Job Description: Chapter Outings Chair

Purpose of Position

The Chapter Outings Chair provides leadership, direction, and oversight to the chapter outings program, as well as the outings programs of all local groups and sections. The Chapter Outings Chair works to make outdoor activities an integrated and vital element of chapter efforts.

Responsibilities

- Maintain current Sierra Club membership.
- Familiarity with the Outings Leader Training (OLT 101) and all national and local Club policies and procedures that pertain to the chapter's outings program(s).
- Ensure all local chapter, group, and section outings are run in accordance with Club policies and procedures.
- Manage and minimize the risks of local outings programs.
- Maintain training and first aid certification requirements for outings leaders, and ensure active leaders meet these requirements.
- Maintain communication with Group Outings Chairs and Activity Section Chairs. Relay information to and from national staff and volunteers as necessary.
- Encourage the creation of new outings programs in those groups where programs do not currently exist.
- Maintain the chapter outings approval process.
- Coordinate scheduling, planning, and publication requirements of chapter outings as required by local chapter and national policies.
- Work with leaders to integrate conservation issues into the outings program whenever possible.
- Maintain recordings as required by the chapter and/or national staff.
- Establish at least a nominal budget for postage, phone calls, etc.
- Delegate tasks to group outings chairs, activity section chairs, and others as necessary.