT.
- 137 4. Take such actions as are necessary to obtain permanent trail protection with appropriate
138 Board approval.
- 139 5. Establish a working network of contacts for trail protection in affiliated clubs that
140 maintain sections of the FLT, regional land trusts, the Nature Conservancy and other
141 agencies of local and State government.
- 142 6. Conduct or arrange for training sessions for appropriate affiliated clubs and trail
143 maintainers in trail protection approaches and methods.
- 144 7. Assign such persons and committees as necessary to implement the responsibilities of this
145 office.
- 146 8. Perform such other duties as usually pertain to such office or as properly requested of
147 him/her by the Board or President.
- 148 9. Responsible for maintaining and coordinating landowner relations efforts.

149 **Section 5. Vice President of Trail Quality:**

- 150 1. Organizes the Trail Quality function to manage: **trail standards, policies, practices and**
151 **protocols; trail information; and training.**
- 152 2. Establishes and maintains **standards, policies, practices and protocols** for trail quality
153 (including smaller structures and facilities), marking, signage and safety; coordinates with
154 NCT standards, policies and practices, as appropriate; oversees NCT certifications and
155 other statuses; assists with AANR's and other agreements that affect trail quality,
156 marking, signage, and safety standards, policies and practices; reviews, recommends or
157 proposes policies related to trail users and trail use policies that may affect Trail Quality.
- 158 3. Participates on Land Navigation Committee. Provides input for trail information products
159 including maps, guidebooks and electronic data to the Land Navigation Committee.
160 Using information from members of the Trail Management Team and others, proposes
161 products to sell/distribute as well as sales and distribution plans through the Land
162 Navigation Committee. With the Vice President of Trail Maintenance and Director of
163 Trail Inventory and Mapping, contributes to website trail conditions reporting by posting
164 updates and providing trail information to the website.
- 165 4. Oversees trail information for manuals, newsletters related to depicting the trail, trail
166 construction and trail maintenance.
- 167 5. Writes MOA's with entities that request track and waypoint data or that wish to depict the
168 centerline of the trail.
- 169 6. NCTA Liaison will be the lead contact in charge of FLTC-NCTA interactions, including
170 overseeing and assigning responsibility for projects that require interface between the FLTC
171 and NCTA.
- 172 7. Offers and coordinates **training** in trail standards, policies and practices; trail
173 information; trail maintenance; trail building and small structure and facility building;



- 174 sawyering; and the like; assists trail management Directors and Vice Presidents with
175 training for large structures and facilities.
- 176 8. Provides quarterly information for FLT News trail topics article as appropriate.
177 9. Routinely reports Trail Quality function activities to the Board.
178 10. Performs such other duties as usually pertain to such position or as properly requested of
179 him/her by the Board or the President.
180 11. Participates as a member of the Trail Management Team.

181 **Section 6. Vice President of Trail Maintenance**

- 182 1. Supervises all trail segment adoptions by sponsors, ensuring 100% coverage of the trail,
183 including administration through Regional Trail Coordinators (see Article IV, Section 7
184 for a description of responsibilities). Assures appropriate and adequate response to trail
185 conditions by notifying Regional Coordinators first and providing assistance to them as
186 needed. Responsible for documentation and distribution of annual Census of volunteer
187 hours.
- 188 2. Responsible for relationships and agreements with public agencies and partners.
189 3. Assures that mapping and facilities information is supplied to internal users. Assures that
190 trail management Regional Coordinators, directors and Vice Presidents are informed
191 about trail changes. With the Vice President of Trail Quality and Vice President of
192 Mapping, contributes to website trail conditions reporting by posting updates and
193 providing trail information to the website.
- 194 4. Keeps FLTC Service Center up to date with trail sponsor and landowner changes.
195 5. Coordinates efforts to move trail off of roads.
196 6. Provides quarterly information for the FLT News trail article as appropriate.
197 7. Recommend to the Board, members eligible for Class I membership on the basis of trail
198 sponsorship.
- 199 8. Maintains the GIS inventory of track and facility waypoint data system.
200 9. Coordinates funding needs with Vice President of Crews and Construction.
201 10. Participates as a member of the Trail Management Team.

202 **Section 7. Vice President of Crews and Construction**

- 203
204 1. Coordinates Alley Cat projects, special work weekends, and other special construction or
205 building projects.
- 206 2. Ensures arrangements for projects are complete.
207 3. Builds new trails in coordination with others.
208 4. Provides or arranges for required training for projects, in coordination with Vice
209 President of Trail Quality.
- 210 5. Responsible for ensuring financial needs or projects are met with grants, Challenge Cost
211 Share applications, etc.
- 212 6. Provides quarterly information for FLT News trail article as appropriate.
213 7. Reports to. President.
214 8. Participates on the Trail Management Team.
215 9. Attends Board meetings.

216 **Section 8. Vice President of Mapping**

- 217 1. Oversees the accurate GPSing of reroutes and new trail, including recruiting, training, and
218 coordinating volunteers to update trail inventory data.



- 219 2. Supplies necessary revisions of maps, guidebooks, GPS data, and other information that
220 we sell or provide to the public.
- 221 3. Updates tax parcel maps along with tax parcel number-landowner lists for parcels on or
222 near the trail at least every two years.
- 223 4. Creates specialized maps needed for the office, publicity, the website, trail easements,
224 North Country Trail certification, and other internal uses.
- 225 5. Writes trail condition updates for posting on the FLTC website and the FLTC list serve
226 (and other list serves such as CTC, TCHC, ADK-On, FLT Bull thistles, and Foothills, if
227 their areas are affected).
- 228 6. Reviews map/mapping information in electronic format for the Land Navigation
229 Committee and/or the Vice President of Trail Quality.
- 230 7. Provides quarterly information for FLT News trail article as appropriate.
- 231 8. Represents the FLTC on the GIS sharing consortium.
- 232 9. Participates on the Land Navigation Committee. Using information from members of the
233 Trail Management Team and others, proposes products to sell/distribute as well as sales
234 and distribution plans through the Land Navigation Committee.
- 235 10. Reports to the President.
- 236 11. Participates as a member of the Trail Management Team.
- 237 12. Attends Board meetings.

238 **Article III. BOARD STANDING COMMITTEES**

239 **Section 1. Executive Committee**

240 See the FLTC Bylaws for members, terms, and authority of the Executive Committee. In
241 summary, The President may convene the Executive Committee when it is not feasible or
242 possible for the full Board of Managers to be assembled to review and decide on a matter in the
243 time frame required.

244 **Section 2. Nominating Committee**

- 245 1. Maintain a list of potential candidates for Board and officer positions. All candidates shall
246 be members of the FLTC, regardless of membership in another club. Candidates for
247 nomination to the Board should be selected to represent all the geographic areas that the
248 trail system touches and the various organizations that are part of the FLTC. Skill sets
249 desired by the Board should be considered when selecting candidates.
- 250 2. Solicit persons to fill openings and expected openings.
- 251 3. Identify and maintain (revise annually) an inventory of current Board skills and skill sets
252 desired by the Board.
- 253 4. Ensure that prospective Board members and officers receive information about the FLTC
254 as specified in “Materials to Give to New Board Members” to help him/her decide
255 whether or not to accept a nomination.
- 256 5. Gather brief biographies of each candidate for presentation to the FLTC membership.
257 Biographies shall be delivered to the FLTC Service Center sixty (60) days before the
258 election. Candidates and biographies shall be mailed to all members not less than thirty
259 (30) days before the annual meeting. When the FLT News is used to present candidates,
260 the biographies must be sent to the FLT News Editor before the deadline for the spring
261 issue.
- 262 6. Solicit potential candidates (assure that the FLTC officers and Board members are asked
263 for suggestions for candidates) for the regional NCTA Board seat, the GET organization,



264 and the NYS Trails Council and submit nominations to the FLTC Board for approval.
265 Communicate FLTC agreed to nominations to the respective organizations.

266 **Section 3. Finance Committee**

267 See Finger Lakes Trail Conference, Finance Committee---Policy/Practice # 1 for specification of
268 the responsibilities of this committee.

269 **Section 4A. Trail Management Team**

270 The objective of the Trail Management Team is to coordinate trail management activities and
271 make recommendations (e.g. acceptance of proposed branch trails over 10 miles in length) to the
272 Board.

- 273 1. The Trail Management Team (TMT) is composed of the Vice Presidents of Trail
274 Maintenance, Trail Quality and Trail Preservation, and Vice President of Crews and
275 Construction, Vice President of Mapping and Quartermaster. The FLTC Executive
276 Director and FLTC President will also participate on the TMT as ad hoc members.
- 277 2. The FLTC Executive Director will convene a TMT “meeting” (meeting type to be
278 decided) before each Board meeting.

279 **Section 4B. Trail Council**

280 The purpose of the Trail Council (TC) is to communicate trail activities and status, learn and
281 discuss current trail management practices and policies, report on needed changes to practices
282 and policies, suggest improvements to the trail, structures and facilities and, benefit from the
283 experiences of others.

- 284 1. The TC will meet annually and be convened by the Vice President of Trail Maintenance,
285 Vice President of Trail Quality or Vice President of Trail Preservation.
- 286 2. The members of the TC are: Trail Management Team members, Regional Coordinators,
287 Representative(s) from sponsoring Clubs, and, members of the TMT appointed
288 committees by special invitation. The Executive Director and President serve as ad hoc
289 members.

290 **Section 4C. Land Navigation Committee**

- 291 1. Membership includes those familiar with mapping, electronic data and others to form a
292 diverse committee. Members from other committees, i.e. Finance, Information
293 Technology, etc. would be beneficial.
- 294 2. Oversees and recommends trail information products that include maps and/or guidebooks
295 to the Board with Trail Management Team review and support.
- 296 3. Oversees and recommends electronic applications of map data to the Board with Trail
297 Management Team review and support.
- 298 4. Ensures review and support from relevant committees i.e. Finance, Information
299 Technology, Membership and Marketing, etc

300 **Section 5. Audit Committee**

301 Refer to the Bylaws for the conditions when an Audit Committee will be appointed. When this
302 committee is appointed, it shall:

- 303 1. Audit all the financial records of the FLTC at least once a year at the close of the
304 financial year and at any other time at the direction of the Board.
- 305 2. Submit a report to the Board no later than sixty (60) days after being requested or
306 sixty (60) days from the close of the financial year. The report is to contain as a minimum



- 307 the following tests made during the audit:
- 308 a) Bank reconciliation for Treasurer and Service Center for period of the audit.
 - 309 b) Examination of any Certificates of Deposit.
 - 310 c) Examination of any Saving Account Passbooks
 - 311 d) Tests made of receipts and disbursements.
 - 312 e) Examination of fund accounts.

313 **Section 6. Human Resources Committee**

- 314 1. Coordinate the hiring of all paid personnel.
- 315 2. Develop and maintain job descriptions and regular performance evaluation practices for
- 316 paid employees.
- 317 3. Recommend pay levels for employees and coordinate pay review practices.
- 318 4. Establish and assure all personnel policies are consistent with the stated requirements of
- 319 the FLTC, fair to employees and are legally sound.
- 320 5. Provide a mechanism for performance improvement initiatives.
- 321 6. Assure personnel have proper equipment to assure optimal efficiency.

322 **Section 7. Secretary**

- 323 1. Record the minutes of meetings of the Board and the annual business meeting, and
- 324 present the written record of the minutes of the previous meeting for approval.
- 325 2. Keep a record of attendance of Board members at Board meetings and of FLTC members
- 326 at annual
- 327 meetings or other regular or special meetings of the FLTC, to determine if a quorum is
- 328 present.
- 329 3. Keep custody of all minutes of Board meetings.
- 330 4. Perform such other duties as usually pertain to such office or as are properly requested of
- 331 him/her by the Board or the President.

332 **Section 8. Treasurer**

- 333 1. The Treasurer has custody of the funds of the FLTC and shall:
- 334 a) Collect money on behalf of the FLTC and receipts for all collections.
- 335 b) Deposit funds in accounts as approved by the Board.
- 336 c) Pay out authorized disbursements.
- 337 d) Keep an accurate monthly financial record and report this record to the Board.
- 338 e) Establish procedures to be followed in these operations.
- 339 2. Report to the President, Executive Director and any Officer, Committee Chair, or
- 340 Coordinator any notable divergence from authorized budget of expenditures.
- 341 3. Present to the membership at the annual meeting a complete written report of the
- 342 FLTC financial record for the latest fiscal year.
- 343 4. Prepare the required: Federal and State tax returns, reports for tax exempt property,
- 344 reports for the State Charities Bureau and the Federal and State employer's payroll
- 345 reports.
- 346 5. Serve as ex officio non-voting member of the Finance Committee.
- 347 6. Participate in an annual or special audit of the FLTC financial report
- 348 7. Perform such other duties as usually pertain to such office or as are properly requested of
- 349 him/her by the Board or the President.



350 **Section 9. Board of Managers**

- 351 1. Develop policies, goals and objectives for the FLTC and be responsible for their
352 continuity and consistency.
- 353 2. Direct the affairs of the FLTC, with advice and assistance of the elected and
354 appointed officers, Executive Director, committee chairs, and coordinators.
- 355 3. Be a spokesperson for the FLTC, in the region of residence, and act as
356 mediator/advisor when requested in matters involving the FLTC, FLTC members or
357 member clubs.
- 358 4. Members of the Board may also serve as officers, committee chairs, and coordinators
359 within the FLTC.
- 360 5. Participate in FLTC projects and committee activities.

361 **Article IV. OTHER COMMITTEES, COORDINATORS, AND ASSIGNMENTS**

362 **Section 1. Program Committee**

- 363 1. Select personnel to chair annual FLTC programs, such as the Fall Campout and Spring
364 Weekend, and to work with the Executive Director to plan, communicate and implement
365 the events.
- 366 2. Select a hike coordinator for FLTC sponsored hikes and hike series.
- 367 3. Appoint personnel to maintain a committee to regularly recognize volunteers and any
368 others who make important contributions to the success of the FLTC.
- 369 4. Assure successful implementation, communication and involvement is attained for all
370 programs with the Board, Executive Director, staff and clubs.. Programs should
371 effectively utilize publicity and marketing personnel within the FLTC. Accurate
372 accounting records must be maintained with the highest integrity.
- 373 5. Assure the policies and practices of the FLTC are utilized to minimize liability and risk
374 (such as transportation and hold harmless policies).
- 375 6. Select an End to End Coordinator to track and report progress and issue awards for
376 completion. Included also is responsibility for encouraging members to become Trail
377 Angels and maintaining a Trail Angel roster.

378 **Section 2. Archivist Coordinator**

- 379 1. Maintain the trail and FLTC history and scrapbooks.
- 380 2. Research retention methods and select those that best fits the FLTC.
- 381 3. Retain basic records needed for legal and historic purpose and general record of activities.
- 382 4. Keep one copy of all FLTC publications permanently.
- 383 5. Maintain the archive records at the Finger Lakes Community College.

384 **Section 3. Finger Lakes Trail News Editor**

- 385 1. Publish the FLT News quarterly, according to an established timetable.
- 386 2. Maintain an understanding of and respect for the character and content requirements of
387 the Board; submit a draft of the FLT News for review to the President.
- 388 3. Coordinate the selection and collection of content.
- 389 4. Develop and maintain an ongoing network of contributors.
- 390 5. Maintain the interface and relationship with the publishers.



391 **Section 4. Organizational Assignments of the Vice President of Membership and**
392 **Marketing**

- 393 1. Membership Sub Committee: The objective of the Membership Committee is to develop
394 and administer membership cultivation and retention programs. The Membership
395 Committee Shall:
- 396 a) Increase membership in the FLTC.
 - 397 b) Retain existing members.
 - 398 c) Track membership data.
- 399 2. Marketing Sub Committee: The objective of the Marketing Committee is to create a
400 greater public awareness of and appreciation for the FLT System and the FLTC. The
401 Marketing Committee Shall:
- 402 a) Disseminate general promotional information about the FLT and the FLTC through
403 as many media as possible. The focus is on tourist guides, tourism websites, and
404 maps on town city, county, regional, and state levels.
 - 405 b) Create promotional literature in connection with the Executive Director.
 - 406 c) Manage and track a statewide distribution system of promotional literature.
 - 407 d) Maintain copies of published promotional text and brochures in notebook or other
408 convenient form to provide background information for new materials.
 - 409 e) Recommend promotional materials and ideas requested by others to the Board.
- 410 3. Multi Media Presentations Sub Committee: The objective of the Multimedia/Presentations
411 Sub Committee is to prepare materials other than print materials in order to develop
412 awareness and understanding of the Finger Lakes Trail. This committee shall:
- 413 a) Maintain an organized digital photo collection.
 - 414 b) Provide photos for promotional activities.
 - 415 c) Develop PowerPoint, DVD, and CD materials.
 - 416 d) Develop other non print promotional and informational materials displaying the
417 FLT logo.
 - 418 e) Coordinate and track promotional activities.
- 419 4. Business Membership Committee: The objective of the Business Membership Committee
420 shall be to develop, promote and manage business memberships. This Committee Shall:
421 TBD
- 422 5. Club Ambassador Coordinator: The objective of the Club Ambassador Coordinator is
423 to strengthen relationships with affiliated clubs that will bind the organizations and
424 facilitate establishing common objectives for the trail. The Club Ambassador shall:
- 425 a) Develop a program to meet the objective.
 - 426 b) Coordinate efforts by Board members, Officers, Executive Director, and committees to
427 meet the objective.
 - 428 c) Track activities that meet the objective.

429 **Section 5. Organizational Structure of the Program Committee Chair**

- 430 1. Coordinator Hike Series
- 431 2. Coordinators for FLTC Events
- 432 3. Recognition Sub Committee- The Recognitions Sub-Committee shall:
- 433 a) Receive Nominations for recipients of the Wallace D. Wood Distinguished Service
434 Award, The Clar-Willis Distinguished Trail Volunteer Award, and the Erv Markert
435 Distinguished Contribution Award, and other FLTC honors directed by the Board.
 - 436 b) Recommend to the Program Committee Chair and Board the person(s) to be
437 honored with an FLTC award described above, no later than two Board meetings



- 438 prior to the giving of the award.
439 c) Provide a written article to the FLT News describing each award winner with a
440 copy to the Publicity Chair.
441 d) Provide written reports of the Committee’s activities to the Program Committee
442 Chair and the Executive Director for each Board meeting.
443 e) Develop guidelines for the format of nominations and other material as needed.

444 **Section 6. Regional Trail Coordinators**

445 Regional Trail Coordinators report to the VP of Trail Maintenance and are responsible for the
446 following:

- 447 1. Maintains 100% of the trail in his/her region through group (trails club, scout troop, etc.)
448 and individual sponsors. Keeps FLTC Office and VP of Trail Maintenance up to date with
449 Trail Sponsor changes and helps to locate replacements for vacant Trail Sponsor
450 positions. Keeps VP of Trail Quality and VP of Trail Maintenance informed regarding
451 problems/complaints, and resolution, or need for assistance, as appropriate.
- 452 2. Maintains a high quality of trail maintenance through “quiet” inspection of sponsor’s trail
453 sections. Advises Trail Sponsors of problems or complaints and helps resolve them.
- 454 3. Assists Trail Sponsors with trail maintenance work as needed and advocates for larger
455 projects proposed by Trail Sponsors as appropriate.
- 456 4. Assists and coordinates with sponsors and the Director of Crews and Construction to
457 initiate and organize construction improvement projects through the use of trail crews or
458 work parties.
- 459 5. Coordinates with the VP of Trail Quality and Director of Crews and Construction to
460 encourage and provide training for Trail Sponsors., Trail Workers, and Work Parties, and
461 helps identify needs for training.
- 462 6. Promotes healthy landowner relations. Assists Trail Sponsors in negotiations with
463 landowners. Coordinates with the Vice President of Trail Preservation to maintain and
464 protect trails on private land. Keeps the FLTC Office and VP of Trail Maintenance
465 current with regard to landowner changes.
- 466 7. Serves as front line contact with the regional DEC and Parks personnel as well as other
467 public agencies and partners. Coordinates with the FLTC Office and VP of Trail
468 Maintenance to assure all trail workers are registered to work on public lands.
- 469 8. Submits trail condition changes and change reports to the Director of Trail Inventory and
470 Mapping and FLTC Office with copies to the VP of Trail Quality, and VP of Trail
471 Maintenance.
- 472 9. Promotes efforts to move trail off of roads and coordinates such efforts with the VP of
473 Trail Maintenance.
- 474 10. Assists in obtaining public permits and approvals, and, landowner consent for significant
475 trail work or relocation.
- 476 11. Attends and prepares report(s) for the Annual Trail Council meeting.
- 477 12. Attends biennial Trail Maintainers’ meetings in his/her area.

478 **Section 7. List Serve Coordinator/Moderator**

- 479 1. Adds/deletes e-mail addresses to FLTC and FLTC Board list serves as needed.
- 480 2. Keeps list serves current.
- 481 3. Monitors list serve activity to assure conformance with policies.
- 482 4. Takes necessary corrective action when list serve policies are violated.



483 **Section 8. Quartermaster**

- 484 1. Maintain an inventory of trail tools/equipment, by type, quantity and location.
485 2. Maintain the tools/equipment stored at the Service Center in Mt. Morris.
486 3. Maintain a sign out sheet for tools/equipment at the Service Center.
487 4. Maintain the utility trailers including registrations and annual inspections.
488 5. Recommend to the Trail Management Team the replacement and/or purchase of new trail
489 tools/equipment.

490 **Article V. EXECUTIVE DIRECTOR AND SERVICE CENTER**

491 **Section 1. Executive Director**

492 The Executive Director is fully responsible for the administrative operations of the FLTC, to
493 include the Service Center, and in that regard may supervise such employees and contractors as
494 necessary to successfully perform the function. A complete listing of the responsibilities of this
495 position may be found in the Job Description, Executive Director/Operations Manager as
496 maintained by the Personnel Committee.

497 **Section 2. Service Center**

498 The Service Center Shall:

- 499 1. Answer all requests for information concerning the trail system or FLTC that can be
500 accomplished with prepared material.
501 2. Forward requests for information of a specific nature that can not be answered by
502 prepared material to the appropriate officer or committee chair of the FLTC or to an
503 appropriate member club.
504 3. Maintain the accounts with our Internet supplier for our e-mail address at the Service
505 Center and our web page provider.
506 4. Be responsible for the FLTC web site and coordinate such efforts as necessary to maintain
507 an up to date user friendly web page.
508 5. Maintain a phone line for voice and Fax at the Service Center.
509 6. Coordinate publicity efforts of the FLTC and assign a volunteer(s) as needed to be
510 responsible for this activity.
511 7. Fill retail orders for, and manage shipping of, any merchandise ordered by members or
512 other customers.
513 8. Fill wholesale orders and ship all merchandise orders by retail outlets.
514 9. Maintain an adequate supply of all maps, guides and other merchandise sold by the FLTC
515 and all materials supplied to members and the public at no cost.
516 10. Maintain and loan as requested the FLTC display materials, audiovisual programs and
517 equipment used for their presentation.
518 11. Either print in house or contract the printing of all maps, guides and other promotional
519 materials produced by the FLTC.
520 12. Purchase and maintain an adequate supply of stationery items for FLTC use.
521 13. Be responsible for the dissemination of all bulk mailings of FLTC for FLT News,
522 membership renewal, annual and fall meetings, and other large (200 + pieces) mailings.
523 14. Disseminate news items through e-mail when appropriate.
524 15. Assemble and mail Board meeting notices and agenda and copies of previous meeting
525 minutes.
526 16. Receive new member applications and payment and issue membership cards and other
527 material for new members. Inform President, Membership and Publicity Chairs, and the



- 528 Treasurer of all new memberships.
- 529 17. Make formal recognition of gifts and donations and convey the gratitude of the FLTC to
- 530 the donor.
- 531 18. Maintains data base of members, land owners, trail workers, agency contacts and other
- 532 important contacts.
- 533 19. Reproduces maps and guidebooks.
- 534 20. Distributes trail management information.
- 535 21. Compile trail census data and report to the Vice President of Trail Maintenance.
- 536 22. Provide support for FLTC Board, officers and committees in doing their assigned tasks.

