

Cascadia RVW – Cultivating Volunteerism and Leadership

What We Have

1. Large number of members (200 members)
2. Large number of active members:
 - a. Active members are members who currently attend several events each year.
 - b. We have about 75 active members.
3. High numbers of active members possess excellent leadership qualities and skill sets.
4. The general goal of the group is to RV safely with friends, learn, explore, and enjoy. This is known by the group at large. We also have a small number of active members who don't own RVs. These members stay in park models or nearby places, participate in group activities, and serve on the Board and in other volunteer positions. Owning a rig is not essential to being a fully active member in our Chapter.
5. The general attitudes are to have FUN and to develop a sense of comradery with others. These attitudes are conveyed from the top down and are very evident to new comers.

What We Do That Promotes Volunteerism

In Cascadia's formative years, we had enthusiastic, ambitious individuals who ignited this group and established a welcoming, inclusive environment where people felt at home. They designed a program where we've made sure this energy has continued. In the beginning it was the President who managed everything for the group. The President set up park reservations, handled group registrations, designed the program for each rally, and facilitated the gathering. Over time as Cascadia has grown, we've developed an organization that involves several board positions as well as tasks that someone can do just one time, while other roles are carried on throughout the year.

There are several ways that members can be involved and this is one of the keys to cultivating a sense of community and maintaining a culture of volunteerism and leadership development. There are seven board positions and several roles or tasks to be filled on a yearly basis, on a monthly basis, and one-time only. These roles and tasks are described below.

The Board

1. Cascadia's board consists of seven members. This core leadership group works together throughout the year to ensure that our organization runs smoothly. See addendum for summary of job descriptions.
 - a. President (one year)

- b. President Elect (one year) (Must serve on the board first before becoming President Elect)
 - c. Advisor to the Board (the previous president; mentors the President Elect and available to advise other board members) (one year)
 - d. Secretary (one to two years)
 - e. Treasurer (one to two years)
 - f. Registrar (one to two years)
 - g. Event Activity Coordinator (one to two years). The Event Activity coordinator works well as a co-position. At one time four people were co-coordinators. This is a good way to get new people involved - by pairing a new person with someone who is experienced. One event coordinator serves on the board.
2. New board members are recruited and elected as follows:
- a. New Board members may be wooed over time by the current Board. Individuals may be personally asked whether they would consider being nominated for a Board position, and their names are forwarded to the nominating committee. The President Elect is someone who has served in a previous Board position. The Event activity Coordinator is preferably someone who has served as an Event Captain. Other Board members may have served as Event Captains and helpers in general, or they have the skill set for a particular position and have shown potential to serve as a leader.
 - b. A nominating committee of three volunteers seeks candidates for various Board positions a year in advance. Each year the nominating committee consists of a continuing member from last year and two new volunteers. The nominating committee does its recruiting work in May-June to establish potential Board members for next year. These committee members are knowledgeable about the positions and are willing to discuss the tasks of a Board position with a new nominee. The Nominating committee members meet personally with potential new nominees to allow that person to ask questions and give them time and encouragement to make the best decision about their potential service to the club.
 - c. The official election for next year's Board takes place in October during the fall business meeting. The new Board works together during the winter to prepare for the next season, which begins in March. The annual spring business meeting takes place either during the March or April event.
3. A Board member's time is respected and members are available to help and assist each other as needed.

4. Board members are introduced to attending members and thanked during each event weekend, usually by the President. This recognition gives each Board member some kudos and also keeps them visible to attending members. Being visible helps to keep open communication lines between the Board and membership, and helps promote “the Board and its work” to new potential board members. Past Board members are also recognized and thanked during events throughout the year. This recognition is a visible reminder that many individuals have volunteered to be involved in leadership over time.
5. The Board communicates frequently and openly with the general membership.
6. All Board positions have a written job description which is reviewed and updated as necessary by the Board.
 - a. The Nominating committee presents a copy of the position job description to each potential nominee, so they have some idea of what is expected of them.
 - b. Each out-going Board member has the opportunity to meet at least once with the new incoming person replacing them on the Board. Historical knowledge is helpful as well as tips for carrying out duties.

Volunteers Who Have Year-Round Positions

1. The following positions are held by volunteers who carry on their work throughout each year:
 - a. **Web Editor** –Maintains Cascadia’s website pages, including photo archives and information regarding monthly events. Board members communicate regularly with the Web Editor to keep the pages updated. **(See addendum for job description)**
 - b. **Web Master** – Ensures that the web server is up to date and assists with resolution of technical issues. **(See addendum for job description)**
2. We also have volunteers who do these special activities throughout the year:
 - a. **Book Club Facilitator** – Facilitates book group meetings during each event throughout the year. Cascadia book group members choose books to two months in advance and the selection is posted on Cascadia’s website.
 - b. **Club Photographer** – Two to three individuals take photos during each weekend event. Pics are forwarded to our web editor for Cascadia’s website. We have a volunteer who organizes pics into a slide show for presentation during our annual Volunteer Appreciation Event. The slide show highlights Cascadia’s activities throughout the year and it’s another way to say thank you to all the volunteers who helped to make these activities happen. This event usually takes place in September or October (one of the last two events of the year.)

Volunteers Who Take On Specific Roles for an Event Weekend

Several opportunities are available for members to be involved in monthly events. (See addendum for job descriptions)

1. **Event Captains** –One or more volunteers serve as Event Captains each weekend. For one event, 9 people worked together as co- captains. For every event, March through October, there are different sets of Event Captain(s). Event Captains can split up their responsibilities and be in charge of one or more parts of the weekend.
 - a. The Event Coordinator (Board position) works directly with Event Captains to organize and publicize weekend activities. Events are usually planned several weeks or months in advance. Captains conduct the weekend’s activities in coordination with Board members, Divas and Hi There Gals.
 - b. The Event Coordinator and long-time members serve as mentors for new Event Captains. They work with new Captains to show them how it’s done. Having mentors is an important aspect regarding leadership development.
 - c. The Captains design the weekends’ program and/or activities, purchase any food and supplies, and prepare an agenda for the weekend. The Captains choose a wide variety of activities ranging from educational workshops to fun and games. Sometimes excursions, tours, and speakers are arranged. Cascadia has a budget of \$250 for each event, however Captains may request additional funds from the board as needed.
 - d. Sometimes individuals would like to lead or facilitate a special activity during a weekend, but not be in charge of the entire weekend. So they approach the Event Coordinator or Event Captain about fitting into the agenda. Examples include setting up a doggie parade, organizing a fishing excursion, or arranging a crab feed.
 - e. Part of Cascadia’s success is that group activities are available each weekend and this gives people a chance to mingle, help with preparations, and participate in activities. This fosters a culture of community and involvement. The atmosphere is fun so people want to help when additional help is needed.
 - f. Typically there is a potluck gathering on Friday and Saturday evenings so everyone has an opportunity to come together as a group; and sometimes the club sponsors a meal during the weekend. A Friday night gathering and mixer is especially important because it sets up the weekend. The President welcomes everyone, and there are announcements to help everyone know what’s going on.

2. **Divas.** Several volunteers serve as general helpers or “Divas” during an event weekend. These are individuals who help the Event Captains set up and facilitate activities throughout the weekend. Several Divas sign up in advance, while others join in and offer to help on the spot. This Diva role is an easy way to get people started, because this is a one-time volunteer position during a particular weekend, and it involves no advance planning or training. Also it’s FUN and volunteers feel appreciated. Once members have served as Divas for an event or two, they are likely to volunteer to serve as Event Captains. They will have an understanding about how weekends are typically organized and facilitated, and they may have new ideas for group activities.
3. **Hi There Gals.** Two or three people serve as “Hi There Gals”. These are members who greet people as they arrive and hand them their agendas for the weekend. This is a fun activity because you get to say hello to everyone as they arrive. This is another easy role that people can volunteer to do just one time, and it requires a short commitment (a couple hours on Thursday and Friday as people arrive for the weekend.) This is a good role for new people to pair up with experienced members, because it helps you to get to know people.
4. **Scribe(s) and scribe’s editor.** A scribe is needed for each event to do a write-up about activities happening throughout the weekend. The write-up is then posted on our web site. The President announces that scribes are needed and individuals are personally asked. A scribe can do a write-up for one or several events.
 - a. This is a fairly easy role for new members, especially those who prefer to do things behind-the-scenes; yet at the same time the scribe may be interacting in group activities in order to get the story written.
 - b. Also we have a volunteer who serves as the Scribes’ Editor. She edits all the write-ups before these are sent to the Web Editor to post to Cascadia’s website.

How Volunteers are Secured and Thanked

1. The Event Coordinator (Board member) prepares sign-up sheets for each event coming up, March through October, requesting that volunteers sign up in advance as Event Captains, Hi there Gals, and Divas. These sign-up sheets are available in the club house during each event.
2. Also the Event Coordinator and Event Captains personally ASK individuals to fill these roles or to help with certain tasks. This is probably the most important key to our culture of volunteerism: that we ASK individuals whether they would like to do a particular thing for an event weekend. This is the best way to get people involved, especially new people and shy ones. A number of people would be willing to do something but wait to be asked. They don’t step forward. But if there are experienced members who ask them to do a particular task where they can be mentored if needed, then people are likely to say yes. In fact they feel complimented when asked. People feel valued and want to help. They might also feel more comfortable doing this one thing with others, knowing they will not be solely in charge of it. Personal asks or contacts work very well, and often work better than having sign-up sheets.

- a. As you exclusively ask people to volunteer for things, especially new people and shy ones, they will get to know people. This is the best way to make friends. As people get involved, they make friends and feel connected, and they have FUN. Then this perpetuates itself on and on. When a person has done one thing, they are likely to say YES to another thing.
- b. Someone suggests such as, how about showing this movie, the Long Long Trailer, so you turn around and say how would you like to do this?
- c. It's important to get to know your members so you understand their skills and interests.
 - i. We periodically do surveys to find out what kinds of things members would like to see or do during weekend events, and what skills or talents they might like to contribute. Periodically we should also ask the newer folks, what brought you here, what keeps you coming back, what turns you off? And for those who have only come once or twice, why haven't they come back?
 - ii. Mixers help you get to know new people, and what resources they have/ what skills. Mixers are good for team building and comradery. People are looking to see where they could fit in. Book club came about because Michele realized she had the skill set and could do it.
 - iii. Get to know who to ask to do small things. Little by little people become comfortable doing bigger things
 - iv. Common interests like knitting, coloring or book club get people together and talk happens
 - v. New people need to know what their resources are: like who has projector and screen; table cloths, etc.

3. **IMPORTANT: We thank volunteers publicly and often**

- a. During each event, when the group gathers for a potluck, the President recognizes and thanks the Event Captains, Divas and Hi There Gals who volunteered to facilitate this particular weekend. The Scribes are also thanked. We make sure that volunteers feel appreciated and valued. THIS IS VITAL FOR PEOPLE TO VOLUNTEER AGAIN.
- b. In addition, we end each year with a **VOLUNTEER APPRECIATION EVENT**, where all volunteers for the year are recognized and thanked. Usually the board members prepare and serve a club-sponsored meal for this event, or the entire weekend might be a "no cook weekend." For the past two years we've also had a volunteer prepare a slide show featuring activities shared throughout the year. The slide show consists of photos taken by members who have volunteered to serve as our club photographers.

4. **Buddy System for New Comers.** One thing we do to welcome new comers is that we use a buddy system. This is not an official role, but one that is important to help new people feel at home. One or more people are asked by the President to serve as

“buddies” for new people during their first weekend. These volunteers reach out to new people and lead them through the weekend. They sit with new comers during group potlucks, make sure they know what’s happening, and encourage them to volunteer as Hi There Gals or Divas during a future event. The buddies pull in the new comers so they meet people, get involved, and feel they are a part of the community.

Some Other Things We Do

1. **Cascadia has an emphasis on first aid.** We are fortunate to have members who are (or have been) EMTs and nurses, and they are available for emergencies. We have an AED defibrillator available and our professional members provide trainings for the AED as well as CPR.
2. **Outreach to members who are grieving or have health challenges.** An extra job for the Secretary is to provide “sunshine” services – that is, she pays attention to which members are absent due to illness or surgeries and members who may be grieving due to loss of a parent, etc. She sends cards to these members to say that Cascadia is thinking of them. This is another thing we do to promote a caring community, which in turn leads to people feeling connected and being willing to volunteer.
3. **Fundraising for local charities.** Cascadia has a fundraising opportunity during each monthly event, to benefit a local charity program. It's our way to give back to each community we are visiting, and helping where help is needed. Examples are homeless shelters, animal shelters, old dog havens, food banks, trail building programs, teen centers, and senior centers. Our local target for donations is researched by the Event Captains or Event Coordinator, or by another volunteer. The charity is usually something that touches the hearts of those leading a particular event, besides local need. Information is provided to our attending group in advance so we know what we're aiming for. Donations are usually money (ranging from \$150-300 collected) but sometimes food or clothing, and even adopting a dog or two! This is an educational opportunity for club members, and has also become a part of Cascadia's culture.
4. **Fundraising for Cascadia.** To raise additional funds we typically do the following fundraising activities:
 - a. **50–50 during each monthly event.** The President asks someone to volunteer during each event to sell raffle tickets for a 50-50 raffle. For the drawing, 50% of the proceeds goes to the winner, and 50% goes to the club. Each month about \$65 is deposited into Cascadia’s treasury.
 - b. **Auctions every two years.** Our major fundraiser for the club is an auction conducted every two years, during one of our weekend rallies. The auction is the main activity for that weekend and involves a large number of volunteers. For the past several years a core group of 4-6 individuals have organized and facilitated the auction, and they’ve asked 8-10 volunteers to help with the process. It’s a lot of work, but it’s also a lot of fun for everyone, and of course all attendees are involved when the auction is going on. All items, services, and/or activities are donated by attending members (new or used) and all proceeds go

to the club. Typically \$3000-\$4000 is raised. It is this fund that provides monies for Event Captains to use for food, supplies, speakers, etc. for weekend events.

General Thoughts:

1. Patience is important. Cultivating a garden takes time...the same applies to volunteers.
2. Generic requests for help, notes posted on a bulletin board or website usually are not real successful in getting responses for volunteers.
3. When we ask for volunteers, we need to be clear in what we need and truthful and the time commitment that will be involved. We do this fairly well.
4. We also accept "No" as an answer and sometimes recognize a "No" that is not being said.
5. We need to embrace new ideas that come to us from new members. When they come to us, we need to include them in discussion of the ideas if appropriate.
6. This cannot be said enough – Volunteers NEED acknowledgment, thanks, praise , acknowledgement, thanks, praise, acknowledgement, thanks, praise, thanks, praise, acknowledgement, praise, thanks, acknowledgement...
7. The Board needs to know its membership...we are very successful at that!
8. It's all supposed to be FUN

Position Descriptions

Event Activity Coordinator

What	When	How
Find weekend captains, Hi There Gals and Divas	<ul style="list-style-type: none"> • Throughout the season 	<ul style="list-style-type: none"> • At each event, verbally seek volunteers. Provide sign-up sheets. • Personal networking to line up event captains, Divas and Hi There Gals for each event weekend • Use the Help Needed page on the website (work with Christine to keep current) • Use the event information pages on the website (work with Christine to keep current)
Event coordination	<ul style="list-style-type: none"> • Throughout the season • One month ahead of each event 	<ul style="list-style-type: none"> • Keep a listing of possible event ideas on hand based on survey results, board member ideas, and your own ideas. • Work with the event captains of each event to plan programs and activities • Provide ideas to event captains, if they need help • Provide coaching and guidance to captains regarding spending limits, timing, feasibility of ideas, logistics, etc. • Capture each event's plan from the captains; provide to Christine for posting on the web
Event communication	<ul style="list-style-type: none"> • One month ahead of each event • One week ahead of each event • Days prior to each event 	<ul style="list-style-type: none"> • Work with the Event Captains to provide the weekend's plan to Christine for posting on the web • Obtain the event registration info from the Registrar and use it to send a note to the event participants with a reminder of what the plan for the weekend is, any special instructions, etc. Direct them to the web page for additional info, if needed. Attach a copy of the Roadside Assistance sheet. Attach attendees and their hobbies info. • If desired, print copies of the schedule of events and ensure the materials get to the Hi There Gals in time for them to distribute.
Event management	<ul style="list-style-type: none"> • One week ahead of each event • Event weekend 	<ul style="list-style-type: none"> • Send note to Hi There and Diva volunteers thanking them for volunteering, reminding them of the general assignment at the upcoming event • Ensure Hi There Gals and Divas understand what, when and how they are needed to provide assistance to the weekend captains • Ensure the chapter supply of paper plates, utensils, raffle tickets, etc. is available

		<ul style="list-style-type: none"> • Please assign a delegate to cover your duties if not attending a given event
Event cost collection	<ul style="list-style-type: none"> • After each event weekend 	<ul style="list-style-type: none"> • Collect receipts from the event captains for expenses incurred and forward them to the Treasurer within 30 days after each event. • Resolve any issues of reimbursement with the board and parties involved.
Board support	<ul style="list-style-type: none"> • As requested 	<ul style="list-style-type: none"> • Support other members of the board with requests for information, assistance, etc. as requested

Secretary

What	When	How
Record minutes	<ul style="list-style-type: none"> During Board and General Membership meetings 	<ul style="list-style-type: none"> Capture notes during Board and General meetings Draft the minutes; route for internal Board review within two weeks; incorporate comments and/or changes Provide final minutes to the board and the web editor for posting on the website within 30 days of the meeting Read aloud or distribute (or get a waiver to doing so) meeting minutes at the next Board or General meeting; make amendments as required; provide revised minutes to the web editor for posting on the website if appropriate
Publication assistance	<ul style="list-style-type: none"> As requested 	<ul style="list-style-type: none"> Assist with submittal of Publication info to local and national magazines and Web sites, at the request of the President
Document maintenance	<ul style="list-style-type: none"> When document are changed 	<ul style="list-style-type: none"> Maintain official documents of the Chapter (e.g. Bylaws, Rules/Regs etc); keep hard copy and electronic master files. Master files can be stored on the web server, if desired. Provide Bylaws revisions to national for approval; work revisions as needed between the chapter and the national office.
Communications assistance	<ul style="list-style-type: none"> As requested 	<ul style="list-style-type: none"> Assist in communicating news to members about Chapter and RVing Women activities. Method used will depend on the nature of the request.
Board support	<ul style="list-style-type: none"> As requested 	<ul style="list-style-type: none"> Support other members of the board with requests for information, assistance, etc. as requested

Advisor

What	When	How
Board support	<ul style="list-style-type: none"> As requested 	<ul style="list-style-type: none"> Provide sage advice to the board and other members of the Cascadia team based on YEARS of experience

President Elect

What	When	How
Site Selection	<ul style="list-style-type: none"> Throughout the year prior to taking office 	<ul style="list-style-type: none"> Plan, schedule and secure event locations for the events that will take place during the term to be served as president Make reservations with the park managers, capturing basic information about deposits

		<p>required (if applicable), registration deadlines, camping fees, facility amenities, etc.</p> <ul style="list-style-type: none"> • Turn event information over to the Registrar and web editor as soon as details are relatively final. Target: December
Board support	<ul style="list-style-type: none"> • As requested 	<ul style="list-style-type: none"> • Support other members of the board with requests for information, assistance, etc. as requested

Treasurer

What	When	How
Maintain chapter bank account	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Establish chapter bank account at the beginning of term • Balance and reconcile checking /savings account records on an ongoing basis
Annual financial report	<ul style="list-style-type: none"> • Annually, by January 15th 	<ul style="list-style-type: none"> • Prepare and submit the annual financial report required by the national office Feb 15th; provide copies to the chapter board by January 15th
Monthly financial report	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Prepare and archive monthly financial statements. Send copies to the board? • Ensure copies of the current financial report are available for each event and for each Board and General Membership meeting
Dues collection	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Collect dues and other payments from chapter membership; ensure potential chapter members are current members of RVW
Maintain membership records	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Use spreadsheets or other record keeping methods to maintain a current record of chapter membership • Keep copies of the current year's monthly membership records (WA and BC only) provided by RVW. No need to keep longer than the current year.
Event Support	<ul style="list-style-type: none"> • 4-6 weeks ahead of events • 2-3 weeks prior to each event 	<ul style="list-style-type: none"> • For those events requiring a deposit, reconcile registration list with deposits received. When applicable, write the single deposit check to the park. • Receive registration information from the Registrar and verify each attendee's RVW membership status. Notify the Registrar of any attendees who are not RVW members (e.g. guests and first-timers). Send a gentle reminder to event attendees who have previously been RVW members but whose membership has expired (glad they are here, but did you realize you've expired?).
Make chapter payments	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Make payments on behalf of the chapter (e.g. bills, deposits, etc.)

		<ul style="list-style-type: none"> • Payments in excess of \$100 require the approval of the President and one additional officer, preferably in writing (e-mail is okay)
Annual budget	<ul style="list-style-type: none"> • Annually, in spring 	<ul style="list-style-type: none"> • Prior to the spring business meeting, prepare an annual budget proposal for review
Annual audit	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • Provide supporting documents and explanations as required for the required independent review of chapter finances
Board support	<ul style="list-style-type: none"> • As requested 	<ul style="list-style-type: none"> • Support other members of the board with requests for information, assistance, etc. as requested

Registrar

What	When	How
Park coordination	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Be in contact with the parks to finalize registration details, deadlines, costs, etc. • Provide registration listings to the park managers by the deadlines agreed to
Maintain registration records	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Maintain current registration records for all events by monitoring the registration reports • Update records based on additions and cancellations • Archive actual attendance records for each event
Membership status verification	<ul style="list-style-type: none"> • 2-3 weeks prior to each event 	<ul style="list-style-type: none"> • Forward registration record to the Treasurer prior to each event to verify each attendee's RVW membership status
Event Support	<ul style="list-style-type: none"> • 1-2 weeks prior to each event 	<ul style="list-style-type: none"> • Send a registration listing to the President, Event Activity Coordinator and Weekend Captain (including hobby info) • Optional: provide a copy of the registration list to the Hi There Gals so they can check off members as they arrive
Communication	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Communicate with the membership regarding registration instructions, deadlines, etc. using the web, e-mail and verbal announcements at the events
No shows	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Notify no shows, as required, of their need to reimburse the chapter for costs incurred if the participant does not show up as planned at an event
Board support	<ul style="list-style-type: none"> • As requested 	<ul style="list-style-type: none"> • Support other members of the board with requests for information, assistance, etc. as requested

President

What	When	How
<p>RVW Liaison</p>	<ul style="list-style-type: none"> • Monthly • As needed and appropriate • Annually, during Bylaws revision years • Annually, per schedule 	<ul style="list-style-type: none"> • Attend the monthly Chapter Advisory Council meeting, or assign a delegate to do so; share findings as appropriate with the Board and the chapter membership • Act as chapter liaison to the RVW national office, other chapters and other local/national RVing organizations • Provide RVW national office with inputs to the website and magazine regarding chapter events and items of interest • Notify the national RVW office and Bylaws committee of proposed revisions to the Bylaws • Ensure chapter reports are submitted to the RVW national office according to the deadlines provided
<p>Chapter Communication</p>	<ul style="list-style-type: none"> • Ongoing • 30 days prior to Spring General meeting • 3 months prior to Fall General meeting • 30 days prior to Fall General meeting 	<ul style="list-style-type: none"> • Provide chapter membership with information pertinent to the operation of the chapter and the national organization. Provide inputs to the web editor. • Announce the upcoming General meeting to the membership • Announce upcoming board vacancies to the membership to solicit candidates • “Broadcast” a call to members for proposed bylaw revisions • Announce the upcoming General meeting to the membership • Announce the slate of candidates running for the open Board positions to the membership • Provide the membership in writing with proposed changes to the Bylaws
<p>Treasury support</p>	<ul style="list-style-type: none"> • When Treasurer changes • Annually 	<ul style="list-style-type: none"> • Assist the Board in selecting one Chapter Officer other than the treasurer to co-sign on the bank card for the Chapter account. • Arrange for an independent review of Chapter finances at least once a year
<p>Event management</p>	<ul style="list-style-type: none"> • Monthly, for each event 	<ul style="list-style-type: none"> • Carry copy of the contract/agreement to each event • Ensure the chapter banner is prominently displayed. • Set up the communications board • Ensure paper copies of the Newcomer Packet are in the hands of the park, Hi There Gals and board members • Upon receipt of the registration listing from the Registrar, send a welcome note and

		<p>Newcomer Packet by e-mail to all newcomers and guests</p> <ul style="list-style-type: none"> • Make welcome, introductions and other announcements; facilitate the operation of the potluck line, etc. • Acquire a supply of apple cider and Dixie cups for rig christening • Carry the chapter cleaning supplies and ensure the facility is at least as clean at the end of our visit as it was at the beginning • Please assign a delegate to cover your duties if not attending a given event
Committee assignments	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Appoint special committees as needed (e.g. the Nominating Committee) with the approval of the board • Report committee findings to the membership
Election conduct	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • Plan for and conduct annual elections according to the instructions and deadlines outlined in the Bylaws, including the preparation of absentee ballots
Special assignments	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Request members to assist her, or other Board members, in carrying out chapter business
Sunshine Support	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Review the monthly membership listing provided by national and forward information on any new members to the Sunshine Focal
Board support	<ul style="list-style-type: none"> • Twice annually • As requested 	<ul style="list-style-type: none"> • Plan and conduct a minimum of two general meetings per year, providing 30 days notice to the membership. • Support other members of the board with requests for information, assistance, etc. as requested

Web Editor

What	When	How
Website maintenance	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Maintain the Cascadia website pages utilizing inputs provided by the board, members, the scribe and self-initiated material. Edit inputs received based on knowledge and operation of the chapter to ensure that inputs are clear, complete and represent the chapter to the public in a positive light. Utilize good judgment to review content with board members when uncertain. • Request photo inputs from the chapter, and maintain an organized, logical photo archive for re-use. • Support the board as needed, in communicating with the chapter membership.

Web Master

What	When	How
Website maintenance	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • In coordination with the web master, produce forms (e.g. registration forms) • Ensure that the web server license and FTP accounts are up to date • Maintain virtual e-mail addresses for the officers • Assist with the resolution of technical issues related to the website

Scribe

What	When	How
Event Write-Ups	<ul style="list-style-type: none"> • Monthly, target within two weeks after each event 	<ul style="list-style-type: none"> • Write a summary of each event and in a timely manner submit to the Cascadia web editor and the RVW magazine editor (Dee Johnson) along with any pictures collected from the members. • Please assign a delegate to cover your duties if not attending a given event

Sunshine Focal (handled by the Secretary)

What	When	How
Welcome new members	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Based on new member information received from the president, send a card welcoming them to RVW, inviting them to an upcoming event, and generally make them feel welcome.
Condolence and Get Well	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Send a card to chapter members who have experienced an illness or loss.

Weekend Captain(s)

What	When	How
Event Planning	<ul style="list-style-type: none"> • For your event 	<ul style="list-style-type: none"> • Working with Event Activity Coordinator, plan the schedule of events for a single weekend. Use your own ideas and/or obtain ideas from the Event Activity Coordinator. • Rough out a schedule of events and provide it to the Event Activity Coordinator for submittal to the website editor • Purchase any necessary food, game or activity supplies within the budget constraints provided. Turn in receipts within 30 days of the event to the Treasurer for reimbursement.
Event management	<ul style="list-style-type: none"> • For your event 	<ul style="list-style-type: none"> • Conduct the weekend's activities with the assistance of the Event Activity Coordinator,

		Divas, Hi There Gals and other board members. Communicate needs for assistance with the Divas and the Event Activity Coordinator.
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Divas

What	When	How
Event assistance	<ul style="list-style-type: none"> One time 	<ul style="list-style-type: none"> Assist the weekend captain(s) with the operation of the weekend's activities, such as providing help setting up chairs and tables, setting up the potluck tables, general cleanup after meals, running games and activities, and tear-down at the end of the weekend.

Hi There Gals

What	When	How
Event welcoming	<ul style="list-style-type: none"> Friday afternoon, usually 2-4 p.m. 	<ul style="list-style-type: none"> Position yourself near the entrance of the park to welcome all weekend participants as they arrive. Pay special attention to solo travelers, newcomers, guests and first-timers. Hand out the schedule of events and/or welcome packet that have been provided. Answer questions and provide assistance as needed.

Buddies

What	When	How
Newcomer welcoming	<ul style="list-style-type: none"> At each event. 	<ul style="list-style-type: none"> Make newcomers welcome by inviting them to weekend activities, excursions, invite them to sit at tables, connecting them with other members with similar interests and hobbies.

Document prepared May 2016

By Linda Clark (Cascadia Board Member 2014, 2007, 2006)

Document reviewed by 2016 Cascadia Board Members:

- Elaine Ploegstra, Chapter President
- Sage MacLeod, President Elect
- Lynda Byrd, Board Advisor

