

Seattle Canyoning Committee
Volunteer Job Description
Vice-Chairperson

Purpose

The Vice-Chairperson provides committee leadership by supporting volunteer committee members, filling vacant committee roles, and acting in the Chairperson's stead as needed.

Requirements

Must have done at least two of the following:

- Mountaineers course
- Practice Session
- 2+ Mountaineers trips
- Mountaineers presentation or event
- Served on the committee for 1 year+

Term

October - September.

The Vice-Chairperson is elected by Committee vote. The Vice-Chairperson is asked to commit to two years, concurrent with the Chairperson. In the event that a Vice-Chairperson begins their term in the middle of a Chairperson's term, they will roll off, with the option to be re-elected, at the end of the Chairperson's term..

The Vice-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 (5-10 hours total)
 - Check in with volunteer committee members
 - Plan community-building activities for the committee
- January - March (10-20 hours total)
 - Check in with volunteer committee members
 - Plan & host community-building activities for the committee
- April - June (20-30 hours total)
 - Identify open positions
 - Recruit volunteers for open positions
 - Host community-building activities for the committee
- July - September (5-10 hours total)
 - Finalize slate of volunteers for committee

Duties

- Recruit and orient volunteers into vacant roles on the committee.
- Act in the Chairperson's stead as needed

Responsibilities

- Support volunteer committee members by ensuring they have what they need to be effective
- Coordinate committee-only opportunities to build community within the committee, thank committee members for their work, and promote committee skill building