

Volunteer Role Profile: Group Chair

The Group Chair oversees all of the group's activities, making sure that they are consistent, integrated and in line with Rambler's mission and strategy. While each committee member has a specific role to play, we all communicate and meet regularly to support and help each other.

Key Activities	Likely time commitment
A. Supporting the group committee to run the group well, follow good practice and join in national/local initiatives	Ad hoc as needed
B. Ensure the group adheres to policies, procedures and governance, so that the group, its members and volunteers are kept safe and legal.	Ad hoc as needed
C. Chair committee meetings, group AGMs and other group meetings as required, working closely with the group secretary to plan and co-ordinate meetings in advance	1 evening / 6-8 wks + preparation time
D. Represent Stockport Ramblers at Area and other meetings, liaising with National Ramblers, local ramblers' groups and other bodies as required.	1 evening/quarter
E. Develop activities in line with priorities of Ramblers' Area, so that belonging to the group is enjoyable and welcoming.	Ad hoc as needed

Other considerations

Will need access to Insight Hub and associated processes within the Ramblers' system.



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Volunteer Role Profile: Group Treasurer

The Group Treasurer ensures that all the income and expenditure for the group is properly recorded and in line with the organization's policies and procedures.

Key Activities	Likely time commitment
A. Working with the committee agree funding requirements for the next financial year and submit these to the Area Treasurer.	1-2 hours annually (July)
B. Completion of annual financial returns to the Ramblers' office for audit purposes.	1- 3 hours annually (October)
C. Maintain accurate records of all income and expenditure.	15 monthly
D. Communicate payment status for social events and weekends away to relevant member of social planning team.	45 minutes weekly spread across the week (only when activities are planned).
E. Ensure outgoing payment for social events and weekends away are made in a timely manner and in line with payment due dates.	15 minutes per event
F. Preparing and delivering the annual report on the accounts to the AGM.	1 hour annually (including 10 minutes presentation time)
G. Providing up to date group financial information to the committee.	15 minutes (ad hoc)

Skills required:

- Ability to understand policies and processes and apply them to real life.
- Happy working with numbers and financial information.
- Organized and able to keep on top of tasks.
- Confident using email, internet and simple book-keeping platforms.

Volunteer Role Profile: Group Secretary

The Group Secretary helps with the smooth running of our committee and group by ensuring policies and procedures are followed; information is recorded and shared in line with Data Protection rules; and the Area Secretary is kept informed of our activities. While each committee member has a specific role to play, we all communicate and meet regularly to help and support each other.

Key Activities

- A. Work with the Group Chair to arrange meetings, including setting agendas, booking rooms, sending out invitations.
- B. Attend Group committee meetings and AGM.
- C. Record and circulate accurate minutes.
- D. Attend Area committee meetings (optional)
- E. Keep records up to date and safe.
- F. Share news between The Ramblers', Area and Stockport group.
- G. Attend group committee meetings and AGM
- H. Produce an annual report and present at AGM

Likely time commitment

- 1-2 hours per meeting (x4 plus AGM each year).
- 2 hours per meeting (every 6-8 weeks plus AGM each year.)
- 2 hours during meeting, 1 hour to transcribe and send email.
- 1 evening (x3 plus AGM each year).
- Ongoing.
- 10 minutes as required.
- 2 hours per meeting (every 6-8 weeks plus AGM each year.)
- 1 -2 hours to produce and 10 minutes to present.

Volunteer Role Profile: Group Membership Secretary

The Membership Secretary plays a key role in retaining members and welcoming new and prospective members at a local level. While each committee member has a specific role to play, we all communicate and meet regularly to support and help each other.

Key Activities

- A. Help to retain existing members through regular communications such as emails and post committee meeting newsletters.
- B. Welcome new members and respond to requests from prospective members using online and locally produced resources.
- C. Signpost members and prospective members to The Ramblers' online resources and our social media platforms.
- D. Maintain and protect members records.
- E. Ensure all volunteers understand the data protection rules.
- F. Attend Group committee meetings and AGM.
- G. Produce an annual report detailing the years activities and membership statistics and present at AGM.

Likely time commitment

Up to 1 hour per week

2 hours per meeting (every 6-8 weeks plus AGM each year.)

1 hour to write and 10 minutes to present at AGM once yearly.

Volunteer Role Profile: Group Walks Coordinator

The group currently has divided the walk co-ordination up by day (5 roles) as follows,

1. Saturday walk coordinator (weekly walk)
2. Sunday walk coordinator (weekly week)
3. Tuesday long walk coordinator (walk every other week)
4. Tuesday pub walk coordinator (walk opposite Tuesday to long walk)
5. Wednesday evening walk coordinator (weekly walk May to mid August)

There is a master spreadsheet (excel) which we are using to track all the walks as they go onto the website. It is helpful in identifying the dates where we need a walk leader. This spreadsheet is currently managed by Diana Horrocks.

Key Activities

- A. Maintain a contact list of Stockport Ramblers walk leaders. Request walks from walk leaders. This relies on using personal contact whilst walking, emailing regular walk leaders, utilising Stockport Ramblers WhatsApp groups etc. Identify a walk leader for each walk, aiming to create a varied walks programme.
- B. Create/publish the walk on Ramblers Walks Manager System based on information supplied by the walk leader. Make ad hoc updates to walks already on Walks Manager, if required.
- C. Provide walk details to Diana H for inclusion in the master spreadsheet, checking that walker statistics have been recorded after the walk.
- D. Provide guidance to potential new walk leaders re role and training requirements.
- E. One or more of the coordinators will attend the group committee meetings.

Likely time commitment

30mins/walk to add to Walks Manager and provide details for master spreadsheet

1 evening/ 6-8 wks

Other considerations

- Will need access to Walks Manager within the Ramblers System and walks master spreadsheet maintained by Diana H.
- Need to be willing to be part of Stockport Ramblers Walk Leader and Walk Coordinator WhatsApp groups.
- It can be helpful if the coordinator regularly walks on the day they are walks Coordinator for. There is no need for the walk coordinator to be a walk leader.

Volunteer Role Profile: Group Footpaths Officer

Ramblers' Association Group Footpath Officer is a volunteer responsible for monitoring and protecting Public Rights of Way (PRoW) within their area.

Key Activities

- A. Be aware of any matters relating to rights of way in the Area through information sent from Central Office, from local Group networks, local access forums, Rights of Way Forums and local authorities. Participate directly in any forum addressing Rights of Way issues.
- B. Report footpath problems to the authority and monitor progress and any action taken. Look for opportunities to extend the footpath network.
- C. Assess, and respond to, proposals to change the path network, both pre-order and through the legal process. Ensure this work is followed through to its conclusion.
- D. Report footpath successes to Central Office.
- E. Comment on local authority plans or strategies where they refer to rights of way and other linear access (e.g. Rights of Way Improvement Plans).
- F. Provide assistance, where needed, with claims for paths (DMMOs) to be added to the Definitive Map & Statement. This includes monitoring the authority's efficiency in processing the application backlog as documented in the DMMO register.
- G. When the group is involved in practical path work, to work closely with the path work coordinator or to coordinate the work to ensure that the path work can be completed.
- H. Organise footpath surveys and inspections
- I. Provide local examples to Central Office for use in national campaigns.
- J. Liaise with colleagues in neighbouring Groups and Areas to exchange ideas and experiences.

Likely time commitment

2 hours every per forum quarterly

Average 3-4 hours
per week

Volunteer Role Profile: Group Social Secretary

The Group Social Secretary has a key role in organising an enjoyable and well managed social programme of activities alongside the led walks. While each committee member has a specific role to play, we all communicate and meet regularly to support and help each other.

Key Activities

- A. Attend Committee meetings and provide input on relevant agenda items, particularly those relating to social events
- B. Plan an annual calendar of social events for the group that are accessible and inclusive, with costs kept reasonable and affordable for all members.
- C. Working with other volunteers and members, as appropriate, plan and organise group weekends away and local social events e.g. Christmas social, walk & meal etc.
- D. Collaborate with the group secretary and social media team to promote events via emails, newsletters, website, social media as appropriate keeping members informed and encouraged to participate.

Likely time commitment

1 evening / 6-8 wks

See Other Considerations section below

Other considerations

Weekends Away: The time for planning and co-ordinating a weekend away involving researching and booking hotels and restaurants, following up with venues, and updating the numbers of participants can be 5 days plus. This time will be spread over several months. Weekends where it is “book your own B&B” or is “more inclusive” (eg HF) will take proportionately less time to organise. We typically have 2-3 weekends away each year.

Local Social Events: Time to plan and coordinate each event is typically 8-10 hours. This time will be spread over several weeks. Typically, we have 4-5 events across the year.



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Volunteer Role Profile: Committee Member

Committee members support the different roles in the committee either from time-to-time or on an ongoing basis. While each committee member has a specific role to play, we all communicate and meet regularly to support and help each other.

Key Activities

Likely time commitment

- A. Active involvement in group committee meetings
- B. Get involved in various committee and organising activities to support the smooth running of the group.

1 evening every 6-8 wks

Ad hoc as needed

Other considerations

This is an opportunity to be involved in the running of the group without specific responsibilities and/or try out different committee activities to decide if you want to get more involved.

