

Foothills Backpacking Chair Role & Responsibilities

Position Description

The Foothills Backpacking Chair plays an essential role in supporting and advocating for the backpacking community of leaders. This Chair communicates, on a regular basis, club-wide expectations, new initiatives and leads with the mission and vision of the Foothills backpacking committee and the club as a whole. Through actions and communication, the Chair fosters a culture of belonging, community, and education. In addition, the Chair oversees a small budget, monitor expenses, and actively recruits and supports new leaders with the goal of leader retention and growth. The Chair is dedicated to the ongoing improvement of the committee, ensuring a positive experience for both leaders and their participants.

Time commitment: This role ebbs and flows and on average will be around 10 hours, sometimes less. Incoming Chair can expect more if planning engagement elements.

Responsibilities include:

1. **New Leader & Mentor Coordination:** Find mentors for aspiring leaders and walk the mentee through the process of becoming a leader for the club and/or for the B3 Backpacking Program.
2. **Required: Attend on an every-other-month basis, the Foothills Executive Committee, where the tri-activity chairs come together to discuss timely topics, budget and initiatives. These meetings are 2 hours long and over Zoom.**
3. **Required: Attend six yearly Foothills Branch Council meetings with all other activity chairs to discuss timely topics, budget, initiatives, relevant issues, etc. These meetings are 2 hours long and over Zoom. If you cannot attend, you must find a proxy.**
4. **Foothills Backpacking Equivalency Badge: Administrative Course:** Manage members who apply for the backpacking equivalency badge. This entails reading lengthy applications to determine if they are qualified to be awarded the badge. Typically around 15 applications per year.
5. **Required: Attend a yearly Summit at the Program Center:** This happens on Saturday in January and this role is expected to attend the full day of discussion with other branch backpacking Chairs.
6. **Foothills Backpacking Committee Webpage:** maintain and keep documents up to date

7. Communications to leaders:

1. This is up to the Chair to find a regular cadence of communications that should include:
 1. Current status of Foothills courses
 2. Upcoming events & timely reminders
 3. Updates on the Executive Committee & Summit topics and/or decisions
 4. Leader Resources
 5. Initiatives such as ‘Relaxed Pace’ & “Alumni” Backpacks or any other initiatives the Chair has implemented
2. **Chair to work to provide some level of leader engagement.** How this is executed is up to the Chair to work with leaders of their choosing on.
3. **Foothills Backpacking Charter updates as necessary.**
4. **Field leader feedback and complaints as necessary.**
5. **Post to Private Foothills Backpacking Facebook Page** tips, articles, regional trail information, etc. at your discretion.

The successful Chair will have the following qualities and skills:

- A strong sense of community and fostering engagement and belonging.
- This person must lead with compassion and understanding, with a desire to advocate and support leaders.
- Be a team player who can work seamlessly with the other backpacking chairs and other roles within the branch council.
- Exercise strong organizational and communication skills with balance and tact.
- Ability to handle logistics and manage multiple tasks
- Empathy for the individual stories that make up this community.
- A desire to foster success in leaders