

NAVIGATION COMMITTEE CHARTER

FOOTHILLS BRANCH

1. ACTIVITY COMMITTEE NAME

The committee name shall be the Foothills Navigation Committee hereafter refer to as the “Committee”.

2. AUTHORITY

This Foothills Navigation Committee Charter is adopted by authority of the Foothills Branch Council Charter.

3. PURPOSES AND MISSION

The mission of the Foothills Navigation Committee is to provide training which promote activity safety in a manner that conserves the natural world. On behalf of the Foothills Branch of The Mountaineers, the Committee offers courses in navigation, oversees the Branch’s navigation training program, and recruits, develops and supports volunteer navigation leaders.

Navigation Committee Responsibilities

- Work to achieve the **mission and goals** of the Foothills Branch and The Mountaineers organization.
- Develop a **diverse, open and inclusive** population of members, students, instructors and leaders.
- Conduct navigation **courses and seminars**. This includes establishing eligibility requirements for the courses as well as their equivalency.
- **Set fees** for navigation seminars, courses, and course equivalencies. The Committee will recommend fees based upon organizational guidance.
- Approve or reject navigation course **graduation and equivalency petitions**.
- Establish leader and **instructor qualifications** and maintain a current navigation **Leader and Instructor list**.
- Ensure Navigation courses are developed according to Navigation **Activity Standards**, including regular review of feedback
- Ensure proper maintenance and replacement of navigation **equipment** managed by the Committee.
- Coordinate with the club wide Safety Committee **investigating navigation accidents** originating from courses and course activities sponsored by the Foothills Navigation Committee and make recommendations or adjustments as appropriate.
- Administer navigation **awards and leader incentives**.
- Annually review Foothills Branch Navigation policies and documents.
- Conduct Stewardship activities to facilitate navigation course activities.
- Establish Navigation Committee Stewardship leader qualifications and process for becoming a Stewardship Leader.

4. MEMBERSHIP

Membership on the Foothills Navigation Committee is open to all current Mountaineers members in good standing, regardless of branch affiliation. Navigation leader experience and current badge status is desirable but not required.

5. GOVERNANCE

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The Foothills Navigation Committee is composed of an Executive Committee, Course Leaders and a minimum of three (3) At-Large Members. The Committee shall be responsible for the governance of the committee and committee activities, including but not limited to making rules and determining policy for navigation programs and property, managing the budget, and furthering Activity interests.

5.1. Executive Committee

The Executive Committee ideally will consist of six (6) Officers:

- Chairperson
- Chair-elect
- Secretary
- Treasurer
- Safety Officer
- Stewardship Officer

The Executive Committee may create, restructure, or dissolve sub-committees to carry out purposes of the Activity, appoint sub-committee officers and members, and delegate certain powers and duties to sub-committees.

The Chairperson, Secretary and Treasurer shall be elected. The Chair-elect, Safety Officer, and Stewardship Officer shall be appointed by the Chairperson.

The Chair-elect is tasked with learning the role and responsibilities of the Chairperson and serving in place of the Chairperson in their absence. If the outgoing Chairperson is willing to continue to serve on the Committee in any capacity, they shall function as the Immediate Past Chairperson, tasked with assisting the current Chairperson and Chair-elect in matters of governance, procedure, and best practices, as needed.

5.2. Term Conditions and Stipulations

Each Officer shall serve for a period of one (1) year (or less if appointed mid-year), with terms ending on July 31st of the year that follows their appointment (if appointed after July 31st). Elected officers may serve multiple terms. In the event that a replacement cannot be found for any elected positions, except for Chairperson, for any reason, the Chairperson may either temporarily extend the term of the incumbent, or appoint an interim officer for a period of up to one (1) year or until such time that a replacement can be found. In the event that a replacement cannot be found for the Chairperson, the Executive Committee may extend the incumbent's term. In the event that the incumbent does not agree to an extension then the Executive Committee may appoint any qualified individual until a replacement can be found.

5.3. Officers' Duties

Each Officer shall recruit and develop new At-Large Members and committee volunteers, serve as the liaison to counterparts in other Branches, and attend meetings pertinent to the position, as well as executing any additional tasks assigned by the Chairperson. Additionally, each officer in the Executive Committee shall perform the duties as assigned.

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5.3.1. Chairperson

The Chairperson shall:

- Preside at all regular Committee, Executive Committee, and special meetings.
- Confirm all sub-committee chairs.
- Be an ex-officio member of all committees, except the Nominating Committee.
- Be the spokesperson for the Committee.
- Represent the committee at Foothills Branch Council meetings and the Mountaineers Navigation Council
- Oversee the operations, activities, programs, and budget of the Committee.

5.3.2. Chair-Elect

The Chair-Elect shall:

- Act in place of the Chairperson in their absence.
- Assist the Chairperson with duties of the office.
- Coordinate the operations of the Nominating Committee.
- Assist the Chairperson with recruiting and developing new At-Large Members.

5.3.3. Secretary

The Secretary shall:

- Be the recording officer for the Committee.
- Take, transcribe, and archive the minutes of regular Committee, Executive Committee, and special meetings.

5.3.4. Treasurer

The Treasurer shall:

- Oversee the financial affairs of the Activity.
- Assist in the preparation of the annual budget.
- Interface with the Foothills Branch Treasurer and Program Center Staff, as necessary.
- Provide periodic reports to the Committee.

5.3.6. Safety Officer

The Safety Officer shall:

- Take the lead on all safety-related issues pertaining to the Activity.
- Interface with the Foothills Branch Safety Committee, the Foothills Branch Safety Officer, and the Safety Officers of other Activities, as necessary.
- Provide periodic reports to the Committee.

5.3.7 Stewardship Officer

The Stewardship Officer shall:

- Take the lead on maintaining Navigation Committee Stewardship Guidelines.
- Approve new Navigation Committee Stewardship Leaders.
- Maintain the roster of Navigation Committee Stewardship Leaders.

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- Monitor Navigation Committee Stewardship activities and needs.

5.4. Order of Succession

In the event that the Chairperson is unable to attend a regular, Executive Committee, or special meeting then any of the other attending Officers may chair the meeting, given the following order of succession:

- Chair-elect
- Secretary
- Treasurer
- Stewardship Officer
- Safety Officer

Whenever an Officer other than the Chairperson chairs a meeting, they assume the duties and authorities of the Chairperson for the duration of the meeting.

5.5 Course Leaders

Each training course offered by the committee shall have a Course Leader responsible for all aspects of the course. The Course Leader is a committee member. The Course Leader shall:

- Oversee all activity lead and instructor training
- All issues pertaining to the Course and associated Activities.
- Overall course value and alignment with club and sponsoring activity standards
- Interface with Program Center Staff and Summit members on training-related issues, as necessary.
- Provide periodic reports to the Committee.

5.6 Stewardship Leaders

The Stewardship Officer may approve Stewardship Leaders who may lead stewardship activities to facilitate navigation course activities for which Stewardship credit may be granted. The Committee shall establish criteria for Stewardship Leader approval and an application process that documents the required competencies.

5.7 At-Large Members

At-Large Members of the Committee shall be appointed by the Chairperson and may serve as long as they are active participants and contributors to the Committee's business.

5.8 Activity Members

The term Activity Members includes all persons (other than Committee Members) on the Activity's roster of trip leaders, course instructors, and other volunteers.

6. ELECTIONS

Elections will be managed by the Chair-Elect, who shall nominate up to two qualified candidates for each position up for election.

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6.1. Eligibility

Any qualified Committee Member, Instructor or Activity Member in good standing, willing and able to serve, may be nominated for any elected position.

6.2. Scheduled Election

Elections shall be held during a regular meeting, or as designated by the Chairperson. The Chair-Elect shall preside over the election. The At-Large Members shall elect the Chairperson, Secretary, and Treasurer from those nominated by simple majority vote. The Foothills Branch Council Chairperson shall decide such Officers in the event of a tie. The At-Large Members shall accept or reject the appointment of a Chair-Elect, Course Leader, Safety Officer, and Stewardship Officer from those appointed by the Committee Chairperson, by simple majority vote. The Committee Chairperson shall decide such Officers in the event of a tie.

6.3. Commencement of Term

Each Officer's one year term shall commence on the first day of August, or when appointed if mid-term.

7. VOTING

A motion to bring business before the Committee for vote may be made by any two Committee Members, not including the Chairperson. Additionally, Activity Members are welcome to address the Committee in writing or in person at any regular Committee meeting to discuss proposed business. Any business that comes before the Committee for a vote must receive a simple majority vote of the eligible Committee Members present, including voted proxies, in order to be adopted.

7.1. Eligibility

Each Committee Member other than the Chairperson shall be eligible to cast votes for all motions and other Committee business. Each Committee Member may cast a single vote. The Chairperson shall only cast their vote in the event of a tie, but they are free to vote any and all proxies that have been delegated to them.

7.2. Proxy

In the event that a Committee Member other than the Chairperson is unable to attend a meeting, they may delegate their proxy to another individual in attendance. A verifiable proxy may be in, but not necessarily limited to, the following formats: written, email, text message, or voicemail.

7.3. Voting by Email

Voting on motions and other business before the Committee normally occurs at a regular meeting. This allows for a full debate of the issue at hand. In extraordinary cases voting may occur via email.

8. BUDGET SIGNATURE AUTHORITY

The Treasurer shall have the authority to commit or disburse budgeted funds. Once the budget limit has been reached then any and all additional requests must be brought before the Branch Treasurer. All

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disbursements must be submitted for approval in accordance with Mountaineers and Foothills Branch standards.

9. FOOTHILLS BRANCH COUNCIL LIAISON

The Chairperson may appoint a delegate to act for the Chairperson at regular meetings of the Branch Council.

10. MEETINGS

Regular meetings of the Committee shall be held monthly in the winter, spring and fall. Ad hoc summer meetings may be held at the discretion of the Chairperson. The Chairperson or any two other members may call for a special meeting in advance of the next regularly scheduled meeting with 5 days' notice to the Committee Members. Regular meetings and a proposed agenda shall be announced in advance. A quorum of members must be present for a vote on any matter.

11. REMOVAL OF MEMBERS

No Committee Member shall be removed from the Committee except for good cause. The process of removal may be initiated upon a two-thirds vote of the Committee, with the affected Committee Member counting only toward the quorum. Removal may only be voted for good cause shown at a meeting called for that purpose, with notice of that purpose sent to all Committee Members and to the Branch Chair. An Activity Member may be removed from the Activity roster in accordance with the policies and procedures then in place for the removal of volunteers by The Mountaineers and/or the Foothills Branch Council.

12. AMENDING THE ACTIVITY CHARTER

Amendments to this Activity Charter may be proposed by petition by any Committee Member or Activity Member. A two-thirds vote of the Committee is required to enact an amendment.

13. DOCUMENT HISTORY

- First approved by verbal vote of the Committee on January 26, 2021.
- First approved following review and consent of the Foothills Branch Council Chair on March 2, 2021.
- Added approval dates. Removed DRAFT watermark. - AlanD
- Added Stewardship Officer, lead, and activities, changed officer term timing and limits, and other minor edits and corrections. 12.3.2024