

GUIDE TO RESPONSIBILITIES (GTR)

Article I - GENERAL RESPONSIBILITIES.....	2
Section 1. Members of the Board of Managers, Officers, Committee Chairs, Committees and Coordinators	2
Article II - OFFICERS & BOARD OF MANAGERS.....	2
Section 1. President	2
Section 2. Vice President of Finance.....	3
Section 3. Vice President of Membership and Marketing.....	3
Section 4. Vice President of Trail Preservation.....	4
Section 5. Vice President of Trail Quality:.....	4
Section 6. Vice President of Trail Maintenance	5
Section 6A. Director of Crews and Construction	5
Section 6B. Director of Trail Inventory and Mapping	5
Article III. BOARD STANDING COMMITTEES.....	6
Section 1. Executive Committee.....	6
Section 2. Nominating Committee	6
Section 3. Finance Committee.....	7
Section 4A. Trail Management Team.....	7
Section 4B. Trail Council	7
Section 4C. Land Navigation Committee.....	7
Section 5. Audit Committee	7
Section 6. Human Resources Committee	8
Section 7. Secretary	8
Section 8. Treasurer	8
Section 9. Board of Managers	9
Article IV. OTHER COMMITTEES, COORDINATORS, AND ASSIGNMENTS.....	9
Section 1. Program Committee.....	9
Section 2. Archivist Coordinator	9
Section 3. Finger Lakes Trail News Editor	9
Section 4. Organizational Assignments of the Vice President of Membership and Marketing	10
Section 5. Organizational Structure of the Vice President of Trail Preservation	10
Section 6. Organizational Structure of the Program Committee Chair	10
Section 7. Regional Trail Coordinators	11
Section 8. List Serve Coordinator/Moderator.....	11
Article V. EXECUTIVE DIRECTOR AND SERVICE CENTER.....	12
Section 1. Executive Director	12
Section 2. Service Center.....	12

GUIDE TO RESPONSIBILITIES (GTR)

Revised and approved on May 21, 2011, following by law changes approved by the membership on May 21, 2011.

The purpose of the Guide to Responsibilities (GTR) is to supplement, not alter, the FLTC Bylaws by providing a more detailed explanation of the responsibilities of the Board of Managers, Officers, Committees, Committee Chairs, and Coordinators of the Finger Lakes Trail Conference.

Article I - GENERAL RESPONSIBILITIES

Section 1. Members of the Board of Managers, Officers, Committee Chairs, Committees and Coordinators

1. Have knowledge of FLTC goals, policies, procedures, functions, operational characteristics, history, development, and all phases of operation.
2. Aid in guiding the Conference as a whole.
3. Interpret FLTC actions to local clubs of which he/she may be a member. Represent the club to the FLTC.
4. Attend FLTC meetings regularly and participate in discussions and decisions.
5. Coordinate individual activities with associated activities of other officers, Board members, committee chairs, or coordinators and submit to the President or the Board any issues that can not be resolved.
6. Perform the duties specifically assigned to his/her function and any other duties properly assigned by the President or the Board.
7. Submit an estimated budget of anticipated expenses and/or income, if any, each year for inclusion in the annual budget of the FLTC. Report and track authorized expenses and purchases incurred on FLTC business and submit bills and requests for payment to the Treasurer, as he/she prescribes.
8. Each officer, committee chair, and coordinator has the authority to appoint assistants or committee members when necessary, and to dismiss those appointed when appropriate unless otherwise provided for in these guidelines or the FLTC by-laws. All appointments and dismissals must be reported to the President, the Board or the Executive Director. Any appointees shall be members of the FLTC.
9. Support the ongoing agreed -to obligations to the North Country National Scenic Trail (NCNST) and the Great Eastern Trail (GET) that utilize a portion of the FLT in their trail network.
10. Work with the Executive Director to implement the mission of the FLTC.
11. Support the Annual Appeal and other fundraisers of the FLTC.

Article II - OFFICERS & BOARD OF MANAGERS

Section 1. President

1. Guide activities of the FLTC through the Officers, the Board, the Executive Committee, the Executive Director and committees.

2. Preside at meetings of the Board, the Annual Meeting of the FLTC and other regular or special meetings as may be held. Represent the FLTC to the community, or delegate these duties to another suitable person.
3. Appoint chairs of standing and other committees unless otherwise provided for in these guidelines or the by-laws. Appoint replacements for any Manager who may leave the Board.
4. Remove from office any appointed chair, with the concurrence of a majority of the Board, or the Executive Committee, when such removal is in the best interests of the FLTC or at the request of the chair.
5. Exercise constitutional position as ex officio member of every committee, except the nominating committee. In attending committee meetings, as when presiding at Board meetings, the President may enter discussions and make suggestions, but may not vote, except to break a tie vote.
6. Call special sessions of the Executive Committee or the Board to resolve any issues.
7. Assist all Board Members, Officers, Employees and Committee Chairpersons in performing their duties. These duties may be delegated to a Vice President or other Officer.
8. Assure that the FLTC provides nominees for positions in organizations that have importance to the FLTC, to include the NCTA Board, GET organization, and NYS Trails Council.
9. Perform such other duties as usually pertain to such office or as are properly requested of him/her by the Board or the President.

Section 2. Vice President of Finance

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

Section 3. Vice President of Membership and Marketing

1. Advise, assist and consult with the President and Board of Managers in carrying out FLTC Business.
2. Develop and implement, with the approval and assistance of the Board of Managers, Executive Director, and Staff, such actions as are necessary to: (a) attract, maintain and build membership in the FLTC and (b) educate the public, agencies, clubs, educational institutions, and the hiking community about the existence, benefits and attractiveness of the Finger Lakes Trail.
3. Determine and utilize appropriate media and methods to communicate information and promote the FLT.
4. Utilize available expert resources, such as colleges, seminars, professionals, etc. to expand knowledge of potential promotional methods and opportunities.
5. Develop and utilize metrics to determine success of efforts.
6. Assign such persons and committees as necessary to implement the responsibilities of this office.

7. Perform such other duties as usually pertain to such office or as properly requested of him/her by the Board or President.

Section 4. Vice President of Trail Preservation

1. Advise, assist and consult with the President and Board of managers in carrying out FLTC Business.
2. Maintain an inventory of FLT sections that do not have permanent protection and routinely report, in summary fashion, the status of trail protection to the Board.
3. Maintain a knowledge of legal and procedural methods that may be used to provide permanent protection of the FLT.
4. Take such actions as are necessary to obtain permanent trail protection with appropriate Board approval.
5. Establish a working network of contacts for trail protection in affiliated clubs that maintain sections of the FLT, regional land trusts, the Nature Conservancy and other agencies of local and State government.
6. Conduct or arrange for training sessions for appropriate affiliated clubs and trail maintainers in trail protection approaches and methods.
7. Assign such persons and committees as necessary to implement the responsibilities of this office.
8. Perform such other duties as usually pertain to such office or as properly requested of him/her by the Board or President.
9. Responsible for maintaining and coordinating landowner relations efforts.

Section 5. Vice President of Trail Quality:

1. Organizes the Trail Quality function to manage: **trail standards, policies, practices and protocols; trail information; and training.**
2. Establishes and maintains **standards, policies, practices and protocols** for trail quality (including smaller structures and facilities), marking, signage and safety; coordinates with NCT standards, policies and practices, as appropriate; oversees NCT certifications and other statuses; assists with AANR's and other agreements that affect trail quality, marking, signage, and safety standards, policies and practices; reviews, recommends or proposes policies related to trail users and trail use policies that may affect Trail Quality.
3. Participates on Land Navigation Committee. Provides input for trail information products including maps, guidebooks and electronic data to the Land Navigation Committee. Using information from members of the Trail Management Team and others, proposes products to sell/distribute as well as sales and distribution plans through the Land Navigation Committee. With the Vice President of Trail Maintenance and Director of Trail Inventory and Mapping, contributes to website trail conditions reporting by posting updates and providing trail information to the website.
4. Oversees trail information for manuals, newsletters related to depicting the trail, trail construction and trail maintenance.
5. Writes MOA's with entities that request track and waypoint data or that wish to depict the centerline of the trail.
6. NCTA Liaison will be the lead contact in charge of FLTC-NCTA interactions, including overseeing and assigning responsibility for projects that require interface between the FLTC and NCTA.
7. Offers and coordinates **training** in trail standards, policies and practices; trail information; trail maintenance; trail building and small structure and facility building;

sawyer; and the like; assists trail management Directors and Vice Presidents with training for large structures and facilities.

8. Provides quarterly information for FLT News trail topics article as appropriate.
9. Routinely reports Trail Quality function activities to the Board.
10. Performs such other duties as usually pertain to such position or as are properly requested of him/her by the Board or the President.
11. Participates as a member of the Trail Management Team.

Section 6. Vice President of Trail Maintenance

1. Supervises all trail segment adoptions by sponsors, ensuring 100% coverage of the trail, including administration through Regional Trail Coordinators (see Article IV, Section 7 for a description of responsibilities). Assures appropriate and adequate response to trail conditions by notifying Regional Coordinators first and providing assistance to them as needed. Responsible for documentation and distribution of annual Census of volunteer hours.
2. Responsible for relationships and agreements with public agencies and partners.
3. Assures that mapping and facilities information is supplied to internal users. Assures that trail management Regional Coordinators, directors and Vice Presidents are informed about trail changes. With the Vice President of Trail Quality and Director of Trail Inventory and Mapping, contributes to website trail conditions reporting by posting updates and providing trail information to the website.
4. Keeps FLTC Service Center up to date with trail sponsor and landowner changes.
5. Coordinates efforts to move trail off of roads.
6. Provides quarterly information for the FLT News trail article as appropriate.
7. Recommend to the Board, members eligible for Class I membership on the basis of trail sponsorship.
8. Coordinates funding needs with Director of Crews and Construction.
9. Participates as a member of the Trail Management Team.

Section 6A. Director of Crews and Construction

1. Coordinates Alley Cat projects, special work weekends, and other special construction or building projects.
2. Ensures arrangements for projects are complete.
3. Builds new trails in coordination with others.
4. Provides or arranges for required training for projects, in coordination with Vice President of Trail Quality.
5. Responsible for ensuring financial needs or projects are met with grants, Challenge Cost Share applications, etc.
6. Provides quarterly information for FLT News trail article as appropriate.
7. Reports to Vice President of Trail Maintenance.
8. Participates on the Trail Management Team.
9. Attends Board meetings as a nonvoting member.

Section 6B. Director of Trail Inventory and Mapping

1. Maintains the GIS inventory of track and facility waypoint resources for the entire trail.
2. Oversees the accurate GPSing of reroutes and new trail, including recruiting, training, and coordinating volunteers to update trail inventory data.

3. Supplies necessary revisions of maps, guidebooks, GPS data, and other information that we sell or provide to the public.
4. Updates tax parcel maps along with tax parcel number-landowner lists for parcels on or near the trail at least every two years.
5. Creates specialized maps needed for the office, publicity, the website, trail easements, North Country Trail certification, and other internal uses.
6. Writes trail condition updates for posting on the FLTC website and the FLTC list serve (and other list serves such as CTC, TCHC, ADK-On, FLT Bull thistles, and Foothills, if their areas are affected).
7. Reviews map/mapping information in electronic format for the Land Navigation Committee and/or the Vice President of Trail Quality.
8. **INCLUDE:** Represents the FLTC on the GIS sharing consortium. Participates on the Land Navigation Committee. Using information from members of the Trail Management Team and others, proposes products to sell/distribute as well as sales and distribution plans through the Land Navigation Committee.
9. Reports to the President.
10. Participates on the Trail Management Team.
11. Attends Board meetings as a nonvoting member.

Article III. BOARD STANDING COMMITTEES

Section 1. Executive Committee

See the FLTC By laws for members, terms, and authority of the Executive Committee. In summary, The President may convene the Executive Committee when it is not feasible or possible for the full Board of Managers to be assembled to review and decide on a matter in the time frame required.

Section 2. Nominating Committee

1. Maintain a list of potential candidates for Board and officer positions. All candidates shall be members of the FLTC, regardless of membership in another club. Candidates for nomination to the Board should be selected to represent all the geographic areas that the trail system touches and the various organizations that are part of the FLTC. Skill sets desired by the Board should be considered when selecting candidates.
2. Solicit persons to fill openings and expected openings.
3. Identify and maintain (revise annually) an inventory of current Board skills and skill sets desired by the Board.
4. Ensure that prospective Board members and officers receive information about the FLTC as specified in "Materials to Give to New Board Members" to help him/her decide whether or not to accept a nomination.
5. Gather brief biographies of each candidate for presentation to the FLTC membership. Biographies shall be delivered to the FLTC Service Center sixty (60) days before the election. Candidates and biographies shall be mailed to all members not less than thirty (30) days before the annual meeting. When the FLT News is used to present candidates, the biographies must be sent to the FLT News Editor before the deadline for the spring issue.
6. Solicit potential candidates (assure that the FLTC officers and Board members are asked for suggestions for candidates) for the regional NCTA Board seat, the GET organization, and the NYS Trails Council and submit nominations to the FLTC Board for approval.

Communicate FLTC agreed to nominations to the respective organizations.

Section 3. Finance Committee

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

Section 4A. Trail Management Team

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

1. The Trail Management Team (TMT) is composed of the Vice Presidents of Trail Maintenance, Trail Quality and Trail Preservation, and Director of Crews and Construction and Director of Trail Inventory and Mapping and Quartermaster. The FLTC Executive Director and FLTC President will also participate on the TMT as ad hoc members.
2. The FLTC Executive Director will convene a TMT “meeting” (meeting type to be decided) before each Board meeting.

Section 4B. Trail Council

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

1. The TC will meet annually and be convened by the Vice President of Trail Maintenance, Vice President of Trail Quality or Vice President of Trail Preservation.
2. The members of the TC are: Trail Management Team members, Regional Coordinators, Representative(s) from sponsoring Clubs, and, members of the TMT appointed committees by special invitation. The Executive Director and President serve as ad hoc members.

Section 4C. Land Navigation Committee

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

Section 5. Audit Committee

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

1. Audit all the financial records of the FLTC at least once a year at the close of the financial year and at any other time at the direction of the Board.
2. Submit a report to the Board no later than sixty (60) days after being requested or

sixty (60) days from the close of the financial year. The report is to contain as a minimum the following tests made during the audit:

- a) Bank reconciliation for Treasurer and Service Center for period of the audit.
- b) Examination of any Certificates of Deposit.
- c) Examination of any Saving Account Passbooks
- d) Tests made of receipts and disbursements.
- e) Examination of fund accounts.

Section 6. Human Resources Committee

1. Coordinate the hiring of all paid personnel.
2. Develop and maintain job descriptions and regular performance evaluation practices for paid employees.
3. Recommend pay levels for employees and coordinate pay review practices.
4. Establish and assure all personnel policies are consistent with the stated requirements of the FLTC, fair to employees and are legally sound.
5. Provide a mechanism for performance improvement initiatives.
6. Assure personnel have proper equipment to assure optimal efficiency.

Section 7. Secretary

1. Record the minutes of meetings of the Board and the annual business meeting, and present the written record of the minutes of the previous meeting for approval.
2. Keep a record of attendance of Board members at Board meetings and of FLTC members at _____ annual meetings or other regular or special meetings of the FLTC, to determine if a quorum is present.
3. Keep custody of all minutes of Board meetings.
4. Perform such other duties as usually pertain to such office or as are properly requested of him/her by the Board or the President.

Section 8. Treasurer

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

Section 9. Board of Managers

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

Article IV. OTHER COMMITTEES, COORDINATORS, AND ASSIGNMENTS

Section 1. Program Committee

1. Select personnel to chair annual FLTC programs, such as the Fall Campout and Spring Weekend, and to work with the Executive Director to plan, communicate and implement the events.
2. Select a hike coordinator for FLTC sponsored hikes and hike series.
3. Appoint personnel to maintain a committee to regularly recognize volunteers and any others who make important contributions to the success of the FLTC.
4. Assure successful implementation, communication and involvement is attained for all programs with the Board, Executive Director, staff and clubs.. Programs should effectively utilize publicity and marketing personnel within the FLTC. Accurate accounting records must be maintained with the highest integrity.
5. Assure the policies and practices of the FLTC are utilized to minimize liability and risk (such as transportation and hold harmless policies).
6. Select an End to End Coordinator to track and report progress and issue awards for completion. Included also is responsibility for encouraging members to become Trail Angels and maintaining a Trail Angel roster.

Section 2. Archivist Coordinator

1. Maintain the trail and FLTC history and scrapbooks.
2. Research retention methods and select those that best fits the FLTC.
3. Retain basic records needed for legal and historic purpose and general record of activities.
4. Keep one copy of all FLTC publications permanently.
5. Maintain the archive records at the Finger Lakes Community College.

Section 3. Finger Lakes Trail News Editor

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

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

1. Membership Sub Committee: The objective of the Membership Committee is to develop and administer membership cultivation and retention programs. The Membership Committee Shall:
 - a) Increase membership in the FLTC.
 - b) Retain existing members.
 - c) Track membership data.
2. Marketing Sub Committee: The objective of the Marketing Committee is to create a greater public awareness of and appreciation for the FLT System and the FLTC. The Marketing Committee Shall:
 - a) Disseminate general promotional information about the FLT and the FLTC through as many media as possible. The focus is on tourist guides, tourism websites, and maps on town city, county, regional, and state levels.
 - b) Create promotional literature in connection with the Executive Director.
 - c) Manage and track a statewide distribution system of promotional literature.
 - d) Maintain copies of published promotional text and brochures in notebook or other convenient form to provide background information for new materials.
 - e) Recommend promotional materials and ideas requested by others to the Board.
3. Multi Media Presentations Sub Committee: The objective of the Multimedia/Presentations Sub Committee is to prepare materials other than print materials in order to develop awareness and understanding of the Finger Lakes Trail. This committee shall:
 - a) Maintain an organized digital photo collection.
 - b) Provide photos for promotional activities.
 - c) Develop PowerPoint, DVD, and CD materials.
 - d) Develop other non print promotional and informational materials displaying the FLT logo.
 - e) Coordinate and track promotional activities.
4. Business Membership Committee: The objective of the Business Membership Committee shall be to develop, promote and manage business memberships. This Committee Shall: TBD
5. Club Ambassador Coordinator: The objective of the Club Ambassador Coordinator is to strengthen relationships with affiliated clubs that will bind the organizations and facilitate establishing common objectives for the trail. The Club Ambassador shall:
 - a) Develop a program to meet the objective.
 - b) Coordinate efforts by Board members, Officers, Executive Director, and committees to meet the objective.
 - c) Track activities that meet the objective.

Section 5. Organizational Structure of the Vice President of Trail Preservation

TBD

Section 6. Organizational Structure of the Program Committee Chair

1. Coordinator Hike Series
2. Coordinators for FLTC Events
3. Recognition Sub Committee- The Recognitions Sub-Committee shall:
 - a) Receive Nominations for recipients of the Wallace D. Wood Distinguished Service Award, The Clar-Willis Distinguished Trail Volunteer Award, and the Erv Markert

- Distinguished Contribution Award, and other FLTC honors directed by the Board.
- b) Recommend to the Program Committee Chair and Board the person(s) to be honored with an FLTC award described above, no later than two Board meetings prior to the giving of the award.
- c) Provide a written article to the FLT News describing each award winner with a copy to the Publicity Chair.
- d) Provide written reports of the Committee's activities to the Program Committee Chair and the Executive Director for each Board meeting.
- e) Develop guidelines for the format of nominations and other material as needed.

Section 7. Regional Trail Coordinators

Regional Trail Coordinators report to the VP of Trail Maintenance and are responsible for the following:

1. Maintains 100% of the trail in his/her region through group (trails club, scout troop, etc.) and individual sponsors. Keeps FLTC Office and VP of Trail Maintenance up to date with Trail Sponsor changes and helps to locate replacements for vacant Trail Sponsor positions. Keeps VP of Trail Quality and VP of Trail Maintenance informed regarding problems/complaints, and resolution, or need for assistance, as appropriate.
2. Maintains a high quality of trail maintenance through "quiet" inspection of sponsor's trail sections. Advises Trail Sponsors of problems or complaints and helps resolve them.
3. Assists Trail Sponsors with trail maintenance work as needed and advocates for larger projects proposed by Trail Sponsors as appropriate.
4. Assists and coordinates with sponsors and the Director of Crews and Construction to initiate and organize construction improvement projects through the use of trail crews or work parties.
5. Coordinates with the VP of Trail Quality and Director of Crews and Construction to encourage and provide training for Trail Sponsors., Trail Workers, and Work Parties, and helps identify needs for training.
6. Promotes healthy landowner relations. Assists Trail Sponsors in negotiations with landowners. Coordinates with the Vice President of Trail Preservation to maintain and protect trails on private land. Keeps the FLTC Office and VP of Trail Maintenance current with regard to landowner changes.
7. Serves as front line contact with the regional DEC and Parks personnel as well as other public agencies and partners. Coordinates with the FLTC Office and VP of Trail Maintenance to assure all trail workers are registered to work on public lands.
8. Submits trail condition changes and change reports to the Director of Trail Inventory and Mapping and FLTC Office with copies to the VP of Trail Quality, and VP of Trail Maintenance.
9. Promotes efforts to move trail off of roads and coordinates such efforts with the VP of Trail Maintenance.
10. Assists in obtaining public permits and approvals, and, landowner consent for significant trail work or relocation.
11. Attends and prepares report(s) for the Annual Trail Council meeting.
12. Attends biennial Trail Maintainers' meetings in his/her area.

Section 8. List Serve Coordinator/Moderator

1. Adds/deletes e-mail addresses to FLTC and FLTC Board list serves as needed.
2. Keeps list serves current.

3. Monitors list serve activity to assure conformance with policies.
4. Takes necessary corrective action when list serve policies are violated.

Article V. EXECUTIVE DIRECTOR AND SERVICE CENTER

Section 1. Executive Director

The Executive Director is fully responsible for the administrative operations of the FLTC, to include the Service Center, and in that regard may supervise such employees and contractors as necessary to successfully perform the function. A complete listing of the responsibilities of this position may be found in the Job Description, Executive Director/Operations Manager as maintained by the Personnel Committee.

Section 2. Service Center

The Service Center Shall:

1. Answer all requests for information concerning the trail system or FLTC that can be accomplished with prepared material.
2. Forward requests for information of a specific nature that can not be answered by prepared material to the appropriate officer or committee chair of the FLTC or to an appropriate member club.
3. Maintain the accounts with our Internet supplier for our e-mail address at the Service Center and our web page provider.
4. Be responsible for the FLTC web site and coordinate such efforts as necessary to maintain an up to date user friendly web page.
5. Maintain a phone line for voice and Fax at the Service Center.
6. Coordinate publicity efforts of the FLTC and assign a volunteer(s) as needed to be responsible for this activity.
7. Fill retail orders for, and manage shipping of, any merchandise ordered by members or other customers.
8. Fill wholesale orders and ship all merchandise orders by retail outlets.
9. Maintain an adequate supply of all maps, guides and other merchandise sold by the FLTC and all materials supplied to members and the public at no cost.
10. Maintain and loan as requested the FLTC display materials, audiovisual programs and equipment used for their presentation.
11. Either print in house or contract the printing of all maps, guides and other promotional materials produced by the FLTC.
12. Purchase and maintain an adequate supply of stationery items for FLTC use.
13. Be responsible for the dissemination of all bulk mailings of FLTC for FLT News, membership renewal, annual and fall meetings, and other large (200 + pieces) mailings.
14. Disseminate news items through e-mail when appropriate.
15. Assemble and mail Board meeting notices and agenda and copies of previous meeting minutes.
16. Receive new member applications and payment and issue membership cards and other material for new members. Inform President, Membership and Publicity Chairs, and the Treasurer of all new memberships.
17. Make formal recognition of gifts and donations and convey the gratitude of the FLTC to the donor.
18. Maintains data base of members, land owners, trail workers, agency contacts and other important contacts.

19. Reproduces maps and guidebooks.
20. Distributes trail management information.
21. Compile trail census data and report to the Vice President of Trail Maintenance.
22. Provide support for FLTC Board, officers and committees in doing their assigned tasks.