



Description of Board Positions

President

The President is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

The President shall:

- Chair meetings of the Board and society
- Act as the Chief Executive Officer of the society
- Approve all media or public correspondence sent out by SPRTA
- Ensure SPRTA is acting in compliance with the BC Societies Act
- Have signing authority on the society bank account
- Approve, oversee, and help maintain the budget set by the board
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Vice President

The Vice President is the vice-chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.

The vice president shall:

- Have signing authority on the society bank account
- Oversee insurance for the society and ensure renewal is completed annually
- Help maintain the budget set by the board
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Secretary

The Secretary is responsible for doing, or making the necessary arrangements for the following:

- Taking minutes of general meetings and directors' meetings
- Issuing notices of general meetings and directors' meetings
- Keeping the records of the Society in accordance with the BC Societies Act
- Conducting the correspondence of the Board
- Filing the annual report of the Society and making any other filings with the registrar under the BC Societies Act
- Help maintain the budget set by the board
- Assisting other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Treasurer

The Treasurer is responsible for doing, or making the necessary arrangements for the following:

- Receiving and banking monies collected from the members or other sources
- Keeping accounting records in respect to the Society's financial transactions
- Preparing the Society's financial statements
- Making the Society's filings respecting taxes

The Treasurer shall also:

- Have signing authority on the society bank account
- Be responsible for keeping financial records, including the records necessary to comply with the BC Societies Act, and rendering financial statements to the board, members, and other parties as required
- Be responsible for disbursing all payments to board members, event partners, trail building contractors, and others as required
- Oversee and assist the Fundraising Committee, which will be responsible for researching and making grant applications, and executing other fundraising initiatives/events
- Assist the board with creating, implementing, and maintaining a budget
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Director of Strategic Planning

The Director of Strategic Planning shall:

- Coordinate the implementation of the Trails Master Plan
- Act as chief liaison to SPR LLP and other landowners, as well as with municipal groups, provincial agencies, First Nations, private enterprise, and the public, on trail building and planning matters
- Act as SPRTA's representative on local or regional planning committees as required
- Represent SPRTA on all issues pertaining to trail planning including trail building and trail loss, trail right of ways, trail mapping, trail restoration, trail inventories, and trail use.

Director of Communications

The Director of Communications shall:

- Promote the goals, mission, plans, and purpose of the Society to the community and other stakeholders
- Oversee and produce regular email communications with members
- Oversee, maintain, and update the Society website
- Oversee the Society's social media channels and distribute regular content, news, and event information through them
- Monitor the main contact email address for SPRTA and respond to enquiries as necessary
- Coordinate promotional material and advertisements for society events and programs
- Act as a liaison between SPRTA and local media outlets
- Help maintain the budget set by the board
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Director of Membership

The Director of Membership shall:

- Compile, oversee, and update the member database, including overseeing annual renewals and updating the standing of members as required
- Plan and execute initiatives to grow the membership of the society and engage current members
- Chair and coordinate the Events and Community Outreach Committee
- Help maintain the budget set by the board
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Director of Trail Building Operations

The Director of Trail Building Operations shall:

- Plan trail building activities
- Oversee, and manage volunteers engaged in trail building activities; ensure all volunteers are SPRTA members in good standing and be responsible for the safety and well-being of those volunteers
- Manage contracts with professional trail builders
- Be responsible for the storage and care of SPRTA's trail building tools
- Manage trail access, including opening and closing of trails as required
- Help maintain the budget set by the board
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Director of Trail Maintenance Operations

The Director of Trail Maintenance Operations shall:

- Plan trail maintenance activities; carry out regular trail assessments to ensure SPRTA trails are clear and safe for users.
- Oversee, and manage volunteers taking part in trail maintenance activities; ensure all volunteers are SPRTA members in good standing and be responsible for the safety and well-being of those volunteers
- Be responsible for the storage and care of SPRTA's trail building tools
- Oversee and update the SPRTA Trailforks account, including providing updates on trail conditions, ensuring trail descriptions are up to date and accurate, mapping and uploading new trails, removing unsanctioned trails from the map, and opening or closing trails as necessary
- Be responsible for design, placement and maintenance of trail signage
- Help maintain the budget set by the board
- Assist other directors as necessary with fundraising, planning, events, and other aspects of SPRTA's activities

Past President

The immediate past President shall provide advice and leadership to the Board of Directors regarding past practices and other matters in order to assist the Society in achieving its short and long term goals.