

Seattle Canyoning Committee
Volunteer Job Description
Chairperson

Purpose

The Chairperson provides committee leadership by presiding over meetings, facilitating strategic conversations, and supporting a positive culture that balances creativity, fun, and meaningful impact. The Chairperson holds the overall responsibility for ensuring the committee meets its stated goals and objectives.

Term

October - September.

The Chairperson is elected by Committee vote. The Chairperson is asked to commit to two years, and is encouraged to roll off after that term. They may, however, be elected for a second consecutive term.

The Chairperson is asked to notify the committee of their intent to stay in the position or vacate the position in August before their term ends.

Commitment

- October - December (20-40 hours total)
 - Ongoing: Run monthly committee meetings
 - Ongoing: Attend bi-monthly Seattle Branch Council (or send a proxy)
 - Ongoing: Serve as point-of-contact for questions and concerns
 - Review Committee Charter
 - Orientation and support for new Committee Volunteers
 - Identify committee goals & plan for the year
- January - March (20-30 hours total)
 - Ongoing: Run monthly committee meetings
 - Ongoing: Attend bi-monthly Seattle Branch Council (or send a proxy)
 - Ongoing: Serve as point-of-contact for questions and concerns
 - Review Clubwide Activity Standards
- April - June (30-50 hours total)
 - Ongoing: Run monthly committee meetings
 - Ongoing: Attend bi-monthly Seattle Branch Council (or send a proxy)
 - Ongoing: Serve as point-of-contact for questions and concerns
- July - September (20-30 hours total)
 - Ongoing: Run monthly committee meetings
 - Ongoing: Attend bi-monthly Seattle Branch Council (or send a proxy)
 - Ongoing: Serve as point-of-contact for questions and concerns
 - Work with Vice-Chair to facilitate elections

Duties

- Work with the Secretary to draft meeting agendas
- Preside over committee meetings

- Represent the committee at bi-monthly Seattle Branch Council meetings

Responsibilities

- Ensure the Committee Charter is reviewed and updated annually
 - Ensure the election cycle is followed according to the charter
- Ensure Clubwide Activity Standards are reviewed and updated annually
- Support committee volunteers in executing their roles