

## ARROWSMITH NATURALISTS CLUB APPOINTED POSITIONS (2024)

APPOINTED POSITIONS (No vote)		Brief descriptions of duties. More details available from current appointees.
<b>FIELD TRIPS COORDINATORS</b>	Description of role	Research and plan outings. Take into consideration seasonal events and fixed dates. Schedule trips and recruit leaders. Ensure sign-in of participants. Rate trips as to difficulty.
	Skills required	Flexibility, planning skills, people skills.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive, newsletter editor, website manager, general membership via meetings and g-mail.
<b>SPEAKERS COORDINATORS</b>	Description of role	Research possible speakers of interest to naturalists. Contact and schedule speakers. Introduce speakers at the general meetings. Assure that they are reimbursed for expenses as determined by the executive.
	Skills required	People skills, research skills, organizational skills.
	Meetings	General meetings; executive meetings optional.
	Communicate with:	The executive, website manager, e-mail coordinator, Facebook manager.
<b>STEWARDSHIP COORDINATOR</b>	Description of role	Coordinate stewardship activities of club members and report on these projects at executive and general meetings. Serve as a liaison between the club and other appropriate agencies such as The Nature Trust of BC. Maintain required tools.
	Skills required	Organizational skills, people skills, knowledge of plants.
	Meetings	General meetings and executive meetings as necessary.
	Communicate with:	Executive, core group of volunteers via e-mail, general membership, other agencies.
<b>NEWSLETTER EDITOR</b>	Description of role	Produce three newsletters a year, February, June and October. Request reports from members of the Executive and articles and information from the membership. Follow consistent format and provide up-to-date list of Officers and Contacts for each issue. E-mail newsletter to ANats e-mail coordinator for distribution.
	Skills required	Computer skills, organizational skills, basic editing skills, creativity.
	Meetings	Optional.
	Communicate with:	Executive, website manager, e-mail coordinator, the archivist.
<b>WEBSITE MANAGER</b>	Description of role	Keep the webpage current and accurate. Include links of interest to naturalists. List meetings and outings. Post newsletters.
	Skills required	Advanced computer skills. Communication skills. Design skills.
	Meetings	Optional.
	Communicate with:	Executive; trips coordinator, speakers coordinator, newsletter editor.
<b>BC NATURE REP.</b>	Description of role	Serve as a liaison between ANATS and the BC Nature Office and Board. Link with other clubs on Vancouver Island. Distribute information as required. Facilitate any resolutions ANATS may wish to submit to BC Nature AGM. Write brief report on club's highlights for BC Nature. Obtain copies of club insurance document for meeting and event venues.

<b>APPOINTED POSITIONS (No vote)</b>		<b>Brief descriptions of duties. More details available from current appointees.</b>
	Skills required	Writing and communication skills.
	Meetings	General meetings and executive meetings as necessary. Attendance at BC Nature meetings desirable, but not necessary.
	Communicate with:	Executive, BC Nature, ANATS e-mail coordinator.
<b>ARCHIVIST</b>	Description of role	Maintain backups of significant documents such as minutes, newsletters, constitution.
	Skills required	Computer and organizational skills.
	Meetings	Optional
	Communicate with:	Club secretaries, newsletter editor, tech. support person.
<b>TECHNICAL SUPPORT</b>	Description of role	Set up and maintain audio/visual equipment. Keep club computer up to date.
	Skills required	Familiarity with computers, projectors, microphones, speakers.
	Meetings	General meetings, festivals.
	Communicate with:	Executive, speakers coordinator.
<b>E-MAIL COORDINATOR</b>	Description of role	Check the club gmail at least once a day. Respond to general inquiries. Send out notices to members as requested by executive members. Forward approved third party emails to membership. No messages relating to political parties.
	Skills required	Computer skills.
	Meetings	Optional.
	Communicate with:	Executive, newsletter editor, trips coordinator, speakers coordinator.
<b>COFFEE COORDINATORS (2)</b>	Description of role	Request donations of baked goods from club members. Purchase coffee and tea supplies. Set up refreshment area at meetings.
	Skills required	Organizational skills.
	Meetings	General meeting.
	Communicate with:	Executive, club members.
<b>OUTREACH</b>	Description of role	Send cards of concern and encouragement to club members.
	Skills required	Compassion and tact.
	Meetings	Optional
	Communicate with:	Executive, club members, card supplier (Penny Marshall).
<b>FACEBOOK ADMINISTRATOR</b>	Description of role	Monitor the club Facebook Group page.
	Skills required	Familiarity with Facebook.
	Meetings	Optional
	Communicate with:	Executive, club members.