

Walks Programme Secretary

- Prepare for and attend 4 committee meetings and AGM annually.
- Submit report for group committee meetings and AGM.
- Currently the year is divided into 3 programmes of 4 months. Contact walk leaders by e mail (three times a year) 6 weeks before next programme is due start, requesting offers to lead a walk(s). (Ideally to provide a mid-week and a weekend walk each week). However, the running of the programme is very much up to the WPS to develop if they wish.
- Regularly chase/remind for walk offers and respond to queries raised.
- Post each walk onto Walks Manager for our group's website. Have each programme available 1 month before the end of the previous programme.
- Add "pop-up" walks to the website (and Facebook if you have access). Ask WhatsApp Manager to add pop up to WhatsApp group "Rambling Rogues".
- Complete the relevant Ramblers' application form for new Walk Leaders – this will then enable new Walk Leader to undertake the on-line training which is required before they can be added to Walks Manager and lead a walk.
- Obtain data consent form from new walk leaders and provide information of walk leaders' responsibilities.
- Contribute articles for Newsletters if possible.