

# **GMC Section Leaders' Handbook**

## **Appendices**

The various appendices to this Section Leaders Handbook are provided on our web site. The GMC Volunteer Coordinator will be happy to provide a printed copy upon request. Many of the documents shown here are subject to change, and some may be implemented as online forms or other online tools. Check with the relevant section for the latest version. Contact information for the GMC Volunteer Coordinator and for the sections is provided in each issue of the *Long Trail News* and on the GMC web site, [www.greenmountainclub.org](http://www.greenmountainclub.org).

Note: for the moment, the material is on a section web site rather than the GMC web site; look at [www.gmcmontpelier.org/slhb2001/index.htm](http://www.gmcmontpelier.org/slhb2001/index.htm).

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# **Bylaws of the Green Mountain Club, Inc.**

*Maintaining and Protecting Vermont's Long Trail Since 1910*

## **ARTICLE I - SEAL; REGISTERED OFFICE AND AGENT; FISCAL YEAR**

1. **Seal.** The official corporate seal is an impression seal with the name of the corporation and the year and state of incorporation set forth thereon.
2. **Registered Office and Agent.** The registered office of the corporation is the principal office of the corporation, and the registered agent of the corporation is its Executive Director.
3. **Fiscal year.** The fiscal year of the corporation shall begin May 1.

## **ARTICLE II - MEMBERS AND THEIR MEETINGS**

1. **Classes of membership.** The classes of members are as follows:
  - (a) **Individuals.** Any person may join the corporation as a voting member.
  - (b) **Organizations.** Any organization or business may join the corporation as a non-voting member.
  - (c) **Honorary life members.** Individuals making significant contributions to the corporation and its programs may be accorded honorary life member status. Both members and non-members of the corporation are eligible for this voting designation.
2. **Dues.** The membership dues of the corporation are as follows:
  - (a) **Annual.** The annual dues for each class of members, and for such subclasses of membership as the Board of Directors may designate, shall be set by the Board of Directors and may be changed from time to time. No changes in dues may be considered at a meeting of the Board of Directors unless the subject of a dues change is listed in the call to the meeting. Any change in dues duly approved by the Board of Directors will take effect at such time as the Board of Directors determines.
  - (b) **Life.** Any individual member may become a member of the corporation for life upon payment of a sum prescribed by the Board of Directors, and such sum may be changed from time to time for members joining for life thereafter.
  - (c) **Delinquency.** Any member whose dues to the corporation are in arrears more than four months after they are due to the corporation shall cease to be a member thereafter.
3. **Annual meeting.** The annual meeting of the members of the corporation shall be held on a Saturday or Sunday in May or June or on a different date in May or June on unanimous vote of the Board of Directors, and at such place within or without the State of Vermont, but preferably within the

State of Vermont, as the Board of Directors designate. Advance notice of the date, time and place shall be given in the corporation's principal membership publication not less than ten days nor more than one hundred and twenty days before the date of the meeting.

4. **Special meetings.** Special meetings of the members of the corporation may be called by the President, the Board of Directors, or by members constituting one-tenth of the voting membership. Written notice shall be mailed or delivered to all members at least one week in advance, and such notice shall include the purpose or purposes for which the meeting is called.

5. **Voting.** Each voting member shall be entitled to one vote at any meeting of the members of the corporation. Proxy voting is prohibited.

6. **Quorum.** Thirty voting members shall constitute a quorum for the transaction of business at any meeting of the members of the corporation.

### **ARTICLE III - BOARD OF DIRECTORS AND ITS MEETINGS**

1. **Function.** The Board of Directors has the ultimate responsibility to manage the affairs of the corporation.

2. **Number.** Directors shall be allocated at each annual meeting of the members of the corporation as follows:

(a) **Section directors.** One per section.

(b) **General directors.** Up to a number equal to the total number of sections.

(c) **Officers.** The officers of the corporation, if not otherwise directors, shall be voting ex officio members of the Board of Directors. The immediate past president shall serve as a voting ex officio director for one year.

3. **Election.** Directors shall be elected as follows:

(a) **Sections.** The membership of each section shall elect its directors, at the commencement of their terms or to fill vacancies, at an annual or special meeting, or the positions may be filled in a different manner if provided in the constitution or bylaws of the section. Each section may have an alternate director for each of its directorships who shall be elected in the same manner as a director.

(b) **General Directors.** General directors shall be elected annually by the voting members of the corporation. Only those ballots received by the corporation by the deadline contained in the ballot shall be counted. In addition to nominations from the Nominating Committee, any voting member of the corporation may petition with 25 or more signatures to be placed on the ballot. Annual election results shall be reported by the Nominating Committee at the Annual Meeting. Should a general director position become vacant, it shall be filled by appointment by the President, subject to confirmation by the Board of Directors, for the remainder of the unexpired term.

4. **Term.** Directors shall serve three-year terms beginning at the annual meeting, but the Board of Directors may shorten the term of any directorship for the purpose of staggering the expirations of directors' terms.

5. **Eligibility.** All directors and officers shall be voting members of the corporation. Any director, other than an officer of the corporation, who has served six consecutive years shall be ineligible to continue to serve for a period of one year.

(a) Permanent employees of the corporation shall not be eligible to serve as directors for at least three years after the termination of their employment. Seasonal employees of the corporation shall not be eligible to serve as directors for at least one year after the termination of their employment.

6. **Regular meeting.** The regular meeting of the Board of Directors shall be held after the annual meeting of the members of the corporation at the same location.

7. **Special meetings.** Special meetings of the Board of Directors may be called by the President or any seven directors provided that notice shall be mailed or delivered to each director at least one week in advance.

8. **Quorum.** One-third of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

9. **Non-voting Representatives.** There shall be one non-voting representative each from the Forest Service of the U. S. Department of Agriculture and the Department of Forests, Parks and Recreation of the State of Vermont. They shall be invited to attend and entitled to speak at all meetings of the Board of Directors.

#### **ARTICLE IV - OFFICERS AND EXECUTIVE DIRECTOR**

1. **Number.** The officers of the corporation shall be the President, Vice President, Treasurer and Secretary.

2. **Annual election.** The officers of the corporation shall be elected annually by the Board of Directors at their regular meeting, and shall serve until their successors are elected and qualified.

3. **Vacancy.** Any vacancy in an officer position may be filled for the balance of the term of the office by election of the Board of Directors.

4. **Eligibility.** The President, Vice President, Secretary, and Treasurer shall be voting members of the corporation. The President, Vice President, and Secretary must be current or past directors of the corporation. No officer shall serve in the same office for more than three consecutive one-year terms, with the exception of the treasurer, who may serve for six consecutive one-year terms.

5. **President.** The President shall supervise the activities of the corporation and preside at the meetings of members, the Board of Directors and the Executive Committee. The President or the Executive Director or whomever they designate in writing shall execute contracts and conveyances on behalf of the corporation. The President shall act on behalf of the Board of Directors in all matters under its jurisdiction.

6. **Vice President.** The Vice President shall assist the President in the supervision of the activities of the corporation and shall perform the duties of the President when the President is disabled.

7. **Treasurer.** The treasurer shall ensure preparation of correct and complete budgets, financial records, and reports, and filing of all tax returns of the corporation pursuant to the instruction of the

Board of Directors. The Treasurer shall be bonded as appropriate to the annual budget and endowment of the corporation.

8. **Secretary.** The Secretary shall ensure preparation of accurate minutes of all meetings of the members, the Board of Directors and the Executive Committee. The Secretary shall oversee all corporate records other than financial records. The Secretary also shall oversee filing with the proper governmental officials of all documents, other than tax returns, which the corporation is required by law to file.

9. **Executive Director.** The Executive Director shall carry out the objectives and purposes of the corporation as determined by these Bylaws and by the policies and decisions of the Board of Directors. He or she shall be responsible to the Board of Directors for the management of the business and staff of the corporation.

## ARTICLE V - COMMITTEES

1. **Committees.** The Board of Directors may authorize the establishment and termination of committees as needed for the function of the corporation, except for the committees named in this article.

2. **Appointment.** With the approval of the Board of Directors, the President shall appoint annually the membership and chairperson of all committees as soon as possible after the annual meeting of the members of the corporation.

### 3. **Executive Committee.**

(a). **Function.** It shall advise the President, monitor the vitality of the corporation and its sections, and carry out any other duties specified by the Board of Directors.

(b). **Composition.** It shall consist of not more than nine voting members of the corporation, at least two-thirds of whom shall be present directors, and shall include the President, Vice President, Treasurer and Secretary.

(c). **Term.** Membership shall be for the term of one year.

(d). **Meetings.** It shall meet at the call of the President with such advance notice to members of the Executive Committee, directors and the president of each section as the President deems appropriate.

(e) **Quorum.** A majority of the members of the Executive Committee, but not less than four, shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

### 4. **Nominating Committee.**

(a) The Nominating Committee shall consist of at least four members, with a majority being current directors.

(b) At the annual meeting of the members of the corporation, the Nominating Committee shall present the names of any number of candidates for any number of directorships to be filled. At the regular meeting of the Board of Directors, the Nominating Committee shall present the name of at least one candidate for each office of the corporation.

(c). The Nominating Committee will call for nominations for Honorary Life members prior to March 1 each year. The Nominating Committee will make its recommendations for Honorary Life members to the Board of Directors, which will act upon them and announce honorary memberships at the annual meeting of the members of the corporation.

## **ARTICLE VI - LOCAL SECTIONS OF CORPORATION**

### **1. Establishment and Bylaws.**

(a) Local chapters, to be known in each instance as a section, may be established from time to time by the Board of Directors upon application.

(b) Bylaws for new sections shall be submitted to the Board of Directors for approval.

(c) Section bylaws shall be on file at the headquarters of the corporation.

(d) Any section bylaw or other governing document or part thereof that conflicts with the Articles of Association or Bylaws of the corporation is void.

(e) Each section shall make provisions for the disposition of its assets upon disestablishment or dissolution which shall be consistent with Paragraph 6 of this Article.

### **2. Structure.**

(a) A section may be organized as an unincorporated association or as a nonprofit corporation.

(b) Each section shall have at least a President, Secretary, and Treasurer for officers and a trails and shelters committee among its committees.

**3. Membership.** Membership of each section shall be open to any person without restriction, except for required payment of standard dues.

**4. Corporate dues.** The Board of Directors of the corporation shall establish a dues remittance schedule. No changes to the dues remittance schedule may be considered at a meeting of the Board of Directors unless the subject of a change is listed in the call to the meeting.

### **5. Duties.**

(a) Each section shall maintain to standards set by the Board of Directors the trails and shelters assigned to, and accepted by, it.

(b) The President of each section or his or her designee of each section shall report orally or in writing the membership and activities of his or her section at the annual meeting of the members of the corporation.

**6. Assets and liabilities.** Each section shall control its own funds and other assets, and the corporation shall not be liable for the debts of any section. If a section is disestablished or dissolved, it shall transfer forthwith to the corporation all of its tangible and intangible property pertaining to trails and shelters which are located in the State of Vermont and have the approval of the Board of Directors. Any other assets remaining at the time of disestablishment or dissolution after the payment of debts shall be transferred to the corporation unless the section has arranged to transfer such assets to a different corporation which has qualified under Section 501(c)(3) of the U. S. Internal Revenue Code.

7. **Disestablishment.** A section may be disestablished by a two-thirds vote at any regular or special meeting of the Board of Directors if its membership has fallen below ten or the section is deemed to have failed to perform its responsibilities to the corporation. Notice of such proposed action shall be mailed or delivered by the President to both the President and Secretary of the affected section at least thirty days in advance of the meeting of the Board of Directors.

## **ARTICLE VII - AMENDMENTS AND PROCEDURE**

1. **By Directors.** The Board of Directors shall have the power to amend or repeal the Bylaws by a unanimous vote at any meeting, provided that notice of the proposed action is given in the call for the meeting.

2. **By members.** The members of the corporation shall have the power to amend or repeal the Bylaws by a two-thirds vote of those present and voting at any meeting of the membership, provided that notice of the proposed action is given in the call for the meeting.

3. **Procedure.** Unless otherwise provided in the Bylaws, all matters of parliamentary procedure shall be governed by Robert's Rules of Order Newly Revised.

Amended: June 14, 1997; June 12, 2004



**GREEN MOUNTAIN CLUB  
MONTPELIER SECTION BYLAWS**

Approved April 8, 2006

**I. NAME**

a. The name of this organization shall be the Montpelier Section of The Green Mountain Club, Inc. (the Section).

b. The Green Mountain Club, Inc., a non-profit Vermont corporation, shall be referred to as the Corporation.

**II. PURPOSES**

a. To maintain and establish trails and shelters in the Green Mountains which the Corporation assigns to the Section and/or for which the Section accepts responsibility;

b. To sponsor and lead hikes and related outdoor activities;

c. To promote environmental awareness;

d. To make the Green Mountains play a larger part in the lives of both the Section's members and the general public.

**III. MEMBERSHIP**

Any person may become a voting member of this section upon application to the Green Mountain Club, Inc. (hereafter know as the Corporation), specifying a selection of the Montpelier Section or to the Montpelier Section Membership Coordinator, and payment of the appropriate dues as specified by the Corporation. The membership year and classes of membership are defined within the Corporation bylaws.

**IV. OFFICERS**

a. The officers of the Section shall be a President, Vice-President, Director and Alternate Director to the Corporation's Board of Directors, Secretary, Treasurer, Membership Coordinator, and Trails and Shelters Coordinator. The Treasurer may also serve as Membership Coordinator. The duties of the officers shall be those agreed upon by the Executive Committee of the Section.

b. Officers, except the Director and Alternate Director, shall be elected for a term of one year and shall serve until successors are elected.

c. No officer, except the Director and Alternate Director, shall serve for more than three consecutive years in the same office.

d. An officer or Director may be removed by a two-thirds vote of members present and voting at any officially warned meeting of the Section, provided that notice of such a proposed action is mailed by the Secretary to all members at least fifteen days in advance of such meeting.

e. In the event of a vacancy in any office, including the Director and Alternate Director, the Executive Committee shall appoint a replacement until the next annual meeting.

**V. CORPORATION DIRECTOR AND ALTERNATE DIRECTOR**

A Director and Alternate Director shall be elected to represent the Section on the Corporation's Board of Directors as prescribed in the Bylaws of the Corporation.

## **VI. COMMITTEES**

a. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Membership Coordinator, Director and Alternate Director, Trails and Shelters Coordinator, Publicity Coordinator, Newsletter Editor, and Webmaster. The past President shall serve *ex officio*.

b. The Executive Committee shall conduct the business of the Section and shall involve the membership in the planning and activities of the Section.

c. The Executive Committee shall appoint a Nominating Committee, at least 75 days before the date of the annual meeting, of at least three members to propose a slate of officers for election at the annual meeting. Within the 10 days before the annual meeting date, the proposed slate of officers shall be provided by members of the Nominating Committee upon the request of a section member.

d. The Executive Committee shall appoint a Trails and Shelters Committee of at least three members which shall be chaired by the Trails and Shelters Coordinator.

e. Special committees of at least three members may be appointed by the President or the Executive Committee as needed.

## **VII. APPOINTED OFFICERS**

a. The Executive Committee shall appoint a Publicity Coordinator to serve for one year.

b. The Executive Committee shall appoint a Newsletter Editor to serve for one year.

c. The Executive Committee shall appoint a Webmaster to serve for one year.

## **VIII. ELECTIONS**

a. The Nominating Committee shall, at the annual meeting, present the name of at least one member for each office, including the Director and Alternate Director, in which a vacancy occurs. Additional nominations for all vacancies may be made from the floor. Voting shall be by paper ballot if there is more than one nominee for a vacancy.

## **IX. MEETINGS**

a. The annual meeting shall be held in April. The Executive Committee shall determine the date, time, and place.

b. A special meeting of the Section may be called by the Executive Committee or by a petition signed by at least fifteen members of the Section.

c. A quorum for any Section meeting shall be twenty-five members of the Section.

d. The Secretary shall notify the membership of any meeting of the Section at least fifteen days before the meeting.

e. "Officially warned" means notification via the Section newsletter, separate mailing, telephone, or electronic communication at least fifteen calendar days prior to the meeting.

## **X. FISCAL YEAR**

The fiscal year of the Section shall be April 1 through March 31.

## **XI. DISPOSITION OF ASSETS**

In the event of the dissolution of the Section, according to the Bylaws of the Corporation, any tangible assets remaining after all liabilities have been met shall become the property of the Corporation.

## **XII. AMENDMENTS**

The Bylaws may be amended at any officially warned meeting of the Section by a two-thirds vote of the members present and voting, provided notice of such proposed amendments is included in the notification of the meeting.

**BYLAWS OF THE OTTAUQUECHEE SECTION OF  
THE GREEN MOUNTAIN CLUB, INC.**

**ARTICLE I - NAME**

1. Section. The name of this organization shall be the Ottauquechee Section at Woodstock of The Green Mountain Club, Inc., hereafter referred to as the Section.

2. Corporation. The Green Mountain Club, Inc., a non-profit Vermont Corporation, hereafter shall be referred to as the Corporation,

**ARTICLE II - PURPOSE**

1. Purpose The purpose of the Section is as follows-

(a) Trail maintenance. To establish and/or maintain trails and shelters in the State of Vermont which the Corporation assigns to the Section and which the Section agrees to establish and/or maintain, as a service to the general public.

(b) Environmental awareness. To make the Green Mountains play a larger part in the lives of both the Section's members and the public by promoting environmental awareness and sponsoring hikes and other non-motorized outdoor activities.

**ARTICLE III - MEMBERSHIP**

1. Classes of Membership The classes of membership are as follows:

(a) Individuals. Any person (individual or member of family) may become a member of the Section upon application to the Green Mountain Club, Inc. (the Corporation) specifying the selection of

the Ottawaquechee Section, or to the Section Membership chair, and upon payment of appropriate dues to the Corporation.

Voting rights: Any individual member whose dues are not in arrears more than three months, is a voting member of the Section,

(b) Organizational members. Any corporation, business entity, non profit organization, youth camp, or similar group, upon payment of annual dues to the Corporation, may join the Section as a non-voting organizational member.

2. Membership dues. The annual membership dues shall be set by the Board of Directors of the Corporation. Dues are payable to the Corporation and a specified percentage of the dues shall be allocated to the Section in accordance with the by-laws of the Green Mountain Club.

#### **ARTICLE IV - MEETINGS**

1. Annual meeting. The annual meeting of the Section shall be held on whatever day in November the Executive Committee may designate.

2. Special meetings. A special meeting of the Section may be called by the President and must be called by him upon petition of ten or more voting members.

3. Notice. Notice of any meeting of the Section shall be given to each member, either in a periodical delivered to all members or by a direct mailing, at least two weeks in advance of such meeting and such notice shall include the purpose or purposes for which the meeting is called.

4. Quorum. Twenty per cent of the total voting membership shall constitute a quorum for the transaction of business at any meeting of the Section.

#### **ARTICLE V - OFFICERS**

1. The officers of the Section shall be the President, the first Vice President, Second Vice President, Treasurer and Secretary.

2. Annual election. The officers of the Section shall be elected at the annual meeting for a one-year term, and they shall serve until their successors are elected.

3. Vacancy. Any vacancy in an officer position may be filled for the balance of the term of the officer by appointment of the Executive Committee.

4 Removal. Any officer may be removed from office by a two-thirds vote of members present and voting at any legal meeting of the Section.

5. Duties. In addition to the duties commonly assigned to their respective offices, the Section officers shall have the following duties:

(a) President. The President shall supervise the activities of the Section and shall preside at meetings of the Section and of the Executive Committee. The President shall also act as the spokesperson of the Section and shall execute contracts and conveyances on behalf of the Section.

(b) First Vice President. The First Vice President is, ex officio, the Chairperson of the Section's Trails and Shelters Committee and shall perform the duties of the President when the President is disabled,

(c) Second Vice President. The Second Vice President is, ex officio, the Chairperson of the Section's Outings Committee and shall perform the duties of the First Vice President when the latter is disabled.

(d) Treasurer. The Treasurer shall receive and disburse funds on behalf of the Section and shall submit an annual report of the Section's finances at the annual meeting. The Treasurer shall also be, ex officio, the Chairperson of the Membership Committee and shall process membership applications and maintain a roster of the Section's membership.

(e) Secretary. The Secretary shall keep accurate minutes of the Section annual meeting, any special meetings of the Section, and any meetings of the Executive Committee. The Secretary shall be

n charge of all Section records other than financial records, and issue notices for all meetings requiring notice.

## **ARTICLE VI - CORPORATION DIRECTORS**

1. Number. The Section shall have as many Directors as are allocated to it under the Corporation's bylaws to represent the Section on the Board of Directors of the Corporation.

2. Election. The Director(s) shall be elected, or re-elected, at the annual meeting, for the full term or its remainder as specified by the Corporation.

3. Vacancy. Any vacancy in a directorship position may be filled for the balance of the term of the directorship by appointment of the Executive Committee

4. Removal. Any Director may be removed from office by a two-thirds vote of members present and voting at any legal meeting of the Section.

## **ARTICLE VII - EXECUTIVE COMMITTEE**

1. Function. The Executive Committee shall advise the President on the care and direction of the Section, and must approve any proposed non-routine single expenditure of funds from the Section's Treasury of \$ 100 or more.

2. Composition. The Executive Committee shall consist of the President, First Vice President, Second Vice President, Treasurer, Secretary, past President, and Director or Directors.

3. Meeting. Meetings of the Executive Committee may be called by the President or by any two members of the Executive Committee.

4. Voting. A quorum shall be constituted by the presence of at least four members of the E.Comm. Proposals for action shall be approved by a simple majority of those present.

## ARTICLE VIII - COMMITTEES

1. Standing Committees. Standing Committees may be established by the respective Section officers as needed to cover the following Section responsibilities/functions:

(a) Trails and Shelters. The Trails and Shelters Committee is responsible for arranging and supervising whatever action is required by the Section to build or maintain the trails and shelters for which the Section is responsible. The Chairperson of the Trails and Shelters Committee is the First Vice President who may appoint members to the Committee as he or she may desire.

(b) Outings. The Outings Committee is responsible for arranging a schedule of hikes and other activities **to be published and distributed** to the Section membership, and for providing appropriate public notice of any or all such activities. The Chairperson of the Outings Committee is the Second Vice President who may appoint members to the Committee as he or she may desire.

(c) Membership. The Membership Committee is responsible for recruiting new members and for encouraging existing members to renew their memberships. The Chairperson of the Membership Committee is the Treasurer who may appoint members to the Committee as he or she may desire.

(d) Nominating. The Nominating Committee is responsible for presenting the name of at least one candidate for each elective office scheduled to be filled at any meeting of the Section, The Chairperson of the Nominating Committee shall be elected by vote of the members of the annual meeting for a one-year term, and may appoint such other members of the Committee as he or she may desire.

(e) Special Committees. The President may establish and appoint any special committee which he or she deems necessary.

## ARTICLE IX -FISCAL YEAR

1. Fiscal Year. The fiscal year of the Section shall begin on November 1.



## **ARTICLE X - DISESTABLISHMENT**

1. Disestablishment. If its membership has fallen below ten, or if the Section is unable to perform the responsibilities to the Corporation, the Section, by a two-thirds vote of any regular or special meeting, may recommend to the Board of Directors of the Corporation to be disestablished.

2. Assets and liabilities. In the event of the dissolution or disestablishment of the Section, any tangible assets remaining after all liabilities have been met shall become the property of the Corporation.

## **ARTICLE XI - BY-LAWS OF THE CORPORATION**

1. Precedence: The Section shall abide by the by-laws of the Corporation. In the case of conflict of any article or part of the Section by-laws with the by-laws of the Corporation the respective part of the Corporation by-law shall take precedence. The Section Executive Committee shall take steps to discuss with the Corporation any conflicting articles and parts of Section by-laws, and seek appropriate amendments by the next annual meeting after the conflict has been recognized.

## **ARTICLE XII - AMENDMENTS**

1. Amendments. These by-laws may be amended or repealed by a two-thirds vote of members present at an annual meeting or special meeting of the Section, provided that notice of the proposed action is given for such meeting.

*Document SCANNED from printed copy, originally*

*osbylwam.doc First version dated 11/09/79 Amended 11/12/1999*

## **Appendix B – Sample Job Descriptions for GMC Section Officers**

There are no standard job descriptions for each GMC section office. However there is a general understanding of what tasks each section officer is expected to perform. The sample job descriptions in this appendix reflect this common understanding. At the same time, they are not all-inclusive. An officer's duties may vary considerably from section to section. If an office identified in this Appendix does not exist in your Section, the duties listed here may be assigned to another office.

A section's Bylaws may dictate changes to the job description; for example, if the Bylaws specify an elected nominating committee, then it is not the president's responsibility to appoint that committee.

Understand the sample job descriptions as checklists. As always, consider what's best for your section and how to do it in your section's traditional framework, with the volunteers available.

### ***President***

- Organize and conduct executive committee and planning meetings.
- Conduct section annual meeting. This involves either organizing the meeting or working closely with an annual meeting committee to write an agenda, advertise to members, make xeroxes, etc. Chair the business meeting portion of the annual meeting.
- Attend other section meetings as needed.
- Attend the GMC club-wide annual meeting and report in writing and orally on section activities.
- Appoint a nominating committee, and provide the committee with job descriptions.
- Write president's letter for outings schedule and/or newsletter.
- Write miscellaneous correspondence as necessary.
- Communicate with section officers to make sure the section is running smoothly.
- Act as liaison with GMC headquarters in Waterbury Center, Vermont.
- Attend club-wide leadership meetings.

### ***Vice President***

- Perform all duties listed for the president should the president be unavailable.
- Notify new officers and chairpersons of their duties following the section annual meeting.
- Perform specific tasks that may occur in the course of routine section business. For example, the vice president may take over certain supporting functions in planning and running meetings, and can help the president and other section officers in performing their duties. Such activities may include (1) collecting trip reports and taking them to each planning meeting; (2) chairing the annual meeting committee, or (3) annually tallying trip reports to determine the most active trip participant, most active trail worker, and most active trip leader.

### ***Trails and Shelters Chair***

- Work closely with the GMC Trail Management Committee and field programs staff. Any trail and shelter work resulting in significant permanent changes (for example trail relocations) needs careful planning with and often approval by these entities before it may be started.
- Plan and conduct trail work outings (including spring and fall walk-throughs and additional outings as needed) and forward work reports to GMC office in a timely manner.
- Coordinate trail and shelter work plans with the GMC Trail Management Committee and field programs staff.
- Attend section executive committee meetings and section outings meetings.
- Report to the membership at the section annual meeting.
- Learn and comply with trail standards defined by the *GMC Long Trail System Management Plan* and *GMC Maintenance Manual*. Work with GMC field staff to organize workshops or arrange volunteer participation in workshops offered by the club or U.S. Forest Service.

### ***Outings Chair***

- Organize and oversee section outings activities. The outings chair may work through an outings committee or use periodical planning meetings to establish the desired outings program.
- Arrange for outings planning meetings [X] times a year. Generate an outings schedule including date, trip description, length and difficulty, leader, etc.
- Arrange timely publication of the outings schedule.
- Recruit, educate, and train outing leaders. Provide outing leaders with reference literature such as the *GMC Trip Leader's Handbook*.

### ***Secretary***

- Attend section annual meeting, take minutes, and present minutes from the previous year.
- Attend section executive committee meetings and take minutes.
- Prepare revised printed materials which have been approved by the executive committee.
- Attend section trip planning meetings. The taking of minutes at most meetings is optional, but encouraged.

### ***Treasurer***

- Keep accurate records of paid memberships (work closely with membership chair) and extra gifts or donations.

- Make deposits into checking and savings accounts.
- Keep accurate check records.
- Manage section investments (if any).
- Pay section income and sales taxes (if any) and file any required tax reports.
- Pay all bills promptly.
- Develop and oversee a section budget.
- Attend section executive committee and section trip planning meetings.
- Attend section annual meeting and report on section finances.
- Share section financial information (such as bank statements) with Corporate upon request.

### ***Membership Chair***

- Maintain up-to-date membership records in cooperation with GMC's membership coordinator.
- Keep in touch with the section treasurer regarding paid memberships.
- Encourage new prospects to join the section.
- As appropriate, encourage former members to rejoin the section.
- Find new sources to broaden membership base.
- Attend section executive committee meetings and section outings meetings.
- Report to the membership at the section annual meeting.

### ***Publicity/Newsletter Chair***

- Oversee section's publicity communications.
- Establish contacts with local newspapers, radio, and TV station, and GMC headquarters for publication of section news.
- Generate and publish the section's newsletter.
- Work closely with section's outings chair to publish outings schedule.
- Solicit and/or write articles for local newspaper about section activities.
- Obtain trip write-ups and photos from trip leaders.
- Have newsletter printed and mailed out. This may include:
  1. obtaining labels from GMC headquarters;
  2. generating and maintaining a list of other newsletter recipients including newspapers, GMC headquarters, and complimentary copies;
  3. purchasing necessary postage stamps or coordinating bulk mailing;
  4. sending a copy of the newsletter to the GMC Membership and Volunteer Coordinator at appropriate times.

- Establish section electronic communication which may include:
  1. maintaining a member e-mail list;
  2. maintaining section profile on the GMC main club web site ([www.greenmountainclub.org](http://www.greenmountainclub.org));
  3. working with a section volunteer familiar with electronic communication and the Internet to install and maintain a section web site.
- Attend section executive committee meetings and section outings meetings.
- Report to section at annual meeting.

### ***Section Director***

- Attend GMC Board of Directors' meetings to represent your section.
- Report to the executive committee regarding business transacted at the GMC Board of Directors' meetings.
- Attend section executive committee meetings and section outings meetings.
- Report to the membership at the section annual meeting.
- Present the section report at the club-wide annual meeting on behalf of the section president (optional).

### ***Alternate Director***

- In case of the unavailability of the director, all of the duties listed for director shall become the duties of the alternate director.
- Provide outings leaders with participation lists, trip report forms and other outings-related material that may be available from the GMC.
- Keep informed about and pass on specific outings rules (e.g. hiking restrictions during mud season).
- Attend section executive committee meetings, section outings meetings, and section annual meetings.
- Keep statistics from participation lists for annual meeting.
- Report to the section at annual meeting.

### ***Recreation Chair***

- Make arrangements for the section's annual meeting, including reservations for meeting place, coordinating food among members, equipment needed for speaker, room set-up. A small committee may assist chairperson with these tasks.
- ***Make arrangements for any other special events not covered by specific chairpersons or leaders by assisting with any equipment, food, etc.***

## **Appendix C: Outing Planning and Reports**

In addition to the forms shown in this appendix, sections are using the Web for submitting information. For example, the Montpelier section has

Online Event Form [www.gmcmontpelier.org/events/submit/index.htm](http://www.gmcmontpelier.org/events/submit/index.htm)

Online Report Form [www.gmcmontpelier.org/reports/submit/index.htm](http://www.gmcmontpelier.org/reports/submit/index.htm)

and a (new for 2010) Web Calendar for trip planning .

Visit the various section web sites for the latest information.

### **Burlington Section Outing Information**

These are the forms we use for outings plus some quick Leadership Guidelines and Screening tips.

We use e-mail for trip leaders to sign up for outings of their choice on open dates in the calendar - first come, first serve.

# TRIP DESCRIPTION

## BURLINGTON SECTION GREEN MOUNTAIN CLUB

Outing Date

Outing Title

Outing Type - (hike, snowshoe, ski, boating, etc)

Outing Leader(s)

Leader phone

Leader Email

Distance Round Trip

Total Elevation Gain

Difficulty Rating - (Easy, Moderate, Difficult – select one)

(Easy – < 5 miles, <1000' elevation gain;

Moderate – 5-8 miles, <2400' elevation gain;

Difficult - > 8miles, >2400' elevation gain)

Trip Pace - (Leisurely, Moderate, Strong – select one – moderate assumed if not stated)

Call in advance? - (Y/N)

Group Size Limit - (if there is one)

Advance Registration Date - (if there is one)

OK to publish in newspapers (Y/N) and Long Trail News? - (Y/N)

Describe Outing for Ridge Lines - (perhaps 10-20 words)

Mail to

<name and address>

Email to

<e-mail>

## GMC/MontpelierSectionOutingForm

Date of Event: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Event: (Hike, Bide Ride, Paddle, Cross-Country Ski, Walk, etc.) \_\_\_\_\_

Location: (town) \_\_\_\_\_

Level of Difficulty: (Easy, Moderate, Difficult) \_\_\_\_\_

Length: (miles round trip) \_\_\_\_\_

Description of Event: \_\_\_\_\_

Required by leader: (PFD required, Helmet required, Car Spotting involved, Special Equipment, Trail Fee, etc.) \_\_\_\_\_

Time: \_\_\_\_\_ Meet at: (if other than MHS) \_\_\_\_\_

Leader: \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail:(if necessary) \_\_\_\_\_

Publication Restrictions: \* \_\_\_\_\_

\*Unless stated to the contrary, event will be publicized in the Montpelier and Burlington area papers, TV, Radio, the section and club-wide web site, and the *Long Trail News*. Home-based events published in *Trail Talk* only.



# GREEN MOUNTAIN CLUB - BURLINGTON SECTION TRIP REPORT

Outing Name: \_\_\_\_\_ Date: \_\_\_\_\_

Trip leader: \_\_\_\_\_

	Name <u>(Print Clearly)</u>	GMC <u>Member</u>	To be added to Volunteer & Interest List <u>E-Mail Address</u>	Okay to use name in Trip Report posted on <u>Web Site</u>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____

Trip report Format: Outing Name, Date, Outing leader, # participants, Narrative followed by names of participants.

Send trip report to Rich Larsen

E-Mail: <e-mail>

Snail Mail: <USPS address>

# **LEADER TRAINING GUIDELINES**

## **Burlington Section - Green Mountain Club**

### **A. Introduction:**

Green Mountain Club trip leaders are volunteers, not professional guides. There is no formal training, and the club does not certify leaders. The only requirement is that he or she be a member of our club; in most instances this means section membership, since sections traditionally organize outings.

The most obvious learning method is to watch other leaders at work and take mental notes of what contributes to a successful outing. You can volunteer to co lead hikes if you are not ready to fly solo. Most of us learn by observing *and* doing.

**- A Trip Leader's Handbook**, Green Mountain Club

Taking seriously the spirit and intent of the preceding passage, the Burlington Section recognizes that trip leaders may want or need support in developing their skills so they can lead enjoyable, successful outings. Therefore, the Burlington Section recommends the following training opportunities for new trip leaders.

### **B. Basic Trip Leader Training:**

*(Recommended for members with no previous experience in leading outings) \**

- The Member participates in any number of outings to observe how they are conducted.
- The Member requests to co-lead a scheduled outing with the Outings Chair or another established Trip Leader. The Trip Leader will determine the responsibility to be delegated to the Leader-Candidate. Two or more trips of co-leading are recommended.
- An established Trip Leader will recommend to the Outings Chair when the Leader-Candidate is ready to organize and lead his/her own outing.

*\* Members with previous experience leading outings may elect to do the basic training or request to lead GMC trips with the approval of the outings chair(s).*

### **C. On-Going Training:**

1. All leaders are encouraged to read A Trip Leader's Handbook published by the Green Mountain Club. (Check with the Outings Chair(s) for availability.)
2. Basic First Aid training is strongly encouraged for all trip leaders. (Check with the Education Chair for upcoming classes.)
3. Leaders may find that acquiring specialized skills and training (map and compass, cold weather survival skills, Leave No Trace, etc.) will enhance the experience of leading outings, and provide an educational opportunity to pass this information along to trip participants. (Check with the Burlington Education Chair or the GMC Education Director for upcoming events.)

**D. Orientation:** As necessary, the Outings Chair(s) will organize meetings, hikes, etc. for the purpose of encouraging others to lead outings. Current trip leaders would be invited to participate to discuss the many facets of leading outings.

**E. Follow-up:** The Outings Chair(s) will provide support and feedback to Trip Leaders as needed. The Outings Chair(s) may also organize Trip Leader get-togethers for current Trip Leaders to discuss the rewards and challenges of leading outings.

**Revised 12/12/02**

## SCREENING GUIDELINES

### Burlington Section

*The following guidelines were developed by the Burlington Section Leadership Committee. They are intended to be a helpful tool that trip leaders may use, if they wish. The guidelines are not absolutely comprehensive, and may not suit the needs or styles of all trip leaders. They are simply suggestions, based on our experience, of what helps make outings enjoyable and successful. They may be revised as needed via input to the Outings Chair(s).*

#### INITIAL CONTACT & TELEPHONE SCREENING

Background: Generally done when prospective trip participant calls to inquire about and sign up for outing to ensure that all participants are prepared for and able to enjoy trip. It is highly recommended that outing leaders require people to call ahead in order to conduct telephone screening and share vital information about the trip (equipment, meeting place, etc).

##### **Experience & Fitness Level**

1. How long have you been hiking (or other activity)?
2. What other trips have you done this season? Did you make it to the top/destination?
3. Were the trips alone or with a group? Who were the trip leaders? (If they don't hike much with groups, you may want to review some of the group norms listed under "At the Trailhead.")
4. How do you stay in shape between trips?
5. Do you have any health conditions I should know about / be concerned about?

##### **Trip Conditions & Equipment**

6. Describe the trip, including distance, difficulty, pace, terrain and possible weather conditions so participant can make informed decision about whether they will enjoy the outing. Examples:
  - "Only a heavy downpour will cancel this trip - do you have rain gear that will keep you dry?"
  - "There are some difficult rock scrambles and ladders - Do you have any fear of heights?"
7. Gear List: "I'm asking that people bring the following items on this outing..." (i.e. water, food footwear, clothing, gear, money) "Do you

have all of these items?" Your list should include clothing appropriate for the activity, season & conditions. Firearms are prohibited.

8. Pets / Dogs: Allowed at leader's discretion & according to local land use policies. Inquire, "Were you planning to bring a pet?" so you aren't surprised at the trailhead. Detail any restrictions (e.g.. leash required especially if traveling in arctic-alpine zone). Keep in mind, dog owners will probably need to transport their own pet, and other participants may not join a trip that includes dogs.
9. Meeting Time & Place
  - State directions clearly, including how long you will wait after the appointed time.
  - Mention carpooling / gas money, and ask if person is willing to drive.
  - Ask participants to call ahead of time if they cannot attend the outing
10. Provide Alternatives! If your trip is full, or if you feel your caller is not suited for this particular outing, let them know of other trips or perhaps a workshop in the area.

#### **Other Thoughts:**

- You are a volunteer trip leader, not a guide. Encourage participants to assume responsibility for their own safety and well being, yet be inviting to novice hikers who are capable of joining the outing.
- Consider using a co-leader to help with any of the details of running your outing.
- The final decision about who is able and prepared for the hike is yours. A Trip Leader's Handbook, Green Mountain Club

#### **MEETING AT THE CARPOOL SPOT and /or THE TRAILHEAD**

1. Arrive a few minutes early. Greet participants and make introductions.
2. Have each person sign the outing form, including name, address & phone. Offer outing schedule and membership information to non-members.
3. If continuing to trailhead, review directions & establish stops you might make on the way.
4. At the trailhead, allow a few minutes for final preparations, changing into appropriate footwear, etc.

5. Review the day's plan, i.e., destination, route, approximate timetable, turn-around time if applicable, rest breaks. You may want to bring photocopies of map to hand out.
6. Review group hiking norms - these may vary according to leader style or outing conditions, but are intended to keep group reasonably together and on route. For example:
  - Wait at trail junctions (and inform them when the next one will be)
  - Stay together as a big group -or- Hike in pairs -or- Keep the person ahead of you in sight -or- Hike at your own pace but meet up periodically
  - Deviation from the planned route will only happen if the entire group is open to it or at the leader's discretion (i.e. in the case of safety concerns)
7. Review Leave No Trace /environmental etiquette.
8. Make sure all participants have basic gear/clothing needed for the outing and that they seem generally prepared. Listen for comments/questions that might signal second thoughts or potential problems. It's much easier to address concerns in the parking lot rather than 5 miles down the trail!
9. Do a mental check to assure that, you, the leader, have all the gear/clothing/food/fluids you intend to bring. Possibly your own trailhead preparations were interrupted!
10. Wait for latecomers, if necessary (how long was probably established when/if you agreed to meet participants at the trailhead).
11. While hiking, make participants feel welcome by talking with them. This is also a great way to make sure everyone is doing well, and to facilitate "teachable moments" about hiking, ecology, etc.
12. HAVE A GREAT TRIP! Always thank participants for joining you and invite them to come again.

**AFTER THE OUTING:**

- Return completed outing form to Outings Chair
- If you have a problem, concern or something you'd like to talk about regarding your outing, contact outings chair(s). This is open to leaders and participants.
- If you have an interesting or bizarre story, contact the Ridge Lines editor.

**Revised 12/12/02**





## **Appendix D: Section Descriptions and Member Benefits Sheet**



Green Mountain Club  
Staff Directory

Ben Rose

4711 Waterbury-Stowe Road, Waterbury Center, Vermont 05677  
Phone: 802-244-7037 Fax: 802-244-5867

[www.GreenMountainClub.org](http://www.GreenMountainClub.org)

*The mission of the Green Mountain Club is to make the Vermont mountains play a larger part in the life of the people by protecting and maintaining the Long Trail System and fostering, through education, the stewardship of Vermont's hiking trails and mountains.*

## Green Mountain Club Sections

### AT-LARGE

Members: 5,735

### BENNINGTON

Location: Bennington, VT area

Members: 138

Newsletter: *The Stepping Stone*

Maintenance: LT: Harmon Hill to Glastenbury Mtn.

Membership Chair: Nancy Jean Steffen, 10 Margaret Ln, Bennington, VT 05201

(802) 442-4795 [grev@sover.net](mailto:grev@sover.net)

### BRATTLEBORO

Location: Brattleboro, VT area

Members: 129

Newsletter: outing schedule only

Maintenance: LT: Winhall River to VT Rte. 11 and VT Rte. 30

Membership Chair: Bonnie Haug-Cramp, PO Box 57, Williamsville, VT 05362

(802) 348-7158 [sitcloud@sover.net](mailto:sitcloud@sover.net)

### BREAD LOAF

Location: Middlebury, VT area

Members: 229

Newsletter: outing schedule only

Maintenance: LT: Sucker Brook Shelter to Emily Proctor Shelter

Membership Co-Chairs: Harris & Jan Abbott, 12 Chestnut Ln., Essex Junction, VT 05452

(802) 878-4873 [jabbott4111@myfairpoint.net](mailto:jabbott4111@myfairpoint.net)

### BURLINGTON

Location: Burlington, VT area

Members: 835

Newsletter: *Ridge Lines*

Maintenance: LT: Jonesville to Smugglers' Notch

Membership Chair: Dot Meyer, 7 Patrick St., Burlington, VT 05403

(802) 863-2433 [dotmeyer@myfairpoint.net](mailto:dotmeyer@myfairpoint.net)

### CONNECTICUT

Location: Central CT area

Members: 168

Newsletter: *The Trail Talk*

Maintenance: LT: Glastenbury Mountain to Arlington-West Wardsboro Rd.

Membership Chair: Jack Sanga, 125 Diane Dr., South Windsor, CT 06074

(860) 648-9614 [jsanga@cox.net](mailto:jsanga@cox.net)

### KILLINGTON

Location: Rutland, VT area

Members: 200

Newsletter: *Smoke and Blazes*

Maintenance: LT: VT Rte. 140 to Maine Junction

Membership Chair: John Hale, PO Box 506, Castleton, VT 05735

(802) 273-2293 [john@lighters.com](mailto:john@lighters.com)

### LARAWAY

Location: St. Albans, VT/Enosburg, VT area

Members: 72

Newsletter: outing schedule only

Maintenance: LT: VT Rte. 15 to VT Rte. 118

Membership Chair: Leo Leach, PO Box 8126, Essex, VT 05451

(802) 860-6837 [gmc199@aol.com](mailto:gmc199@aol.com)

### MANCHESTER

Location: Manchester, VT area

Members: 73

Newsletter: *Foot Paths*

Maintenance: LT: VT Rte. 11 and VT Rte. 30 to Griffith Lake

Membership Chair: Marge Fish, 243 Sherwood Forest, Londonderry, VT 05148

(802) 824-3662 [marge.fish@gmail.com](mailto:marge.fish@gmail.com)

### MONTPELIER

Location: Montpelier, VT area

Members: 435

Newsletter: *Trail Talk*

Maintenance: LT: Bamforth to Jonesville and LT: Smugglers' Notch to Chilcoat Pass

Membership Chair: Fred Jordan, 219 Towne Hill Rd, Montpelier, VT 05602

(802) 223-3935 [jordan29fn@msn.com](mailto:jordan29fn@msn.com)

### NORTHEAST KINGDOM

Location: Lyndonville, VT area

Members: 131

Newsletter: *Northeast Passages*

Maintenance: Champion Lands, Willoughby State Forest and GMC's Wheeler Pond Camps

Membership Chair: Jerry Phillips, 5463 Pudding Hill Rd., Sutton, VT 05867

(802) 467-9890 [jerryclyde10@hotmail.com](mailto:jerryclyde10@hotmail.com)

### NORTHERN FRONTIER

Location: Montgomery Center, VT area

Members: 72

Newsletter: outing schedule only

Maintenance: LT: Hazen's Notch to Canadian Border

Membership Chair: Rolf Anderson, PO Box 479, Montgomery Center, VT 05471

(802) 326-4789 [rolfanderson@hazensnotch.org](mailto:rolfanderson@hazensnotch.org)

### OTTAUQUECHEE

Location: Woodstock, VT/Hanover, NH area

Members: 301

Newsletter: *Footnotes*

Maintenance: Appalachian Trail: Maine Junction to VT Rte. 12

Membership Chair: Patty Spencer, 692 Quimbeck Rd., Fairlee, Vermont 05045

(802) 333-3571 [taspem@dartmouth.edu](mailto:taspem@dartmouth.edu)

### STERLING

Location: Morrisville/Stowe, VT area

Members: 115

Newsletter: *The Sterling Stomper*

Maintenance: Chilcoat Pass to VT Rte. 15

Membership Chair: Dorcas Jones, PO Box 61, Johnson, Vermont 05656

(802) 635-2270

### WORCESTER

Location: Worcester, MA area

Members: 129

Newsletter: outing schedule only

Maintenance: LT: Arlington-West Wardsboro Rd. to Winhall River & Cedar Pond Camp

Membership Chair: Sandra Snow, 35 Kingsbury Rd., Spencer, MA 01562

(508) 885-7787 [wsnow@qssl.com](mailto:wsnow@qssl.com)

## DISCOUNTS FOR MEMBERS!

Bolton Nordic Center, Bolton, VT. 25% off ski and snowshoe full-day passes. 10% off rentals. [www.boltonvalley.com](http://www.boltonvalley.com)

Brewster River Campground, Jeffersonville, VT. GMC discount on tent sites. (802) 644-2126 [www.brewsterrivercampground.com](http://www.brewsterrivercampground.com)

Canoe Imports, South Burlington, VT. 15% off non-sale items not including boats. (802) 651-8760 [www.canoeimports.com](http://www.canoeimports.com)

Climb High, Burlington and Shelburne, VT. 10% off year round. 20% off Mammot. (802) 865-0900 [www.climbhigh.com](http://www.climbhigh.com)

Eastern Mountain Sports (EMS), various locations. 20% off during biannual 'Upgrade Your Gear' sales. [www.ems.com](http://www.ems.com)

GMC's Marvin B. Cameroff Hiker Center, GMC Headquarters, Waterbury Center, VT. (802) 244-7037 x10 [www.greenmountainclub.org](http://www.greenmountainclub.org)

Green Mountain Inn, Stowe, VT. Discounts on rooms, based on availability. (802) 253-7302 [www.greenmountaininn.com](http://www.greenmountaininn.com)

Haymaker Card & Gift, Morrisville, VT. 10% off Haymaker Press products. (802) 888-3133 [www.haymakerpress.com](http://www.haymakerpress.com)

Hazen's Notch Association, Montgomery Center, VT. Area use fee \$5 a day. (802) 326-4799 (ski center) [www.hazensnotch.org](http://www.hazensnotch.org)

Highland Lodge, Greensboro, VT. 10% off regular room rates, meals, and cross country ski day passes. (802) 533-2647 [www.highlandlodge.com](http://www.highlandlodge.com)

Hikeu, LLC, 10% off guided hikes in Vermont. (802) 310-4427 [www.hikeu.com](http://www.hikeu.com)

Innsbruck Inn, Stowe, VT. 10% off regular rates, based on availability. (802) 253-8582 [www.innsbruckinn.com](http://www.innsbruckinn.com)

Kingdom Outdoors, St. Johnsbury, VT. 10% off anything in the store, year-round. 748-3433 [www.kingdomoutdoors.com](http://www.kingdomoutdoors.com)

Mad River Glen, Waitsfield, VT. GMC members ski 'Two for the Price of One' event. Call GMC for annual date: (802) 244-7037 x10

Outdoor Gear Exchange, Burlington, VT. 10% off anything in the store, year-round. (802) 547-GEAR [www.gearx.com](http://www.gearx.com)

Silas Griffith Inn, Danby, VT. 10% off standard rates. (888) 569-4660 [www.silasgriffith.com](http://www.silasgriffith.com)

The Old Stagecoach Inn, Waterbury, VT. 10% off standard rates, except special seasons. (802) 262-2206 [www.oldstagecoach.com](http://www.oldstagecoach.com)

White Horse Inn, Waitsfield, VT. 12% off standard rates during non-holiday, non-peak dates. (802) 496-3260 <http://whitehorseinnvermont.com>

Willoughby Inn, Westmore, VT. 25% off standard inn rooms during non-holiday, non-peak dates. (802) 253-7301 [www.willoughbyinn.com](http://www.willoughbyinn.com)

GM

ices

Green Mountain Club members may switch into a local section or into at-large membership at any time at no extra cost. Contact GMC Membership & Volunteer Coordinator, Mari Zagarias, (802) 244-7037 ext. 24 or [mzagarias@greenmountainclub.org](mailto:mzagarias@greenmountainclub.org).

## **Appendix E: Taylor Series checklists**

Taylor Series Planning Form # 1

To be returned to GMC

Taylor Series Planning Form # 2

6 weeks to one months prior to event

Taylor Series Planning Form # 3

One week prior to event

Taylor Series Planning Form # 4

Day of the event

# Taylor Series Planning Form # 1

Return to GMC

## Venue Information

Venue:

Capacity of Venue: \_\_\_\_\_

Contact Person at Venue:

Venue Address:

Venue Phone:

E-mail:

Directions to Venue:

-OVER-

Cost of Venue:

Date Deposit Needed (if any):

Venue will provide (circle those which apply)

P Chairs

P Tables

P Slide screen

P Slide projector

P Power Point Projector

P Laptop or Computer for Power Point Program

P Microphone/ speaker system

P Other Special Arrangements with Facility:

## Speaker Information

Speaker Name:

Speaker Address:

Speaker Phone Number:

E-mail:

Speaker Fee (if any):

Presentation Information

Program Title:

Program Description:

Local Sponsors

#1 Business Name:

#1 Contact Name:

Title:

#1 Address:

#1 Phone:

Donation Amount:

#2 Business Name:

#2 Contact Name:

Title:

#2 Address:

#2 Phone:

Donation Amount:

## JAMES P. TAYLOR WINTER SERIES CHECKLIST #2

2009

The following is a checklist for responsibilities to be done **six-weeks to one-month** prior to your event.

### **TO-DO DEADLINE: Six-Weeks To One-Month Before Event**

**Create and Send Publicity.**

Compile a list of the best local newspapers and radio stations to advertise the program and send or email to me. I will send out calendar announcements to our list of area media and your list of local media. Try to find one person to make a local flyer for the program. It is highly recommended that you have someone else review the flyer for errors before printing. I am always available to help.

**Coordinate Volunteers for the Event.**

The following are suggested volunteer positions. The more the merrier!

- A point person (will probably be you!) to oversee the evening and be in charge of the event. This person should not have any other roles (i.e. ticket taking) so he/ she is free to greet the presenter, and help the presenter with any last minute needs, and deal with any other logistical problems which may arise
- Ticket takers (2 people)
- People in charge of set-up (2)
- People in charge of clean-up (2)
- A person to set-up and sit at a section information table
- A person to do the welcome/introduction talk (Section president, point person)
- Several people to hang flyers in your community

*If your section chooses to do refreshments:*

4. People to make homemade goodies or sell store bought ones! (1-3)
5. People in charge of selling refreshments (1-3)

Your section may choose to let volunteers in for free, or charge them; it's up to you—it's your fund-raising event!

**Confirmations.**

**Site:** The point person should confirm the site reservation, and how many chairs/ tables will be at the facility.

**Speaker:** The point person should contact the speaker a couple of weeks ahead of the program to touch base. See if the speaker needs anything special (a table to sell books? Wall space for maps?) Be sure he/she has directions to the site.

## JAMES P. TAYLOR WINTER SERIES CHECKLIST #3

2009

The following is a checklist for responsibilities to be done **one-week prior** to your event.

### **TO-DO DEADLINE: One-Week Before Event**

#### **Organize the following items for the site:**

**Make sure all necessary A/V equipment will be there.**

This equipment will be provided by section members, the facility, or the speaker. Unfortunately, some of GMC's equipment was lost in the fire. We still have the following available that can be borrowed if needed (please make arrangements with me at least one week ahead of time so we can plan to get them to you.)

11. Slide projector or..
12. Laptop/PowerPoint Projector
13. Sound System (we can rent one)
14. Small screen
15. Extension cords

**Secure additional items.**

- Chairs
- 4 tables for tickets, slide projector, presenter's table, GMC / Section information (each section now has their own portable display for section use. Please contact your section president to get it.)
- Change for tickets (usually about \$50-\$100 in fives and ones), and a cash box
- Sign with ticket prices listed
- Flashlight (in case you need to do something during the show!)

**Secure Raffle Items - if your section is raffling anything**

6. Raffle items
7. Raffle tickets
8. Change for raffle tickets



9. Signs with prizes listed (or prizes on display if you have them)

**Secure Refreshment Items**, if your section chooses to do refreshments

- Cups
- Napkins
- Tablecloth

-OVER-

- Spoons for stirring
- Coffee Makers (1 for coffee, 1 for mulled cider)
- Extension cords
- Food (suggested: 4 gallons of cider, 2 packets of mulling spices, 6 boxes of cookies or other baked goods, cream, sugar, lots of coffee)
  - 2 tables for food and drink
  - Change (only if you are charging for refreshments)

**Write Introduction.**

Suggestions of things to include (See example below):

13. Let people know this is a Taylor Series event, linked to other events around the state
14. Why it is named after James P. Taylor (I can give more info. if needed)
15. Next Taylor event, location and time
16. Announcements: upcoming workshops/outings/special events
17. Thanks to volunteers and sponsors
18. Information about your section and how to join
19. Speaker bio

**Example:**

Hello and Welcome to the final event of Green Mountain Club's Sixteenth Annual James P. Taylor Winter Series.

This slide show event was started in 1992 to celebrate the spirit of outdoor recreation and exploration. It was aptly named after GMC's founder who first envisioned a trail connecting the entire length of the Green Mountains.

The Green Mountain Club was born from James P. Taylor's bold vision and the dedication of volunteers who started building the Long Trail in 1910 and continue today to maintain and protect the 445-mile system of trails, fondly called the Footpath through the Wilderness.

The GMC is made up of 14 Sections located throughout Vermont and the northeast (don't forget Worcester and Connecticut!) who maintain a portion of the trail as well as lead hiking, snowshoeing, bicycling, and other outings throughout the year.

The XXXX Section is hosting tonight's event. (XXX.....you can say more about your section...)

The Taylor Series is a benefit event, which could not be possible without your support and the support of local businesses including (I'll fill you in on the sponsors!)

I would now like to present (the presenter) who will speak to us tonight about (the subject)

-CONTINUED-

Speaker's bio follows here.

**Scope out the Venue.**

- Decide where to put the screen or how to access the permanent screen at the venue
- Is there a sound system at the venue? How does it work? Will we need to rent a sound system? If so, where should it be placed?
- Do we need to use the GMC's slide projector or PowerPoint projector? If so, where should it be placed?
- Find the light switches
- Locate electric outlets. Do you need an extension cord?
- Is there a place to wash dishes?
- Are bathrooms accessible, signed, clean and in good working order?



## JAMES P. TAYLOR WINTER SERIES CHECKLIST #4

2009

The following is a checklist for responsibilities to be done **on-the day** of your event.

### **TO-DO DEADLINE: Day of the Event**

#### **Point Person Arrives Early.**

I would highly recommend arriving at the venue 1 to 1½ hours in advance. It gives you time to unload, make sure everything in the facility is OK, and begin directing volunteers without the chaotic stress.

#### **Set up Venue.**

Set-up volunteers should arrive at least 1 hour ahead of time. The facility should be completely set up ½ hour before the program begins so that attendees can enjoy your displays, have something to eat, and find a seat when they begin arriving. Clean up volunteers should plan to be there 1 hour after the program ends.

#### **Set Up Signage for People to Follow.**

Be sure the facility is well signed, and that the entrance door and admission fees are clearly marked.

#### **Greet speaker.**

Help the speaker carry things in and set-up. Tell the speaker how things will go (i.e. who is doing the introduction, who is going to be at the light switch, who will help them if there is an A/V problem).

#### **Start the Coffee** - if your section is doing refreshments

Start at least 1 hour before you think attendees will arrive (it sounds like a long time, but most big coffee makers can take up to an hour to brew, and when folks arrive, they are usually looking for a cup of coffee!)

#### **Clean Up Venue**

Have the clean up volunteers plan on staying at least an hour after the show to clean up and return the venue to the shape it was found in.



## Appendix F – GMC Annual Meeting

As can be seen from the list below, the meeting is hosted by sections on a rotating basis, but the location may be selected to fit a specific club event, such as celebrating the completion of the new Visitor Center in 2009.

This appendix offers two generic planning forms which may be helpful when you consider the work involved with hosting a GMC annual meeting. Additional planning material can be obtained from the GMC Volunteer Coordinator.

### GMC Annual Meetings 1999 to 2009

Year	Host Section	Location	Comments
2010	Burlington	GMC Headquarters	Celebrating the club's 100 <sup>th</sup> birthday
2009	Montpelier	GMC Headquarters	Celebrating completion of the new Visitor Center
2008	(none)	GMC Headquarters, Waterbury Center	Selected for timberframing opportunity
2007	Manchester, Bennington, and Connecticut	Hildene (Home of Robert Lincoln)	Site arranged by Ben Rose, GMC Executive Director
2006	Killington	Long Trail Brewing Company, Bridgewater Corners	Site arranged by Ben Rose
2005	Burlington, Sterling, and Laraway	Smugglers' Notch Resort, Jeffersonville	
2004	Northeast Kingdom	Burke Mountain Ski Area, East Burke	
2003	Breadloaf	Middlebury Snow Bowl, Hancock	
2002	Bennington and Manchester	Bromley Mountain, Peru	
2001	Montpelier	Bolton Valley Resort, Bromley	
2000	Ottauquechee	Inn at the Long Trail, Killington	
1999	Brattleboro	Stratton Mountain Resort, Stratton	

# **GMC Annual Meeting**

## **Volunteer Assignments and Topics for Discussion**

### **Major Tasks**

10. Establish steering committee chair(s)
11. Recruit committee members
12. Determine location, work on floor plan for meals and meetings
13. Plan housing/accommodation
14. Plan meals:
  15. Coffee/tea
  16. Friday social hour
  17. Saturday continental breakfast, lunch, social hour, dinner
18. Coordinate programs/entertainment: Friday & Saturday evenings
19. Schedule hikes and work trips
20. Recruit and instruct on-site volunteers and trip leaders
21. Submit *Long Trail News* announcement and registration information
22. Manage pre-registration process, create nametags
23. Coordinate raffle

### **Other Tasks**

#### **In advance**

- Set committee meeting dates (once monthly, beginning in October)
- Prepare packets: program booklet, meal tickets, handouts, etc
- Collect photographs for program booklet
- Put together display/promotional material for host section
- Write a grocery list, pick up food and paper items
- Create hike/work hike sign-up sheets
- Create signs

#### **At Annual Meeting**

- Set-up and clean-up
- Food preparation
- Meeting space aesthetics – flowers, tablecloths, pictures/displays, etc.
- Parking attendants
- Photographer(s)
- Merchandise and book sales





GMC Annual Meeting  
Sample Volunteer Requirements

<b>Task</b>	<b>Time</b>	<b>Total Needed</b>	<b>Assigned</b>	<b>Report To</b>
Setup	Friday 3 p.m.	4		
	Saturday afternoon	4		
Grocery pickup	Deliver by Friday 6:30 p.m.	2		
Serving refreshments & cleanup	Friday 6:30 – 9:15 p.m.	4		
Parking	Friday 6:30 – 7:45 if attendance requires it.	3		
	Saturday 7:45am onward			
Registration Desk	Saturday 7:00 – 10:00	3		
Coded Name Tags	Thursday volunteers (at headquarters)			
Meeting Packets	Thursday volunteers (at headquarters)			
Breakfast Setup, Maintenance & Cleanup	Saturday 7:15 – 10:30	2		
Lunch Setup, Maintenance & Cleanup	Saturday 11:00 a.m. – 1:30	3		
Hors d'oeuvres Setup, Maintenance & Cleanup	Saturday 4:00 – 6:15	4		
Securing coffee fixin's	Deliver by Friday 6 p.m.	1		
Coffee: making & tea	Friday 6 – 9 p.m.	1		
	Saturday morning thru lunch (7:15 – 1:00 p.m.)	2		
		1		
	Sat. Dinner (TBD re NECI)			
Veggie/meat meal Coordination	Lunch	2		
	Dinner	2		
Dinner – Beer & wine cleanup	5:00 – 7:30	2		

<b>Task</b>	<b>Time</b>	<b>Total Needed</b>	<b>Assigned</b>	<b>Report To</b>
Clean-Up	Friday: about 9:15 p.m. Sat.: about 9:15 p.m.	4		

## Appendix G – A Section Budget

The Montpelier section budget is presented for adoption at the section annual meeting. For each of the two main parts (income and expenses) the handout shows last year's budget and actuals, and the new budget. If the fiscal year (as defined by the section bylaws) starts after the date of the annual meeting, the “actuals” shown are projected through completion of the fiscal year. The presentation may also include comments about success (or failure) at anticipating events, as well as unusual events that affected the budget. The numbers shown below are fudged.

### Cash status as of March 30

CDs	\$7,000
Checking	\$3,000
Savings	\$5,000
Total	\$15,000

<b>Income</b>	FY 2007	Actual	FY 2008
<i>General Income</i>			
(Regular) Membership Dues (2)	\$2,900	2,975	\$2,900
New Life Memberships		1,000	\$0
Donations	\$500	844	\$150
Taylor Series (Tickets and Cookies)	\$350	595	\$150
Interest	\$60	186	\$250
Miscellaneous	\$0		
<i>Subtotal: General Income</i>	\$3,810	5,600	\$3,450
<i>Special Income</i>			
Product Sales	\$100	91	\$50
Fundraising:	\$50	140	ended
<i>Subtotal: Special Income</i>	\$150	231	\$50

Total Income	\$3,960	5,831	\$3,500
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Life Memberships are called out on a separate line because they are one time events.

General Income/Expense is expected to be (roughly) the same from year to year.

<b>Expenses</b>	FY 2007	Actual	FY 2008
<i>General Expenses</i>			
Section Annual Meeting (including Gifts)	\$400	295	\$350
Newsletter (printing, postage, and misc.)	\$1,000	876	\$900
Taylor Series (Hall rental, supplies, fee)	\$200	140	\$200
Tools (purchase and maintenance)	\$350	228	\$350
Web site	\$200	95	\$200
Misc. (postage/supplies/etc. Other than newsletter)	\$450	162	\$300
<i>Subtotal: General Expenses</i>	\$2,600	1,796	\$2,300
<i>Special Expenses</i>			
Shelter Maintenance	\$0	362	-
Special Project	\$500	0	\$500
Training	\$870	420	\$700
Donations for deceased members	Exec Comm	300	-
<i>Subtotal: Special Expenses</i>	\$1,370	1082	\$1,200
<b>Total Expenses</b>	<b>\$3,970</b>	<b>2,878</b>	<b>\$3,500</b>

Training is to subsidize the cost of GMC courses such as first aid and chainsaw.

Donation for deceased members was not in the proposed budget, but was authorized by vote of the Executive Committee.