

## **Responsibilities of the Chairperson**

1. To provide leadership to the Secretariat and Leadership group and ensure we are effective in setting, updating and implementing the Costa Blanca Mountain Walkers purpose and conventions.
2. To ensure Secretariat and Leadership meetings are run effectively and have the necessary information to facilitate good decision making.
3. To ensure the preparation, publication and delivery of the Spring and Autumn walking programmes by the Secretariat and Leadership group.
4. To ensure the preparation and delivery of the annual Social Programme.
5. To ensure the preparation of the Costa Blanca Mountain Walkers budget and its delivery.
6. To bring to the attention of the Secretariat and Leadership group any issues identified by leaders and walkers.
7. To ensure that the Costa Blanca Mountain Walkers have a favourable public image and an interesting walking and social programme, so that it continues to attract and retain walkers and leaders.

## **Responsibilities of the Secretary /Treasurer**

1. To ensure the sale of fobs and accurate recording and banking of money so raised and have in place effective governance of the Costa Blanca Mountain Walkers finances .
2. To ensure financial reporting to the Secretariat and Leadership group.
3. To have effective and accurate banking, bookkeeping and record keeping in place.
4. To be responsible for the administrative duties of the Secretariat and Leadership group so that each meeting is smoothly run and productive.
5. To assist the Chair in planning and organising meetings for the Costa Blanca Mountain Walkers and to circulate the agendas and the papers for the meetings, record the minutes and distribute them to all concerned.
6. To maintain and update the contact details of the Costa Blanca Mountain Walkers Secretariat, walkers and leaders and be the point of contact for enquiries from the public and potential leaders and walkers.

### **Responsibilities of the Programme Secretary**

1. The production and publishing of the Costa Blanca Mountain Walkers walks programme - the Autumn Programme by 31/8 and the Spring Programme by 31/12 of each year.
2. Liaison and communication with walk leaders about the programme.
3. Managing all the technologies and files associated with the content and function that are used to achieve the programme production, including the CBMW walks database.
4. Liaising with the Database Administrator about the records of when walks are walked and the reporting of those not being walked to utilise this information for the production of the Spring and Autumn Programmes.
5. Liaising with the Database Administrator to ensure the Walks Database and the list of Leaders is up to date.

### **Responsibilities of the Database Administrator**

1. To record the numbers of all walks walked in the Costa Blanca Mountain Walks programme, in a table and linking with Leaders to get any missing information.
2. To prepare and deliver reports to the Leaders and the Secretariat in respect of records of walks.
3. To maintain and update the Costa Blanca Mountain Walkers database and keep the Programme Secretary informed of any changes.
4. To collate the walk amendment forms and make any necessary changes to the database.
5. To collate the new walk data, put them on the system and give them a walk number.

### **Responsibilities of the Merchandising Secretary**

1. Organising the production and distribution of the Fob stickers and associated items in a timely manner to the various leaders.
2. Maintaining a record via the Fob and income spreadsheet of the quantities of Fob materials distributed to the various leaders.
3. Liaise with the Treasurer and Webmaster as required to maintain the Fob & Income Spreadsheet.
4. Source and maintain an adequate supply of first aid items and distribute to the leaders as required.
5. In conjunction with the Secretariat agree the style, colour, pricing and procurement of the Costa Blanca Mountain Walkers T and Polo Shirts.
6. Monitor T and Polo Shirt orders and liaise with the Treasurer to ensure payment is received for the T and Polo Shirts and distribute them.

### **Responsibilities of the Web Secretary**

1. To maintain and update the website for the Costa Blanca Mountain Walkers.
2. To ensure the payment of all the necessary monies to maintain the website, and Walks In Spain.
3. To maintain all the Costa Blanca Mountain Walkers digital files and documents i.e. Google Drive, One Drive etc., and to create email accounts when required.
4. To effectively manage Stop Press notices on the Costa Blanca Mountain Walkers website.

### **Responsibilities of the Press Secretary**

1. To produce a members Newsletter 3-4 times a year, to be emailed to everyone which will keep leaders and walkers aware of what we do and what we are planning to do.
2. To have a working relationship with the local press.

3. To inform the public of the Costa Blanca Mountain Walkers and to let them know about our walks and social events in order to attract new walkers and leaders.
4. To liaise with our leaders and walkers over publicising the Costa Blanca Mountain Walkers.
5. To monitor and contribute to Facebook
6. To administer the WhatsApp group for the Secretariat.