Board Policy Manual

Section: 300 **COMMITTEE CHARTERS**

Subject: 305 **Activities Division**

General Statement

It is the policy of the board that the Activities Division exists for the purpose of coordinating all Seattle-based activities and that it be financially self-supporting.

Reference

Policies and Procedures #301 April 1, 1987
Outdoor Division Charter October 22, 1987

Committees

New activities may be added and existing activities deleted, reflecting membership interest, by a recommendation of the division and approval of the board.

Committee	Term Ends
Alpine Scramblers	September 30
Backcountry Ski	September 30
Backpacking	September 30
Bicycling	September 30
Climbing	September 30
Family Activities	September 30
First Aid	September 30
Folkdance	September 30
Hiking	September 30
International Exchange	September 30
Mid-week Hikes	September 30
MRC Representative	September 30
Naturalists	September 30
Outings Coordinating	September 30
Photography	September 30
Retired Rovers	September 30
Sailing	September 30
Sea Kayaking	September 30
Singles Activities	September 30
Snowshoeing	September 30
Trails Coordinating	September 30
Trail Maintenance	September 30
Youth Committee	September 30

Supersedes 305 (10/90)

Division Chairperson

The responsibilities of the division shall rest solely with the chairperson and may not be delegated.

Responsibilities

Prepares a division budget wherein income equals or exceeds expenses and operates the committees within the budget once it is established

Establishes division policies and directives that maintain committee activities within the policies of the board

Resolves conflicts over division policies and between committee activities if necessary

Provides for safe conduct of those participating in activities

Encourages committee chairpersons to plan for leadership succession

Seeks out succeeding committee chairpersons if necessary

Keeps the board informed on the problems, activities and the concerns of the division

Proposes board action as called for in matters requiring such action

Attends all board meetings

Conducts division meetings as necessary

Resolves appeals from members affected by actions of activity committees and leaders

Has committee chairpersons read committee charter and sign "Chairpersons' Agreement"

Forms a division executive committee to coordinate inter- and intra-division issues.

Term of Office

Two years, appointed by the president, with term ending October 30

Succession

Chairpersons may succeed themselves for a total of two terms.

Activities Division Executive Committee

Composition	Composed of the following personnel: Activities Division Chairperson, Board Liaison, Conservation Issues Coordinator, Recreation Issues Coordinator, Leadership Coordinator and other personnel as appropriate, to be determined by the Division Chairperson
Responsibilities	Assists the division chairperson in administering business of the division Approves the division meeting agenda Conducts business between division meetings
Recreation Issues Coordinator	Selected by the division chairperson and confirmed by the Board of Trustees
Responsibilities	Works with division and committee personnel to assist with needed changes in recreation policy within and outside the club structure Helps to resolve conflicts among committees Works with the Conservation Division Liaison to coordinate participation in influencing public policy Attends public hearings and meetings on recreational issues as appropriate Serves on the Activities Division executive committee.
Term of Office	One year, with term ending September 30th

Conservation Issues Coordinator	Selected by the division chairperson and confirmed by the Board of Trustees
Responsibilities	Maintains liaison with the Conservation Division concerning recreation and land use issues pertinent to both divisions Attends Conservation Division executive committee meetings Coordinates the work of the division on conservation and environmental issues and political action-oriented matters Works with the Recreation Division Liaison to coordinate participation in influencing public policy Serves on the Activities Division executive committee
Term of Office	One year, with term ending on September 30th
Leadership Coordinator	Selected by the division chairperson and confirmed by the Board of Trustees
Responsibilities	Works with division and committee personnel to promote effective leadership Serves on the Activities Division executive commitee
Committee Chairpersons	Each committee shall have a chairperson and a committee appointed by the president with concurrence of the board.
Responsibilities	Promotes the safe management of activities Coordinates and guides the work of the activity committee With the help of the Activities Division Chairperson, prepares the yearly activity budget and remains within budget
Term of Office	One year, with term ending as described above
Board Liaison	The representative from the board assigned to the Activities Division will provide guidance as called for and assist the chairperson in making recommendations to the board.