

TRAILS COMMITTEE JOB DESCRIPTION

Purpose: To provide advice and support to the General Manager regarding use and maintenance of the Assembly trails.

Interactions: General Manager, President

Responsibilities:

1. Periodically or at least twice a year, examine the condition of the trails and make suggestions to the General Manager, who instructs the crew.
2. Coordinate efforts to establish trail maps and directional signs. All expenditures must be approved by the General Manager in advance.
3. Be aware of times when the trails will be used by groups, such as Trails and Trilliums, and offer suggestions on how the trails can best be involved in such activities.
4. Communicate through *Mountain Voices* information of interest to members.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.