

## SEVERNSIDE RAMBLERS

### Your committee needs you!

We are looking for Severnside members to join the new committee at the Annual General Meeting (AGM) to be held on Sunday 18 November 2012 at Jubilee Hall, Alveston. Consistent with the democracy within the Ramblers, each Group must organise an AGM every year. At the AGM the Group accounts are presented and the key volunteer roles (Secretary, Chair, Treasurer etc) are elected. Every member of the Severnside Group has an entitlement to attend and vote at the AGM.

If you'd like to contribute to your group but aren't sure what it entails, how much time it would take or whether you're suitable for a role, then please contact the Severnside Chair (Heather Rickards) or speak to any committee member on a walk. For more information you can also look on the [Severnside website](#) or the information on the [Ramblers website](#).

### Current Committee:

#### Chairperson – Heather Rickards

As Chair, Heather acts as a figurehead for the Group, keeping the wheels of the committee oiled and moving. Role is to:

- Guide the running and development of the group.
- Keep members in touch with Group news through our walks programme, email newsletter and the website.
- Lead regular committee meetings, keeping discussions "on track" whilst giving everyone who wants to contribute the chance to do so.
- Follow up after committee meetings to make sure that decisions are acted on.
- Represent Severnside at Avon Area Committee meetings.

### Thinking of standing for Chair?

A good Chair is:

- Committed to the success of the Group, and the charitable aims of The Ramblers.
- Able to motivate fellow committee members, and encourage discussion in meetings.
- Well-organised and reliable.

You can get support from other committee members, or from Chairs of other Groups, and staff at The Ramblers Central Office may be able to point you in the direction of resources to help chair meetings effectively.

## Secretary – Chris Everett

As Secretary, Chris holds a pivotal position in the group, keeping the committee running effectively through good administration. As the group's main administrator, Susan acts as the main contact person for the Group.

Tasks include:

- Dealing with correspondence from Ramblers central office;
- Dealing with general enquiries,
- Keeping minutes of committee meetings and keeping all relevant correspondence.

### Thinking about standing for Secretary?

You'd make a good Secretary if you're:

- Well-organized and good at administration.
- A team-player, able to build good relationships with other committee members, especially the Chair.
- Computer literate, comfortable with word-processing and the internet.

The Volunteer Support Team in Central Office can provide some guidance and advice on request.

## Treasurer – Peter Randall

As Treasurer, Peter makes sure the Group keeps a healthy bank balance, and doesn't spend money it doesn't have! Role is to:

- Account for the funds we receive from Avon Area, or from social events.
- Prepare a budget for agreement with Avon Area Treasurer.
- Monitor and manage the finances of the Group, reporting regularly to the Severnside committee on the financial position of the Group.
- Pay the bills, and re-imburse volunteers for out-of-pocket expenses.
- Prepare an end-of-year financial statement for the Group, get it audited and submit it to Ramblers Central Office.

### Thinking about standing for Treasurer?

You'd make a good Treasurer if you're:

- Methodical and organized.
- Numerate and not intimidated by figures.
- Comfortable with using spreadsheets.

It's not essential to have any financial background to be a treasurer, but previous experience of managing budgets or accounts is useful. Extensive "Guidelines for Treasurers" are sent to all Treasurers, and there's an induction for all new or prospective Treasurers. Support is available from the Finance Team at Ramblers Central Office.

## **Walks Coordinator – Joy Harrison**

As Walks Co-ordinator Joy keeps the group on its feet, working with Walk Leaders to compile a full and varied programme of walks. Role is to:

- Contact walk leaders and get commitments from them to lead walks.
- Compile the quarterly walks programme, working with the Social Secretary to publish the programme.
- Encourage members to become walk leaders, and support new walk leaders.
- Uploads walks to the Ramblers Walks Finder Database.

## **Interested in being Walks Coordinator?**

You'd make a good Walks Secretary if you have:

- Good organizational skills to maintain details of walk leaders and to co-ordinate the compilation of the walks programme.
- Good communication skills to encourage walk leaders to provide a range of different walks, and to encourage new walk leaders.
- The ability to work to a deadline.

Fellow volunteers with the Group are often able to provide guidance and support. You can also contact the Volunteer Support Team at Central Office.

## **Web Editor – Ken Mill**

As Web Editor, Ken keeps members and the public up to date with the Group's activities, publicising walks, socials and campaigns on the website. Role is to:

- Publish the walks and socials programmes on the website, and keep the site updated.
- Trouble-shoot any problems with the website.
- Develop the website as a tool to promote and strengthen the Group.

## **Interested in being Group Web Editor?**

To be a good Website Editor you'll need:

- Good knowledge of basic website management.

- The ability to write in clear, jargon-free language.
- A bit of creative flair to give the website an attractive look and feel.
- Access to a computer and web editing software.

Unfortunately Central Office can't offer much support but of course there's plenty of advice available on the internet!

## **Publicity Officer – Sue Driver**

As Publicity Officer, Sue brings the public's attention to the activities of The Ramblers at a local level, to make people aware of the issues concerning ramblers and to help increase membership. Role is to:

- Co-ordinate the production of publicity materials and leaflets, and distribute them to libraries and other suitable places.
- Publicise the Group's activities in the local media.
- Promote Severnside and The Ramblers at public events.

## **Interested in being Publicity Officer?**

You'd enjoy the role of Publicity Officer if you're a good communicator. A Publicity Pack containing guidance on all aspects of a Publicity Officer's job is available from Ramblers central office.

## **Membership Secretary – Chris Everett**

As Membership Secretary, Chris welcomes new members and keeps records of membership. Role is to:

- Send a welcome letter to each new member introducing them to the Group, its activities and its relationship to The Ramblers.
- Keep accurate records of the Group's membership, and help members with any issues they may have regarding their Ramblers membership.
- Deals with enquiries from people interested in joining the group.
- Look for ways to increase the Group's membership, and keep membership development on the committee agenda.

## **Interested in becoming Membership Secretary?**

You'd enjoy the role of Membership Secretary if you're:

- Keen to help the Group to membership of The Ramblers to grow.
- A good communicator who can encourage existing members to stay.
- Computer literate, comfortable with email, word-processing and basic spreadsheets, with easy access to the internet.

Support is often available from other Membership Secretaries, and the Membership Team in The Ramblers Central Office can provide some guidance and advice on request.

## **Footpath Officers – Allan Davies**

As Footpath Officer, Allan helps to keep the group walking, by working to protect our rights-of-way and taking action on footpath problems.

Role is to:

- Report footpath problems to the local authority and monitor any action taken.
- Support the Ramblers' footpath campaigns, such as the "Use Your Paths" campaign.
- Keep in touch with other Footpath Officers in the Area, and in Ramblers Central Office, often through participation with the Area Footpath Sub-Committee.

## **Thinking of becoming a Footpath Officer?**

You'd be a good Footpath Officer if you have:

- A passion for walking and an enthusiasm to protect and develop the footpath network.
- An understanding of, or interest in learning about the basics of rights of way law.
- Good communication skills to represent the concerns of The Ramblers to a range of audiences, including statutory bodies.

Extensive support is available from the Footpath Policy Team at Ramblers Central Office, including a detailed handbook and occasional training workshops.

## **Social Secretary – Gill King**

As Social Secretary Gill organizes Severnside's social diary. Role is to:

- Encourage members to run social events.
- Compile a social programme, working with the Walks Coordinator to publish the programme.
- Support members organizing social events.

## **Interested in being Social Secretary?**

You'd make a good Social Secretary if you're:

- Keen to develop the social side of Severnside.
- A good communicator who can encourage members to run trips and other events.

Fellow committee members and members who have organized trips may be able to offer support and guidance.