

Administration for EBWC Leaders

There is some administration involved when leading walks for our club, and I've summarized the main points as follows:

1. The program is released at the April, August and December club meetings.
2. Plan your activity and make notes of the main details – including your contact details, time and location to meet at the beginning of the event.
3. Choose a suitable date and add the event to the program when requested by the Walks Coordinator. This is usually between one or two months prior to publication of the program. There is also a leaders' meeting on the first or second Monday of March, July and November each year to finalise the program.
4. Leaders are encouraged to attend the monthly club meeting prior to the month of their event so they can provide a summary, answer any questions and collect their Activity Sheet.
5. Members who have booked into your activity are requested to confirm their intentions at least 3 days prior to assist the leader with car-pooling – however, some members forget to confirm – so you can assume they will attend. If you intend to cancel or change details of your event, then you should contact each member listed on the Activity Sheets or contact the Walks Coordinator to send an email to all members.
6. You may have visitors and potential new members attending your event. If so, they are required to complete an Acknowledgement of Risk for Temporary Members form for the event and are encouraged to complete a Membership Application on anticipation they will become a member. The visitors must complete three qualifying events to become a member and pay a \$5 visitor fee to the leader prior to each qualifying event. Upon completion of each qualifying event, the leader should sign the for appropriate qualifying walk on page 2 on the Membership application.
7. Visiting members from another BWV affiliate club who have been invited to participate in a combined club event do not have to complete a Acknowledgement of Risk form, or pay the visitor fee, but the leader should complete an additional Activities Sheet from the other club for the visiting members.
8. Upon completion of the event, the leader completes the details on page 2 of the Activity Sheet and at the earliest opportunity return the sheet, and visitor fees to the Treasurer or other committee meeting – usually at the next club meeting.