



Mush Larose Executive

These position descriptions have been written by the people currently doing the jobs, or as a description of what we would like to see. It is up to each elected person to make what they want of the position they have taken on. For instance, Anne Melrose was already running a training group in Cornwall, so she has included all the duties involved in keeping that going, which is above and beyond the minimum expectation, so don't let that scare you too much.

If you are interested in a position, but afraid that you do not have experience, don't worry! We will be happy to mentor people, or share positions so that people can learn as they go. We want to encourage participation in the executive roles so that the club will continue to thrive in the future.

An invitation is extended to all executive members to attend meetings, but it is understood that not everyone will always be available. All executive members get a chance for feedback when they review the minutes prior to being sent out to the general membership.

🐾 **President**

- Interface with township officials (Forestry Technician, Larose Forest, U.C.P.R.); attend semi-yearly trail users meetings; keep communications open and friendly with other trail users groups; organize a thank-you for the township people (rides, embroidered items, card, whatever seems appropriate).
- Ensure that the trails and events are safe, waivers are signed etc... Insurance up-to-date
- Consult with members at the AGM and throughout the year, see that their concerns are addressed directly, or discussed at the AGM.
- Organize the election of the executive. Ensure that they each perform their assigned duties.
- Organize meetings with the executive: draw up an agenda (items for discussion either from member conversations, your own ideas or those of the rest of the executive), send out a meeting request with agenda. Chair the meeting ensuring that each item is either dealt with or shelved. Ensure that meeting minutes are produced and sent out for executive committee comment and then to the membership. Ensure that the action items are addressed within a reasonable timeframe, or add to next meeting agenda.
- In conjunction with the executive committee, schedule season's events keeping conflicting events in mind. Find organizers for each event, track and help as required for each event.
- Ensure that club members know what is going on (emails/web site)
- Respond to emails sent to club asking for assistance or information that the secretary can't address. This may include requests to post information to the membership.
- Ensure that records are kept.
- Ensure that regular trail reports are posted on the website.
- Currently organize the October dryland race event, the January race event and the End-of-Season Potluck



🐾 **Treasurer/Secretary**

- Keep books of accounts: Submit a statement of the financial position of the Association at least once a month to the Executive committee during the active part of the season; and submit a yearly balance statement for the spring AGM
- Receive all monies for and on behalf of the Association and deposit in a timely matter to account in the name of Mush Larose Association
- Pay all accounts approved by the President/Executive committee
- Arrange for insurance and memo of understanding with the forestry officials
- Issue membership cards/renewal stickers to members on payment of membership and send/give out Welcome documentation to new members
- Maintain an up-to-date membership list with contact info, paid status, preferences etc... and send to the Executive committee as required
- Answer the general email account requests, or pass them on to the appropriate executive member

🐾 **Event Coordinator**

- Send out club-wide email announcements
- Ensure that all the club events have an organizer and lend whatever assistance is required (disseminate information on event planning)
- Organize the November dryland race and the March events

🐾 **Trail Master**

- Check trail signage at the beginning of each season and repair as required throughout the season (directional signage, caution signage)
- Organize trail maintenance day in September to clear the trails of garbage and debris before the racing season begins (consider hunting season dates)
- Ensure that the trails remain as safe as possible throughout the winter – i.e. organize the removal of fallen trees
- Interface with club members with trail concerns and desired upgrades keeping both sledding and skijor requirements equally in mind
- Post trail condition reports as much as reasonably possible
- Easiest if this person has a skidoo and time available to be up at the forest every few weeks to deal with issues as they arise

🐾 **Skijoring Coordinator**

- Answer any skijor questions that are forwarded to the club
- Organize the skijor clinic (not necessarily teach it)
- Attend Exec meetings (2-3 yearly) and ensure that skijor interests are represented
- Promote skijoring in the community



✿ **Sledding and Carting Coordinator**

- Maintain binder of members and their dogs with details of vaccinations
- Vaccination records to be checked each fall at first session
- If records not available after 3 reminders, dogs should not be able to run
- Advise new members of website with Schedule, Directions to Parks and Letter of Introduction – keep all updated as necessary
- Translate details of members to an excel members list and keep an email list in your mail program
- Have new Schedule made up by end of August
- Check websites for outside race information and conflicts with any of our yearly events before printing schedule, which includes details of outside races for those who would like to attend them.
- Call St Lawrence Parks Commission for Letter of Agreement to be signed by us so that we may use Mille Roches Campground
- Make sure you have the key to the campground.
- Email schedule to all members and post on the website.
- Make a few copies for those who do not have access to email
- Update schedule as needed with changes depending on weather/snowfall (cancellations, locations)
- Changes should be posted by Thursday night so that those who only have email at work are aware of any changes
- Send email to all for any serious changes, additions or requests for help
- Touch base with event organizers a week or so before yearly events and work with organizer(s) for any new events
- If a new event go out and check trail a couple of days before to make sure they are aware of dog-sport needs (3 – 5 km trail; groomed night before to set up for next day; turn around or looped trail; wide enough for passing or, if a skijor event, wide enough to skate-ski.) *NOTE: we do not/will not run dogs on ice*
- Keep in close touch with Mush Larose executive to co-ordinate events and offer help where and when needed.
- Round up volunteers for events – timers, start/finish line help, help to get teams to the start line, etc.
- Keep all communications open with Snowmobile Association, Townships, Parks, etc. If at all possible assist in events for them in thanks for using trails.
- Keep information on hand regarding training methods, finding a dog a new home, locations for dog sled rides, breeders in the area, how to deal with problem dogs. You will need it for all of the phone calls fielded over the course of the year. People will also visit you to bring you their unwanted dog because “what’s one more?”
- Be aware of ISDRA rules should a situation arise with outside mushers attending our events.
- Have drop chains, bibs for races, stopwatches, and first aid kit available on the vehicle.



🐾 **Media Advisor**

- Encourage the growth of dog-powered sports in Eastern Ontario in conjunction with the sledding and carting coordinator and the skijor coordinator
- Inform the media of upcoming Mush Larose events
- Coordinate interviews, video and photo ops at Larose
- When giving or organizing interviews ensure that the reason for the event and the association are given top billing and that all names are spelled correctly.
- Collect video submissions for the End-of-Season DVD slideshow appendix
- Collect press clippings and compile into a scrapbook(Sledding Coordinator has scrapbook) for member viewing at the End-of-Season Potluck (or the Secretary Treasurer)