

EVERGREEN SENIORS OUTDOOR CLUB HANDBOOK

Revised & Updated October 4, 2024

This document provides support and direction for persons assuming Director or operational roles in the Club.

ROLES AND RESPONSIBILITIES: DIRECTORS

BOARD OF DIRECTORS

The Board will hold meetings as stipulated in the Bylaws to oversee the operational and financial activities of the Club.

Responsibilities

1. The Board will receive regular reports from Directors to assess the operational and financial health of the Club.
2. The Board will organize, notify, and conduct the Annual General Meeting of the Club with reports from the Directors
3. Prior to AGM each year, retiring Directors, other than the President & Past President, are required to assist in the recruitment of a director for their role to serve in the upcoming year(s).

PAST PRESIDENT

The Past President will provide guidance, experience, and expertise to facilitate the effective functioning of the Club.

Responsibilities

1. Will share with the Vice President, the responsibility for assisting Club volunteers as needed with special projects, any committee work, and membership surveys.
2. Will recruit candidates for vacant Board positions in advance of the Annual General Meeting.
3. Will review and update the Day Leader Guidelines & Checklist and the Group Leader Guidelines each year.

PRESIDENT

The President will be an ex-officio member of all committees and will, when present, preside at all meetings of the Club and of the Board of Directors. The President will promote a climate in which Club business can be carried out efficiently and comfortably.

Responsibilities

1. Will exercise due diligence to confirm that the affairs of the Club are carried out in accordance with Club Bylaws.
2. Will promote Club adherence to the standing policies that have been approved by the Board of Directors.

3. Will ensure, in conjunction with the Treasurer, that Club monies are spent for approved purposes. Club cheques require signatures from two of the following: Treasurer, President, Past President, or Vice President.
4. Will ensure that due notice and an agenda are provided for all meetings of the Club.
5. Will act as chief spokesperson for the Club.
6. Will communicate Board of Directors decisions to the membership, including providing information to the Newsletter coordinator for inclusion in Newsletters.
7. Will arrange for Club representation at meetings of the Coalition of Calgary Senior Outdoor Clubs, or other organizations the Club is affiliated with.
8. Will communicate to the Club information from all sources that are of interest to the Club, including other outdoor clubs and from City Parks and Recreation.
9. Will ensure that Club Liability Insurance is reviewed each year and notify the Treasurer to make the renewal payment.
10. Will oversee the transfer of Club documents to the archives as required, including the AGM minutes, an audited financial statement for the year end, and year end reports of executive members, minutes of all Board of Director meetings, a membership list showing member outings completed for the current year, a schedule of hike and ski/snowshoe outings and relevant information pertinent to the outings.
11. Will submit a brief report at the AGM and provide a written report for filing in the archives.
12. Will, if necessary, arrange for an AGM meeting by Zoom.
13. Will ensure all legal documentation and reporting requirements for government agencies are completed.

VICE PRESIDENT

The Vice President will ensure continuity in the board of directors by assuming the role of President in the subsequent year.

Responsibilities

1. Will assume the duties of President when required.
2. Will share with the Past President, the responsibility for assisting Club volunteers as needed with special projects, any committee work, and membership surveys.

TREASURER

The Treasurer will ensure that the Club's financial affairs are conducted in a safe and responsible manner by keeping appropriate records of all financial transactions. At year-end, the Treasurer will forward documents of permanent Club interest including the original copy of the Financial Statement and Auditors Report and an Outings Cost Summary to the Secretary for inclusion in the Archives. Documents of continuing interest to new Treasurers will be left in the Treasurer Files, but financial records over seven years old, or as otherwise directed by the Board, will be disposed of at the discretion of the Treasurer.

Responsibilities

1. Will set-up and make use of an e-transfer system to collect monies from members e.g. ESOC Membership Fees, Summer BBQ, Fall Luncheon.
2. Will also accept and deposit cheques from members in some situations e.g. when paying for the Summer BBQ or Fall Luncheon.
3. Will share lists of members who have paid for the Summer BBQ or Fall Luncheon by e-transfer and cheque with the Social Directors
4. Will verify all invoices and write cheques to pay for all Club expenses.
5. Will annually register the Club with the Parks Canada pass program.
6. Will purchase Parks Canada passes, act as custodian of the passes and will arrange for a pass to be provided to the Transportation Coordinator.
7. Will ensure that the Club Liability insurance payment is made when the President confirms that the policy is to be renewed
8. Will prepare a current financial statement for executive and other meetings as required.
9. Will arrange for annual gift(s) to bus driver(s), as directed by the Board.
10. Will arrange for annual donations to William Watson or elsewhere, as directed by the Board
11. Will prepare a written annual financial statement for submission to the appointed auditors in March and prepare the appropriate financial information for reports required by the Province of Alberta.
12. Will advise the Transportation Director and Membership Director regarding members and guests who are in arrears in paying 'no show' fares or event fees.
13. Will present the Financial Statement and Auditor Report and an Outings Cost Summary in a brief report at the AGM with copies available for the membership. A written report will be submitted to the Secretary for the archives.
14. Will arrange the updating of signatures required by the bank for retiring and new Board members.

SECRETARY

The Secretary will attend all meetings of the Club and the Board of Directors or will secure an alternate to keep accurate minutes of the proceedings and maintain the Club archives.

Responsibilities

1. Will record the minutes of the AGM.
2. Will copy the minutes of all Board meetings to Board Directors.
3. Will put the minutes on the club website so members have access to them.
4. Will attend to the external correspondence of the club as required.
5. Will book accommodation for meetings, including the AGM, as required. The preferred location for the AGM will be Rosemont Community Hall.
6. Will maintain official records of the Club and will solicit annual reports from Directors and the Coordinators as presented at the AGM.
7. Will act as custodian of archival materials (e.g., photographs, historical records including membership lists, audit reports, minutes, trip destinations and attendees).

MEMBERSHIP DIRECTOR

The Membership Director will oversee all matters pertaining to membership in the Club. The register of the Club members and the pertinent information of each member required for the operation of the Club is gathered and maintained by the Director.

Responsibilities

1. Will supply new members with the following:
 - A name tag
 - A medical information card and holder
 - A copy of the Club By-laws
 - A copy of the Club Policies
2. Will provide a count of current members at the first Board meeting of the year and confirm that each has signed the waiver on the membership application form.
3. Will provide new member data as the year progresses to the Board.
4. Will distribute forms for membership renewal to eligible members in January.
5. Will encourage members to renew by e-transfer. When members pay by cheque the Membership Director will forward those monies to the Treasurer. The Treasurer will provide the Membership Director with a listing of all who have paid so that the Membership Director can follow up with anyone who has not paid.
6. Will file original membership application forms.
7. Will issue a list of members and their telephone numbers to all members who do not have access to the website or on request.
8. Will regularly inform the Board of new members, changes in status of members and resignations.
9. Will regularly inform the Telephone Coordinator, Transportation Director and Webmaster of new members, changes in member status and resignations.
10. Will keep an accurate attendance record of member and guest outings.
11. Will supply membership statistical information regarding membership to the Board as required.
12. Will present a brief year-end written report at the AGM on membership activities and a chart showing the total number of outings for each member for the full year.

TRANSPORTATION DIRECTOR

The Transportation Director is responsible for arranging transportation for members and guests for trips outside the city.

Responsibilities

1. Will be the primary contact with the transportation company.
2. Will obtain an attendance list from the website for each trip. This list will include the names of those self-registering on the Evergreen web site, the names of those registered on the website by the Telephone Coordinator before 6:00PM on Tuesday before the outing and those who have emailed or telephoned the Webmaster or Transportation Director requesting registration after 6:00PM on Tuesday.
3. Will order or cancel the bus. The minimum number of passengers for a bus order is 40. The bus order is to be placed with the bus supplier before 8:00 AM on the day preceding the trip. If a trip is cancelled due to insufficient registrants, the Transportation Director shall place a cancellation

notice on the website by Wednesday at 12 noon and send a notification to everyone on the participant list for the trip so that everyone is aware. The Webmaster will be notified if the Transportation Director requires support in posting the cancellation notice. The Transportation Director will also contact the Telephone Coordinator so that members who registered through the Telephone Coordinator can be notified. In some circumstances where cancellation might be necessary, the Transportation Director may choose to consult with the President or designate before a final decision is made.

4. If the number of those registered for the trip exceeds the bus capacity or the maximum number of trip participants, the Transportation Coordinator will notify those that cannot be accommodated on the bus by 12 noon the day preceding the trip. Priority on the bus will be given as follows: Full Members, then Associates, then Guests.
5. Will have all those who are participating in the outing, whether on the bus or in private vehicles, sign the appropriate attendance sheet.
6. Will ensure that bus fares are collected and ensure that a current list of 'no shows' is on the trip information sheet for the next outing.
7. Will deposit the bus fare money and complete the reconciliation sheet. The reconciliation sheet, bus attendance sheet and deposit slip are then forwarded to the Treasurer.
8. Will forward the signed attendance list to the Membership Director.
9. Will submit a year-end report at the AGM including a detailed list of outings to be filed in the archives.

SUMMER HIKING DIRECTOR

The Summer Hiking Director will facilitate the development of a hiking program for the hiking season.

Responsibilities

1. Will oversee selection of trip destinations and recruit Day Leaders for trips.
2. Will enter the hiking schedule on the web site. A printed copy of the proposed schedule will be provided to members who do not have web access.
3. Will submit a proposed list of hikes for the ensuing season at the AGM.
4. Will arrange that Day Leaders are aware of Club policies regarding trail and safety guidelines.
5. Will advise Day Leaders to obtain trail conditions and trail closure information.
6. Will, in conjunction with the Day Leader, decide if conditions are unsuitable and will ensure that the Telephone Coordinator, Transportation Director and Webmaster are notified to changes in the outing location or cancellation of the outing.
7. Will advise Day Leaders that information such as washroom stops, departure times and locations, bear sightings and safety guidelines are to be presented on the bus for every outing.
8. Will provide an annual written report at the AGM.

WINTER ACTIVITIES DIRECTOR

The Winter Activities Director will recruit and support the Winter Activities Day Leaders in the selection of cross-country ski, snowshoe, and walking destinations during the winter season.

Responsibilities

1. Will recruit and mentor Day Leaders and oversee selection of trip destinations.
2. Will ensure trip descriptions, trip levels, distances, etc. are posted on the website.
3. Will coach/mentor the Day Leaders in accessing the website and refer to the Website Director as required.
4. Will ensure that a summary of the outing is provided to the Telephone Coordinator and Webmaster. The summary will include destination, and options suitable for three levels of skiers, snowshoers, and walkers.
5. Will ensure that Day Leaders obtain winter trail conditions, track-setting, and trail closure information prior to the outing.
6. Will, in conjunction with the Day Leader, decide if conditions are unsuitable and will ensure that the Telephone Coordinator, Transportation Director and Webmaster are notified to changes in the outing location or cancellation of the outing. Update the website and inform the membership of changes.
7. Will remind Day Leaders that information such as washroom stops, departure times and locations, bear sightings, trail conditions and safety guidelines are to be presented on the bus for every outing.
8. Will provide an annual report at the AGM.

WEBSITE DIRECTOR

Responsibilities

1. Will maintain the Evergreen Website with accurate membership information obtained from the Membership Director.
2. Will ensure the website has the weekly trip information received from the Summer Hiking Director or Winter Activities Director/Day Leader, enabling members to self-register for outings.
3. Will ensure the website is updated if the location of outing is changed or cancelled and sends out emails to registrants advising of changes.
4. Will manage the privileges of users of the website.
5. Will support members who wish to use features of the website.
6. Will handle or re-direct guest registration and information requests sent to the website.

SOCIAL DIRECTOR

Responsibilities

1. Will plan and host Summer BBQ, usually in late July
 - Secure a location in advance and work with the venue to make arrangements. Prior to booking, discuss with Board re date/location, number of people venue will accommodate, menu, costs and suggested ticket price, including any subsidy, (usually \$5 to \$10 per member).
 - Create an event on the ESOC website so members can sign up, send out a “save the date” message and send reminders to ensure members make their payments before the event. Most payments will be made by e-transfer and cheques are to be sent directly to the Treasurer. The Treasurer will share a list of who has paid with the Social Directors so that they can follow

- up with anyone who has not paid.
 - Arrange for podium, mic, and any other equipment the event requires.
 - Recruit volunteers as needed.
 - Submit bills and BBQ financial report to Treasurer.
 - Maintain an updated information file on the process of booking, billing and contacts required to host the event.
2. Will plan and host a Fall Luncheon, usually in November
 - Secure a location in advance and work with the venue to make arrangements. Prior to booking, discuss with Board re date/location, number of people venue will accommodate, menu, costs and suggested ticket price, including subsidy, (usually \$5 to \$10 per member).
 - Create an event on Evergreen website, send out a “save the date” message and send reminders to ensure members make their payments before the event
 - Arrange for podium, mic, and any other equipment the event requires.
 - Coordinate with the volunteer making the Christmas baskets to organize and run the raffle
 - Recruit volunteers as needed.
 - Submit bills and fall financial report to Treasurer.
 - Maintain an updated information file on the process of booking, billing and contacts required to host the event.
 3. Will host the Annual General Meeting
 - Provide coffee/tea/water/juice and snacks, based on a budget approved at a board meeting
 - Organize set up and take down of chairs and tables.
 - Arrange for podium, mic, and any other equipment the event requires.
 - Recruit volunteers as needed.
 - Submit bills and financial report to Treasurer.
 - Maintain an updated information file on refreshments and equipment required to host the event.
 4. Will prepare a written report for the AGM.

ROLES AND RESPONSIBILITIES: COORDINATORS

These roles assist the Board in carrying out specific functions within the Club. The roles are not Board members but may be required to attend Board meetings to give reports or information to the Board.

CITY HIKE COORDINATOR

The City Hike Coordinator will develop and execute a hiking program covering all quadrants of the city of Calgary and its immediate surroundings. Hikes will be scheduled on a regular basis, for example on every third week throughout the year, with a one-month break during the winter holiday season.

Responsibilities

1. Will select trip destinations with input from members.
2. Will post the schedule on the Website and updates the schedule if destinations are changed or

cancelled.

3. Will ensure trips are appropriate for C level hikers and do not contain any obstacles or hazards.
4. Will ensure conditions are safe, especially during the winter season.
5. Will ensure safe and adequate parking is available at the starting location.
6. Will recruit substitute day leaders when the coordinator cannot attend.
7. Will appoint assistant day leaders when the group has more than 25 participants or when the conditions of the trail warrant smaller groups.
8. Will ensure the appropriate means of communications, including working radios, are available during the trip. Two radios have been donated for this purpose.
9. Will have a list of telephone numbers of participants available during the hike.
10. Will take attendance before starting the hike.
11. Will provide the list of participants to the Membership Coordinator.
12. Will coordinate emergency response when needed.
13. Will report incidents.
14. Will provide an overview of activities to the Board of Directors and to the AGM.

TELEPHONE COORDINATOR

The Telephone Coordinator will organize the weekly dissemination of outing or event information to members who request it via phone and will collect the names of members and sponsored guests who wish to participate in the outing or event.

Responsibilities

1. Will acquire the outing information from the website and Hiking or Winter Activities Day Leader and inform members in a timely manner.
2. Will register those members and any guests who wish to register for a trip or event before 6 pm on the Tuesday before the trip.
3. Will receive notification of changes in destination from either the Winter Activities or Summer Hiking Director or of cancellation of the bus from the Transportation Director so they can inform any members that they registered.
4. Will present an annual report to the AGM.

NEWSLETTER EDITOR

Responsibilities

1. Will provide a convenient means for the Board to help keep the membership informed of Club business, activities, and policies by writing three or four newsletters each year.
2. The number of newsletters will vary with changes in Club policies, operational issues and external factors that have the potential to impact Club activities.
3. Will collect photos, human interest stories and a few jokes to make the written publication more appealing and interesting.
4. Will collect information from the President, the minutes of the Board meetings and the Membership Director.
5. Attendance at Board Meetings is optional, but desirable.

6. Newsletters will be distributed by email and will be posted to the club website. Copies of the newsletter will be mailed to those members without email.

MEMBERSHIP SUPPORT COORDINATOR

Responsibilities

1. Will send appropriate greetings or cards to members for illness, bereavement, etc., when advised or becomes aware of such situations. Contact the member, their family, a close friend or someone who knows the exact information in order to select and prepare the appropriate card. The confidentiality and privacy of ESOC members and their families is of great importance and therefore it is critical that, in some circumstances, permission be sought prior to sharing any information or circulating a card on the bus or by email. If a member or family does not wish to have information shared then a card could be sent on behalf of the club without being announced to the membership.
2. Will ensure the card is prepared and circulated on the bus in timely fashion. The cards chosen should be blank inside and have enough space for messages from Evergreen members. Cards can be purchased or in some cases artists in our club donate cards they have created. It is helpful to include a brief written account of the situation inside the folder containing the card when it is circulated so that members understand the circumstances.
3. Will ensure delivery of the signed card in a timely fashion via mail or by a member.
4. In some circumstances it would be appropriate to follow up the card with a phone call to learn any updates and possibly report to Club. Some situations merit sending a second card as a follow-up to give encouragement.
5. Will maintain a record of cards sent out over the course of the year so that appropriate details can be shared in an AGM report.
6. Will retain and submit receipts for cards and stamps to the Treasurer for reimbursement.

RADIO COORDINATOR

Responsibilities

1. Will ensure that all radios are charged and in working order.
2. Will bring the radios to the bus and give them to the Day Leader at the beginning of the day.
3. Will collect the radios from the Day Leader at the end of the day.

CHIEF INCIDENT COORDINATOR

Responsibilities

1. Will support the Day Leader and Incident Coordinators and in case of an emergency.
2. Will prepare or support the preparation of Incident reports.
3. Will review new Incident reports to ensure that they are complete.
4. Will share Incident reports with the other Incident Coordinators so that the team can consider what guidance and suggestions might be provided in the future. If necessary, feedback may be offered to the membership at large so that everyone is part of the learning.
5. Will review the documents pertaining to Incident Response each year and make necessary

updates for presentation to the board. These documents include: ESOC Emergency Protocol, ESOC Incident Reporting Guidelines, ESOC Incident Report Form, Incident Coordinator Emergency Procedures.