

Wellington Tramping & Mountaineering Club

Role Description



Revised February 2016

Position: Chief Guide

Responsible to: General Committee

Responsible For:

1. The planning, organisation and control of all club outdoor activities in accordance with the Club's Constitution and such directions as may be given from time to time by the General Committee and General Meetings of the Club.
2. To ensure that the highest standard of safety is observed on all club outdoor activities.
3. Where required, formulating policy for outdoor activities for approval by the General Committee and implementing the policy as determined by the Committee.
4. Convening the Chief Guide's sub-committee, members to include the Assistant Chief Guide and any others deemed necessary. The responsibilities of the sub committee are:
 - 4.1. Formulation of trip schedules
 - 4.2. Training Co-ordination – Liaison with instructors to ensure that sufficient Bushcraft courses and Alpine Instruction courses are arranged for members and other instructional courses or evenings are arranged as necessary. Also to ensure that other outdoor courses are advertised for members to participate in.
 - 4.3. Huts – representation on the Aorangi / Tararua Huts committee, oversight of custody of Paua Hut keys use and maintenance of Paua Hut. Also to co-ordinate other volunteer activities.
 - 4.4. Search & Rescue - Keeping the club Emergency Contact procedures and PLB information up to date. To also encourage the participation on members in LandSAR exercises and training. Liaison with the Wellington Land Search and Rescue organisation including the mobilising of search teams as required.
 - 4.5. Transport Money – Reconciliation of transport money, and approving of trip refunds following refund policy
5. Developing and maintaining such external contacts as may be necessary for the efficient conduct of the Club's field activities;
6. Determining suitability of trip leaders.

In particular the Chief Guide is responsible for:

1. Discussing club trips with Trip Leaders to ensure that:
 - (i) The leader and his or her party are adequately prepared;
 - (ii) Those on the trip list are capable of doing the trip;
 - (iii) Transport requirements are determined;
 - (iv) Investigate and resolve any trip issues as they arise, proposing Club policy updates if required.

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2. Ensuring that Trip Leaders are fully aware of their responsibilities and ensuring that they are given every opportunity and encouragement to carry out these responsibilities efficiently;
3. Arranging for the preparation of trip schedules;
4. Ensuring that sufficient instructional courses are available, such as bushcraft, alpine instruction.
5. Providing the Transport Officer with transport requirements;
6. Canceling trips when lack of support or some other cause makes this necessary;
7. Encouraging new and potential Club members;
8. Responding to enquiry's from either web site or phone relating to the club's outdoor activities;
9. Nominating the proposed members of the Chief Guide's sub-committee to the General Committee for approval;
10. Calling and chairing such meetings of the Chief Guide's subcommittee as are necessary and ensuring that due regard is given to combined Club's activities;
11. Ensuring that trips sought to be made Club trips by Club members (but which are not on the trip schedule) be approved by General Committee.

Membership of Committees:

The Chief Guide is the convenor of the Chief Guide's sub-committee.

Liaison:

The Chief Guide is responsible for maintaining adequate liaison with:

1. All Club trip leaders;
2. The Transport Officer for transport requirements ;
3. The Ruapehu Lodge Booking Officer for club trips planned to Ruapehu.
4. Paua Hut custodians
5. Family trip organisers
6. Gear custodian
7. Emergency contact person
8. SAR representatives
9. External people who enquire on the clubs activities via the web site or via telephone;
10. The Chief Guide of other clubs if necessary;
11. Department of Conservation staff in areas visited by the club;
12. Landowners through whose property club parties pass from time to time;

Financial Authority:

1. The Chief Guide or Transport Officer has authority to purchase tickets or provide tickets or provide transport where the fares will be refunded by members and to make such toll calls as are necessary to arrange transport.

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2. The Chief Guide has authority to make urgent payments due without prior approval by the General Committee (including such toll calls as may be necessary) where these payments are in accordance with an established pattern.
3. Making of bookings of facilities to be used by trips where trip fares will cover the cost of such bookings. These to include facilities for instruction courses

