

GUIDE TO RESPONSIBILITIES (GTR)

1		
2	Article I - GENERAL RESPONSIBILITIES.....	2
3	Section 1. Members of the Board of Managers, Officers, Committee Chairs, Committees and	
4	Coordinators	2
5	Article II - OFFICERS & BOARD OF MANAGERS.....	2
6	Section 1. President.....	2
7	Section 2. Executive Vice President.....	3
8	Section 3. Vice President of Finance.....	3
9	Section 4. Vice President of Membership and Marketing.....	3
10	Section 5. Vice President of Trail Preservation	4
11	Section 6. Vice President of Trail Quality	4
12	Section 7. Vice President of Trail Maintenance.....	6
13	Section 8. Director of Crews and Construction.....	7
14	Section 9. Director of Mapping.....	7
15	Article III. BOARD STANDING COMMITTEES.....	7
16	Section 1. Executive Committee	7
17	Section 2. Nominating Committee	8
18	Section 4. Finance Committee.....	8
19	Section 5. Trail Management Team	8
20	SubSection 1. Trail Council	9
21	SubSection 2. Land Navigation Committee	9
22	Section 6. Information Technology Committee.....	9
23	Section 7. Audit Committee	10
24	Section 8. Human Resources Committee.....	10
25	Section 9. Secretary.....	10
26	Section 10. Treasurer.....	11
27	Section 11. Board of Managers.....	11
28	Article IV. OTHER COMMITTEES, COORDINATORS, AND ASSIGNMENTS.....	11
29	Section 1. Program Committee	11
30	Section 2. Archivist Coordinator.....	12
31	Section 3. Finger Lakes Trail News Editor	12
32	Section 4. Organizational Assignments of the Vice President of Membership and Marketing.	12
33	Section 5. Organizational Structure of the Vice President of Trail Preservation.....	13
34	Section 6. Organizational Structure of the Vice President of Trail Quality.....	13
35	Section 7. Regional Trail Coordinators.....	13
36	Section 8. Organizational Structure of the Program Committee Chair.....	14
37	Section 9. Quartermaster	15
38	Article V. EXECUTIVE DIRECTOR AND SERVICE CENTER.....	15
39	Section 1. Executive Director.....	15
40	Section 2. Service Center	15
41		



GUIDE TO RESPONSIBILITIES (GTR)

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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 cannot 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 AND 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.
2. Preside at meetings of the Board, the Annual Meeting of the FLTC and other regular or special meetings as may be held. Represent the FLTC to the community, or delegate these duties to another suitable person.



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

102 Section 2. **Executive Vice President**

- 103 1. Shadow the activities of the President and learn about the president's responsibilities.
104 2. Run meetings if the president is not available.
105 3. Become president pro tem if the president position becomes vacant serving until a person
106 is found to fill the position.
107 4. Assess and insure the bylaws and GTR are up to date and accurate in their relationship to
108 each other.
109 5. Actively monitor action items: ensure there are proposed end dates and maintain contact
110 to make sure they are completed within the established time frame.
111 6. Be involved in vetting and interviewing candidates for positions to be filled within the
112 organization.

113 Section 3. **Vice President of Finance**

- 114 1. Advise, assist and consult with the President, Treasurer and Executive Director in
115 carrying out FLTC business.
116 2. Serve as chairperson of the Finance Committee.
117 3. Establish and maintain the financial policies and practices for the FLTC.
118 4. Assure that all policies and practices protect the fiscal integrity of the FLTC.
119 5. Routinely report the activities of the Finance Committee to the Board.
120 6. Perform such other duties as usually pertain to such office or as are properly requested of
121 him/her by the Board or the President.

122 Section 4. **Vice President of Membership and Marketing**

- 123 1. Advise, assist and consult with the President and Board of Managers in carrying out
124 FLTC Business.
125 2. Develop and implement, with the approval and assistance of the Board of Managers,
126 Executive Director, and Staff, such actions as are necessary to: (a) attract, maintain and



- 127 build membership in the FLTC and (b) educate the public, agencies, clubs, educational
128 institutions, and the hiking community about the existence, benefits and attractiveness of
129 the Finger Lakes Trail.
- 130 3. Develop and implement, with the approval and assistance of the Board of Managers,
131 Executive Director, and Staff, such actions as are necessary to: (a) attract, maintain and
132 build membership in the FLTC and (b) educate the public, agencies, clubs, educational
133 institutions, and the hiking community about the existence, benefits and attractiveness of
134 the Finger Lakes Trail (c) develop programs that are designed to create mutually
135 beneficial relationships between FLTC and businesses, government agencies and
136 government-related organizations, clubs, and landowners (d) demonstrate value in
137 membership in the FLTC to all stakeholders
- 138 4. Determine and utilize appropriate media and methods to communicate information and
139 promote the FLT.
- 140 5. Utilize available expert resources, such as colleges, seminars, professionals, etc. to
141 expand knowledge of potential promotional methods and opportunities.
- 142 6. Develop and utilize metrics to determine success of efforts.
- 143 7. Assign such persons and committees as necessary to implement the responsibilities of this
144 office.
- 145 8. Perform such other duties as usually pertain to such office or as properly requested of
146 him/her by the Board or President.

147 **Section 5. Vice President of Trail Preservation**

- 148 1. Advise, assist and consult with the President and Board of managers in carrying out FLTC
149 Business.
- 150 2. Maintain an inventory of FLT sections that do not have permanent protection and
151 routinely report, in summary fashion, the status of trail protection to the Board.
- 152 3. Maintain a knowledge of legal and procedural methods that may be used to provide
153 permanent protection of the FLT.
- 154 4. Take such actions as are necessary to obtain permanent trail protection with appropriate
155 Board approval.
- 156 5. Establish a working network of contacts for trail protection in affiliated clubs that
157 maintain sections of the FLT, regional land trusts, the Nature Conservancy and other
158 agencies of local and State government.
- 159 6. Conduct or arrange for training sessions for appropriate affiliated clubs and trail sponsors
160 in trail protection approaches and methods in collaboration with Vice President for Trail
161 Quality.
- 162 7. Maintain and coordinate landowner relations efforts
- 163 8. Assign such persons and committees as necessary to implement the responsibilities of this
164 office.
- 165 9. Perform such other duties as usually pertain to such office or as properly requested of
166 him/her by the Board or President.

167 **Section 6. Vice President of Trail Quality**

- 168 1. Advise, assist and consult with the President and with the Board of Managers in carrying
169 out the FLTC Business.
- 170 1. Organize the Trail Quality function to manage trail standards, policies, practices and
171 protocols; trail information; and training.



- 172 2. Establish and maintain standards, policies, practices and protocols for trail quality
173 (including smaller structures and facilities), marking, signage and safety; coordinates with
174 NCNST standards, policies and practices, as appropriate; oversees NCNST certifications
175 and other statuses; assists with Volunteer Stewardship Agreements and other agreements
176 that affect trail quality, marking, signage, and safety standards, policies and practices;
177 reviews, recommends or proposes policies related to trail users and trail use policies that
178 may affect Trail Quality.
- 179 3. Participate on Land Navigation Committee. Provides input for trail information products
180 including maps, guidebooks and electronic data to the Land Navigation Committee.
- 181 4. With the Director of Mapping monitor trail conditions reports coming in through the
182 FLTC office and trailreport@fingerlakestrail.org. Assure prompt response by RTCs to
183 trail condition reports. With the Vice President of Trail Maintenance, Director of
184 Mapping, and others on the Trail Management Team contributes to website trail
185 conditions reporting by posting updates and providing trail information to the website.
- 186 5. Oversee and edit trail information for FLTC trail conservation/maintenance and safety
187 manuals related to trail construction and trail maintenance.
- 188 6. Provide quarterly information for FLT News trail topics article as appropriate.
- 189 7. Write/edit the trail management newsletter, the Trial Tenders' News.
- 190 8. Write data sharing agreements (MOAs) with entities that request track and waypoint data
191 or that wish to depict the centerline of the trail.
- 192 9. Gatekeeper with NCTA and NPS regarding FLT maps, mapping information, and
193 centerline data. Lead contact in charge of FLTC-NCTA interactions, including overseeing
194 and assigning responsibility for projects that require interface between the FLTC and
195 NCTA.
- 196 10. Assure proposed "special events" utilizing the trail (e.g. proposed trail race) are reviewed
197 by appropriate members of the Trail Management Team, RTCs, club trail sponsors,
198 landowners, agencies, etc. Coordinates FLTC response to such proposed events.
- 199 11. Organize Trail Council meeting (for trail management leadership), coordinate with Vice
200 President of Trail Maintenance.
- 201 12. Organize trail maintenance meetings (in the fall, primarily for sponsors).
- 202 13. Convene and participate in the Trail Management Team.
- 203 14. Offers and coordinates training in trail standards, policies and practices; trail information;
204 trail maintenance; trail building and small structure and facility building; sawyering; and
205 the like; assists trail management Directors and Vice Presidents with training for large
206 structures and facilities.
- 207 15. Oversee and assist Chainsaw Training Coordinator.
- 208 16. Coordinate Travelin' Training Team.
- 209 17. Submit budget information for training.
- 210 18. Oversee signage and blazing.
- 211 19. Consult with Quartermaster and Director of Crews and Construction and assist Vice
212 President of Trail Maintenance to create a plan for tools and equipment and a budget for
213 trail maintenance
- 214 20. Performs such other duties as usually pertain to such position or as are properly requested
215 of him/her by the Board or the President.
- 216 21. Routinely reports Trail Quality function activities to the Board.
- 217 22. Handle Vice President of Trail Maintenance duties not being covered by others until the
218 Vice President position is filled.



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Section 7. Vice President of Trail Maintenance

1. Maintain broad knowledge of trail characteristics and conditions statewide.
2. Supervises all trail segment adoptions by sponsors, ensuring 100% coverage of the trail, including administration through Regional Trail Coordinators (see Article IV, Section 7 for a description of responsibilities) and club Trail Chairs (as appropriate). Assures appropriate and adequate response to trail conditions by providing assistance to the Regional Trail Coordinators as needed. Assure that this information is provided to the Trail Sponsor Database Coordinator and the FLTC office and incorporated into the FLTC database.
3. Responsible for relationships and agreements with public agencies and partners.
4. Staff and coordinate statewide system of Regional Trail Coordinators; assure RTCs are knowledgeable.
5. Work with Vice President of Trail Quality to determine training needed by trail sponsors, RTCs and club Trail Chairs.
6. Actively consult with RTCs and club Trail Chairs to assess issues, identify problems, create solutions, and define projects; foster a climate of quality trail maintenance. Work closely with RTCs to move trail off of roads.
7. Work with Director of Crews and Construction and the Trail Management Team to identify major trail projects requiring crews (e.g. bridges, lean-tos).
8. Help RTCs or sponsors complete necessary DEC paperwork for events, projects.
9. Assure that facilities information is supplied to internal users. Assures that trail management Regional Trail Coordinators, directors and Vice Presidents are informed about trail changes. With the Vice President of Trail Quality and Director of Mapping, contributes to website trail conditions reporting by posting updates and providing trail information.
10. Keeps FLTC Service Center up to date with trail sponsor changes.
11. Provides quarterly information for the FLT News trail maintenance article as appropriate. Provides ideas and information for the trail management newsletter (Trail Tenders' News).
12. Work with the Social Media Team, Marketing Committee, and others to promote trail maintenance.
13. Recommend to the Board, members eligible for Class I membership on the basis of trail sponsorship.
14. Consult with Vice President for Trail Quality, Director of Crews and Construction, Quartermaster, and RTCs and others to create and submit a budget for general trail maintenance; develop a plan for tool/machinery acquisition or replacement.
15. Participates as a member of the Trail Management Team, process trail maintenance issues through TMT.
16. Supervise "Coordinators" of:
 - a) Trail Sponsor Database to assure information is collected promptly, recorded by the office and made available to the Trail Management Team.
 - b) Trail Census Collection to assure information is collected promptly and recorded by the office and made available to the TMT. {Scott Brooks}
 - c) Agency Relations to assure completion of VSAs or other agreements with OPRHP and DEC; assure that sponsor registration and section information is collected promptly, recorded by the office and transmitted to the DEC and OPHRP as needed; report back to the TMT.



266 **Section 8. Director of Crews and Construction**

- 267 1. Coordinates Alley Cat projects, special work weekends, and other special construction or
268 building projects.
269 2. Ensures arrangements for projects are complete.
270 3. Builds new trails in coordination Vice President of Trail Quality and others.
271 4. Provides or arranges for required training for projects, in coordination with Vice
272 President of Trail Quality.
273 5. Supervise facility inventorying; assures data are kept and analyzed; plans for facility
274 repairs, replacements, or upgrading
275 6. Ensure financial needs for projects are met with grants, donations, and completed
276 applications.
277 7. Provides quarterly information for FLT News and Trail Tenders' News as appropriate.
278 8. Reports to Vice Presidents of Trail Quality and Trail Preservation (see Article IV section
279 7 below) and FLTC president.
280 9. Participates as a member of the Trail Management Team, responsible for processing
281 Crews & Construction through the TMT.
282 10. Attends Board meetings as a nonvoting member.

283 **Section 9. Director of Mapping**

- 284 1. Maintains the GIS inventory of track and facility waypoint resources for the entire trail.
285 2. Oversees the acquisition of accurate GPS data for reroutes and new trail, including
286 recruiting, training, and coordinating volunteers to assist with this task.
287 3. Supplies necessary revisions of maps, GPS data, and other information that we sell or
288 provide to the public.
289 4. Updates “tax parcel maps” and “easement maps” along with tax parcel number-landowner
290 lists for parcels on or near the trail at least every two years and at the request of VP Trail
291 Preservation or RTCs and/or their delegates. Obtains new parcel data from municipality
292 when available.
293 5. Updates online Map revision status when maps are updated.
294 6. Creates specialized maps needed for the office, publicity, the website, trail easements,
295 North Country Trail certification, and other internal uses.
296 7. Reviews map/mapping information in electronic format for the Land Navigation
297 Committee and/or the Vice President of Trail Quality.
298 8. Provides quarterly information for FLT News trail article as appropriate.
299 9. Participates on the Land Navigation Committee. Using information from members of the
300 Trail Management Team and others, proposes products to sell/distribute as well as sales
301 and distribution plans through the Land Navigation Committee.
302 10. Reports to the VP Trail Maintenance.
303 11. Participates as a member of the Trail Management Team.
304 12. Attends Board meetings as a nonvoting member.

305 **Article III. BOARD STANDING COMMITTEES**

306 **Section 1. Executive Committee**

307 See the FLTC Bylaws for members, terms, and authority of the Executive Committee. In
308 summary, the President may convene the Executive Committee when it is not feasible or



309 possible for the full Board of Managers to be assembled to review and decide on a matter in
310 the time frame required.

311 Section 2. **Nominating Committee**

- 312 1. Maintain a list of potential candidates for manager and officer positions (request FLTC
313 officers and managers provide suggestions for candidates). All candidates shall be
314 members of the FLTC, regardless of membership in another club.
- 315 2. Solicit persons to fill openings and expected openings Candidates for nomination to the
316 Board should be selected to represent all the geographic areas that the trail system touches
317 and the various organizations that are part of the FLTC. Skill sets desired by the Board
318 should be considered when selecting candidates.
- 319 3. Direct prospective Board members to the FLTC By-Laws, the “Orientation Manual for
320 New Board Members” and other documents (available on the FLTC website) to help
321 him/her decide whether or not to accept a nomination.
- 322 4. At the Board’s fall retreat, present to the Board a slate of five (5) nominees for the Board
323 of Managers.
- 324 5. Gather brief biographies of each Board of Manager nominee for presentation to the FLTC
325 membership. Biographies shall be delivered to the FLTC Service Center sixty (60) days
326 before the election. Biographies shall be mailed to all members not less than thirty (30)
327 days before the annual meeting. When the FLT News is used to present nominees, the
328 biographies must be sent to the FLT News Editor before the deadline for the spring issue.
- 329 6. Present a slate of officers to the Board at the organization meeting.
- 330 7. Solicit potential candidates (assure that the FLTC officers and Board members are asked
331 for suggestions for candidates) for the regional NCTA Board seat, the GET organization,
332 and the NYS Trails Council and submit nominations to the FLTC Board for approval at
333 the organization meeting.
- 334 8. Prepare reports for the Board meetings. If there are vacant manager or officer positions,
335 enlist the Board’s assistance in recommending and recruiting people to fill the vacancies.
- 336 9. Identify and maintain an inventory of current Board skills and skill sets desired by the
337 Board.

338 Section 3. **Finance Committee**

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

341 Section 4. **Trail Management Team**

342 The objective of the Trail Management Team is to coordinate trail management activities and
343 make recommendations (e.g. acceptance of proposed spur trails over 2 miles in length and
344 branch trails over 10 miles in length) to the Board.

- 345 1. The Trail Management Team (TMT) is composed of the Vice Presidents of Trail
346 Maintenance, Trail Quality and Trail Preservation, and Director of Crews and
347 Construction and Director of-Mapping and the Quartermaster. The FLTC Executive
348 Director and the FLTC President will also participate on the TMT as ad hoc members.
349 Regional Trail Coordinators serve on the TMT on an “as needed” basis as determined by
350 the meeting convener.



- 351 2. The Vice President of Trail Quality will convene a meeting as deemed necessary to assist
352 RTCs and sponsors, to process trail management issues and events (trail relocations,
353 proposed foot race, geocaching competitions, etc.).
354 3. TMT members help update FLTC field and safety manuals, contribute to Trail Tenders’
355 News, etc.

356 **SubSection 1. Trail Council**

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

- 361 1. The TC will meet annually and be convened by the Vice President of Trail Quality or
362 Vice President of Trail Preservation.
363 2. The members of the TC are: Trail Management Team members, all Regional
364 Coordinators, Representative(s) from sponsoring Clubs, and, state and regional agency
365 land managers. The Executive Director and President serve as ad hoc members.
366 3. The TC may recommend policies and practices related to Trail Management to the Board
367 with TMT review and support.

368 **SubSection 2. Land Navigation Committee**

- 369 1. Membership includes those familiar with mapping, electronic data and others to form a
370 diverse committee. Members from other committees, i.e. Finance, Information
371 Technology, etc. would be beneficial.
372 2. Oversees and recommends trail information products that include maps and/or guidebooks
373 to the Board with Trail Management Team review and support.
374 3. Oversees and recommends electronic applications of map data to the Board with Trail
375 Management Team review and support.
376 4. Ensures review and support from relevant committees i.e. Finance, Information
377 Technology, Membership and Marketing, etc.

378 **Section 5. Information Technology Committee**

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

383 **SubSection 1. Website**

- 384 1. Manage the FLTC website including website platform, plug-ins, and custom features.
385 2. Manage the hosting relationship including all requirements for technical support.
386 3. Coordinate the design and content of the website by consulting with Marketing, Publicity,
387 and Trails committees.
388 4. Manage all access to the website for customers, members, content providers, and
389 administrators.
390 5. Provide for secure storage and controlled access to Business Confidential information of
391 the Office and Board of Managers. Also provide for access to added value information for
392 FLTC membership.
393 6. Manage volunteer editors and moderators.
394 7. Manage FLTC social media presence.
395 8. Manage FLTC email accounts on behalf of staff and volunteer roles.



- 396 9. Work with Mapping Committee to maintain interactive maps and map products in online
397 store.
398 10. Backup, security, the management of IT. We are outsourcing this but are ultimately
399 responsible.
400 11. Responsible for interacting with vendors and/or contractors with regard to website needs.

401 **SubSection 2. IT (Information Technology)**

- 402 1. Assist office staff with computers, software, internet access, and website.
403 2. Provide training and documentation for staff work with website, database, and event
404 registration.
405 3. Develop improved database, user interface, and support access by staff and volunteers
406 4. Responsible for advising and implementing best practices in software development.

407 **SubSection 3. List Serve Coordinator/Moderator:**

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

412 **Section 6. Audit Committee**

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

- 415 1. Audit all the financial records of the FLTC at least once a year at the close of the
416 financial year and at any other time at the direction of the Board.
417 2. Submit a report to the Board no later than sixty (60) days after being requested or
418 sixty (60) days from the close of the financial year. The report is to contain as a minimum
419 the following tests made during the audit:
420 a) Bank reconciliation for Treasurer and Service Center for period of the audit.
421 b) Examination of any Certificates of Deposit.
422 c) Examination of any Saving Account Passbooks
423 d) Tests made of receipts and disbursements.
424 e) Examination of fund accounts.

425 **Section 7. Human Resources Committee**

- 426 1. Coordinate the hiring of all paid personnel.
427 2. Develop and maintain job descriptions and regular performance evaluation practices for
428 paid employees.
429 3. Recommend pay levels for employees and coordinate pay review practices.
430 4. Establish and assure all personnel policies are consistent with the stated requirements of
431 the FLTC, fair to employees and are legally sound.
432 5. Provide a mechanism for performance improvement initiatives.
433 6. Assure personnel have proper equipment to assure optimal efficiency.
434 7. Chair of Human Resources assumes duties of Compliance Officer.

435 **Section 8. Secretary**

- 436 1. Record the minutes of meetings of the Board and the Annual Business Meeting and
437 present the written record of the minutes of the previous meeting for approval.



- 438 2. Keep a record of attendance of Board members at Board meetings and of FLTC members
439 at annual meetings or other regular or special meetings of the FLTC, to determine if a
440 quorum is present.
441 3. Keep custody of all minutes of Board meetings.
442 4. Perform such other duties as usually pertain to such office or as are properly requested of
443 him/her by the Board or the President.

444 **Section 9. Treasurer**

- 445 1. The Treasurer has custody of the funds of the FLTC and shall:
446 a) Collect money on behalf of the FLTC and receipts for all collections.
447 b) Deposit funds in accounts as approved by the Board.
448 c) Pay out authorized disbursements.
449 d) Keep an accurate monthly financial record and report this record to the Board.
450 e) Establish procedures to be followed in these operations.
451 2. Report to the President, Executive Director and any Officer, Committee Chair, or
452 Coordinator any notable divergence from authorized budget of expenditures.
453 3. Present to the membership at the annual meeting a complete written report of the FLTC
454 financial record for the latest fiscal year.
455 4. Prepare the required: Federal and State tax returns, reports for tax exempt property,
456 reports for the State Charities Bureau and the Federal and State employer's payroll
457 reports.
458 5. Serve as ex officio non-voting member of the Finance Committee.
459 6. Participate in an annual or special audit of the FLTC financial report
460 7. Perform such other duties as usually pertain to such office or as are properly requested of
461 him/her by the Board or the President.

462 **Section 10. Board of Managers**

- 463 1. Develop policies, goals and objectives for the FLTC and be responsible for their
464 continuity and consistency.
465 2. Direct the affairs of the FLTC, with advice and assistance of the elected and appointed
466 officers, Executive Director, committee chairs, and coordinators.
467 3. Be a spokesperson for the FLTC, in the region of residence, and act as mediator/advisor
468 when requested in matters involving the FLTC, FLTC members or member clubs.
469 4. Members of the Board may also serve as officers, committee chairs, and coordinators
470 within the FLTC.
471 5. Participate in FLTC projects and committee activities.

472 **Article IV. OTHER COMMITTEES, COORDINATIONS, AND**
473 **ASSIGNMENTS**

474 **Section 1. Program Committee**

- 475 1. Select personnel to chair annual FLTC programs, such as the Fall Campout and Spring
476 Weekend, and to work with the Executive Director to plan, communicate and implement
477 the events.
478 2. Select a hike coordinator for FLTC sponsored hikes and hike series.
479 3. Appoint personnel to maintain a committee to regularly recognize volunteers and any
480 others who make important contributions to the success of the FLTC.



- 481 4. Assure successful implementation, communication and involvement is attained for all
482 programs with the Board, Executive Director, staff and clubs. Programs should effectively
483 utilize publicity and marketing personnel within the FLTC. Accurate accounting records
484 must be maintained with the highest integrity.
485 5. Assure the policies and practices of the FLTC are utilized to minimize liability and risk
486 (such as transportation and hold harmless policies).
487 6. Select an End to End Coordinator to track and report progress and issue awards for
488 completion. Included also is responsibility for encouraging members to become Trail
489 Angels and maintaining a Trail Angel roster.

490 **Section 2. Archivist Coordinator**

- 491 1. Maintain the trail and FLTC history and scrapbooks.
492 2. Research retention methods and select those that best fits the FLTC.
493 3. Retain basic records needed for legal and historic purpose and general record of activities.
494 4. Keep one copy of all FLTC publications permanently.
495 5. Maintain the archive records at the Milne Library at SUNY Geneseo.

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

- 497 1. Publish the FLT News quarterly, according to an established timetable.
498 2. Maintain an understanding of and respect for the character and content requirements of
499 the Board; submit a draft of the FLT News for review to the President.
500 3. Coordinate the selection and collection of content.
501 4. Develop and maintain an ongoing network of contributors.
502 5. Maintain the interface and relationship with the printers.

503 **Section 4. Organizational Assignments of the Vice President of Membership**
504 **and Marketing**

505 **SubSection 1. Membership Subcommittee**

506 The objective of the Membership Committee is to develop and administer membership
507 cultivation and retention programs. The Membership Committee Shall:

- 508 1. Increase membership in the FLTC.
509 2. Retain existing members.
510 3. Track membership data.

511 **SubSection 2. Marketing Subcommittee**

512 The objective of the Marketing Committee is to create a greater public awareness of and
513 appreciation for the FLT System and the FLTC. The Marketing Committee Shall:

- 514 1. Disseminate general promotional information about the FLT and the FLTC through as
515 many media as possible. The focus is on local newspapers, social media, blogs, affiliate
516 club and business partner websites, tourist guides, tourism websites, and maps on town
517 city, county, regional, and state levels.
518 2. Create promotional literature in connection with the Executive Director.
519 3. Manage and track a statewide distribution system of promotional literature.
520 4. Maintain copies of published promotional text and brochures in notebook or other
521 convenient form to provide background information for new materials.
522 5. Recommend promotional materials and ideas requested by others to the Board.
523 6. Measure promotional spend and impact



524 7. Measure and monitor the hiking communities' awareness of the trail

525 **SubSection 3. Multi Media Presentations Subcommittee**

526 The objective of the Multimedia/Presentations Sub Committee is to prepare materials other
527 than print materials in order to develop awareness and understanding of the Finger Lakes
528 Trail. This committee shall:

- 529 1. Maintain an organized digital photo collection.
- 530 2. Provide photos for promotional activities.
- 531 3. Develop PowerPoint, DVD, and CD materials.
- 532 4. Develop other non print promotional and informational materials displaying the FLT
533 logo.
- 534 5. Coordinate and track promotional activities.

535 **SubSection 4. Business Membership Subcommittee**

536 The objective of the Business Membership Committee shall be to develop, promote and
537 manage business memberships. This Committee Shall:

- 538 1. TBD

539 **SubSection 5. Club Ambassador Coordinator**

540 The objective of the Club Ambassador Coordinator is to strengthen relationships with
541 affiliated clubs that will bind the organizations and facilitate establishing common objectives
542 for the trail. The Club Ambassador shall:

- 543 1. Develop a program to meet the objective.
- 544 2. Coordinate efforts by Board members, Officers, Executive Director, and committees to
545 meet the objective.
- 546 3. Track activities that meet the objective.

547 **Section 5. Organizational Structure of the Vice President of Trail**
548 **Preservation**

- 549 1. TBD

550 **Section 6. Organizational Structure of the Vice President of Trail Quality**

- 551 1. Coordinator of Chainsaw Safety Training.
- 552 2. Travelin' Training Team Volunteers trained in trail building and maintenance who assist
553 with sponsor training meetings and travel to train volunteers
- 554 3. Editor/Writer of Trail Tenders' News.
- 555 4. FLTC Field Maintenance Manual and FLTC Safety Manual reviewed and updated
556 regularly.

557 **Section 7. Regional Trail Coordinators**

558 Regional Trail Coordinators report to the VP of Trail Maintenance. In the absence of VP of
559 TM they work with VP of Trail Quality. They are responsible for:

- 560 1. Maintain 100% of the trail in his/her region through group (trails club, scout troop, etc.)
561 and individual sponsors. Keeps FLTC Office and VP of Trail Maintenance up to date with
562 Trail Sponsor changes and helps to locate replacements for vacant Trail Sponsor
563 positions. Keeps VP of Trail Quality and VP of Trail Maintenance informed regarding
564 problems/complaints, and resolution, or need for assistance, as appropriate.



- 565 2. Maintains a high quality of trail maintenance through “quiet” inspection of sponsor’s trail
566 sections. Advises Trail Sponsors of problems or complaints and helps resolve them.
567 3. Assist Trail Sponsors with trail maintenance work as needed and advocate for larger
568 projects proposed by Trail Sponsors as appropriate.
569 4. Assist and coordinate with sponsors and the Director of Crews and Construction to
570 initiate and organize construction improvement projects through the use of trail crews or
571 work parties.
572 5. Coordinate with the VP of Trail Quality and Director of Crews and Construction to
573 encourage and provide training for Trail Sponsors., Trail Workers, and Work Parties, and
574 helps identify needs for training.
575 6. Promote healthy landowner relations. Assist Trail Sponsors in negotiations with
576 landowners. Coordinate with the Vice President of Trail Preservation to maintain and
577 protect trails on private land. Keeps the FLTC Office and VP of Trail Maintenance
578 current with regard to regarding landowner changes.
579 7. Serve as front line contact with the regional DEC and Parks personnel as well as other
580 public agencies and partners. Coordinates with the FLTC Office and VP of Trail
581 Maintenance and Coordinator of Agency Relations to assure all trail workers are
582 registered to work on public lands.
583 8. Submit trail condition changes and change reports to the Director of Trail Inventory and
584 Mapping and FLTC Office with copies to the VP of Trail Quality, and VP of Trail
585 Maintenance.
586 9. Actively promote efforts to move trail off of roads and coordinates such efforts with the
587 VP of Trail Maintenance Trail Management Team.
588 10. Assist in obtaining public permits and approvals, and, landowner consent for significant
589 trail work or relocation.
590 11. Attend and prepare report(s) for the Annual Trail Council meeting.
591 12. Attend biennial Trail Maintainers’ meetings in his/her area.

592 **Section 8. Organizational Structure of the Program Committee Chair**

593 SubSection 1. **Coordinator Hike Series**

- 594 1. TBD

595 SubSection 2. **Coordinator for FLTC Events**

- 596 1. TBD

597 SubSection 3. **Recognition Sub Committee-**

598 The Recognitions Sub-Committee shall:

- 599 1. Receive Nominations for recipients of the Wallace D. Wood Distinguished Service
600 Award, The Clar-Willis Distinguished Trail Volunteer Award, and the Erv Markert
601 Distinguished Contribution Award, and other FLTC honors directed by the Board.
602 2. Recommend to the Program Committee Chair and Board the person(s) to be honored with
603 an FLTC award described above, no later than two Board meetings prior to the giving of
604 the award.
605 3. Provide a written article to the FLT News describing each award winner with a copy to
606 the Publicity Chair.
607 4. Provide written reports of the Committee’s activities to the Program Committee Chair and
608 the Executive Director for each Board meeting.
609 5. Develop guidelines for the format of nominations and other material as needed.



610 **Section 9. Quartermaster**

- 611 1. Maintain an inventory of trail tools/equipment, by type, quantity and location.
- 612 2. Maintain the tools/equipment stored at the Service Center in Mt. Morris.
- 613 3. Maintain a sign out sheet for tools/equipment at the Service Center.
- 614 4. Maintain the utility trailers including registrations and annual inspections.
- 615 5. Recommend to the Trail Management Team the replacement and/or purchase of new trail
- 616 tools/equipment.
- 617 6. Serve as member of Trail Management Team as needed.

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

619 **Section 1. Executive Director**

620 The Executive Director of the Finger Lakes Trail Conference reports to the President and the
621 Board of Directors and is responsible for the organization's achievement of its mission.

622 The Executive Director will:

- 623 1. Communicate regularly with the President and the Board of Managers on the condition of
624 the organization and any internal or external factors that may influence it.
- 625 2. Promote and publicize the activities, programs and goals of the organization.
- 626 3. Act as representative (in addition to other key leaders as well as solely) for the
627 organization to other organizations, governmental agencies and the general public.
- 628 4. Specific responsibilities include:
 - 629 a) Provide leadership in developing long-range strategies designed to achieve the
630 FLTC mission and work toward consistent progress.
 - 631 b) Provide input into program development and organizational plans with the Board
632 of Managers and carry out plans authorized by the Board.
 - 633 c) Promote and monitor program participation by volunteers.
 - 634 d) Work with the Membership & Marketing Committees to develop, implement, and
635 monitor strategies to maintain and promote membership growth.
 - 636 e) Work with the Finance Committee to plan budgets, monitor income and expenses
637 and implement sound financial practices.
 - 638 f) Work with the Finance Committee and the Board to raise funds necessary to
639 support the mission.
 - 640 g) Maintain official records and documents.
 - 641 h) Recruit, employ and terminate personnel, both paid and volunteer.
 - 642 i) Supervise and evaluate staff on a regular basis and ensure that recognized human
643 resources practices are followed.
 - 644 j) Encourage staff and volunteer development and education, utilizing formal and
645 informal methods as appropriate.
 - 646 k) Handle official correspondence as directed by the Officers or the Board of
647 Managers.
 - 648 l) Execute contracts or other legal documents when authorized by the Board of
649 Managers.

650 **Section 2. Service Center**

651 The Service Center Shall:



- 652 1. Answer all requests for information concerning the trail system or FLTC that can be
653 accomplished with prepared material.
- 654 2. Forward requests for information of a specific nature that can not be answered by
655 prepared material to the appropriate officer or committee chair of the FLTC or to an
656 appropriate member club.
- 657 3. Maintain the accounts with our Internet supplier for our e-mail address at the Service
658 Center and our web page provider.
- 659 4. Be responsible for the FLTC web site and coordinate such efforts as necessary to maintain
660 an up to date user friendly web page.
- 661 5. Maintain a phone line for voice and Fax at the Service Center.
- 662 6. Coordinate publicity efforts of the FLTC and assign a volunteer(s) as needed to be
663 responsible for this activity.
- 664 7. Fill retail orders for, and manage shipping of, any merchandise ordered by members or
665 other customers.
- 666 8. Fill wholesale orders and ship all merchandise orders by retail outlets.
- 667 9. Maintain an adequate supply of all maps, guides and other merchandise sold by the FLTC
668 and all materials supplied to members and the public at no cost.
- 669 10. Maintain and loan as requested the FLTC display materials, audiovisual programs and
670 equipment used for their presentation.
- 671 11. Either print in house or contract the printing of all maps, guides and other promotional
672 materials produced by the FLTC.
- 673 12. Purchase and maintain an adequate supply of stationery items for FLTC use.
- 674 13. Be responsible for the dissemination of all bulk mailings of FLTC for FLT News,
675 membership renewal, annual and fall meetings, and other large (200 + pieces) mailings.
- 676 14. Disseminate news items through e-mail when appropriate.
- 677 15. Assemble and mail Board meeting notices and agenda and copies of previous meeting
678 minutes.
- 679 16. Receive new member applications and payment and issue membership cards and other
680 material for new members. Inform President, Membership and Publicity Chairs, and the
681 Treasurer of all new memberships.
- 682 17. Make formal recognition of gifts and donations and convey the gratitude of the FLTC to
683 the donor.
- 684 18. Maintains data base of members, landowners, trail workers, agency contacts and other
685 important contacts.
- 686 19. Reproduces maps and guidebooks.
- 687 20. Distributes trail management information.
- 688 21. Compile trail census data and report to the Vice President of Trail Maintenance.
- 689 22. Provide support for FLTC Board, officers and committees in doing their assigned tasks.

