

Wellington Tramping & Mountaineering Club

Role Description



Revised Feb 2016

Position: Assistant Chief Guide

Responsible to: Chief Guide in general
General Committee for special activities or functions undertaken or arranged at the direction of the General Committee

Responsible For:

1. Assisting the Chief Guide in any or all of his/her responsibilities.
2. Deputising for and acting as the Chief Guide in the Chief Guide's absence.

In particular the Assistant Chief Guide is responsible for:

1. Ensure that the necessary training is arranged, and that all members are given every encouragement to take advantage of such training.
2. Ensure that sufficient and adequate Bushcraft Instruction Courses, Alpine Instruction and Skiing Instruction courses are arranged for members, that members participate in Trial Search and Rescue operations as opportunities occur, and that such other instructional courses or evenings are arranged as necessary.
3. Finding leaders for trips.
4. The preparation and timely replacement of trip sheets on the notice board an appropriate number of weeks before trips are due to run (including detailing on trip sheets the transport costs) -
 - North Island in accordance with trip fare schedule
 - South Island as specified by the transport officer
5. Arranging or undertaking such activities or functions as the General Committee may from time to time decide.

Liaison:

To the extent that it is desirable, the Assistant Chief Guide shall develop and maintain adequate liaison with those persons and organisations specified in the Position Description for the Chief Guide.

Financial Authority:

The Assistant Chief Guide has no authority for any expenditure on Club activities without prior authority by the General Committee.