



Request for Approval of Replacement Policies and Procedures

On December 11, 2008, the Management Committee of the Wilderness Training Committee approved a Replacement Policies and Procedures to govern its operations.

The Management Committee of the Wilderness Training Committee hereby requests that the Outings Management Committee review and approve the Replacement Policies and Procedures and transmit them to the Chapter Executive Committee for final approval.

The following attachments set forth the Replacement Policies and Procedures:

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| ATTACHMENT 1 | Replacement Policies and Procedures |
| ATTACHMENT 2 | Redlined Version showing changes between Replacement Policies and Procedures and Prior Policies and Procedures |

Background information and letters of support are set forth in the accompanying *Policies and Procedures Support Package*.

ATTACHMENT 1

WILDERNESS TRAINING COMMITTEE Replacement Policies and Procedures

**[Adopted by Management Committee on
December 11, 2008]**

I. OVERVIEW

1.1. This section is intended as a summary overview of the various committees, courses, programs, and publications that relate to wilderness travel and leadership training in the Sierra Club Angeles Chapter ("Chapter"). Abbreviations referred to here will be used throughout the remainder of the text.

1.2. The Wilderness Training Committee ("Committee") operates the Wilderness Travel Course ("Course") for persons to gain experience with wilderness travel. Both the Committee and the Course are commonly referred to as "WTC."

1.3. To support its courses, the Committee publishes the "Wilderness Travel Course Student Handbook," which is provided to every student as a course syllabus.

1.4. The Leadership Training Committee ("LTC") operates the Leadership Training Program ("LTP") to train Chapter leaders at all levels. LTC publishes the Leader's Reference Book, which is the core document used by all leadership training programs in the Chapter.

1.5. LTC trains and examines persons for recommendation to the Chapter Safety Committee as leaders. Only the Safety Committee has the authority to certify leaders.

1.6. The Outings Management Committee ("OMC"), which reports directly to the Chapter Executive Committee ("ExComm"), is responsible for the general oversight and administration of the Committee, LTC, and the Safety Committee.

1.7. The Safety Committee is responsible for leader certification, setting leadership training standards in conjunction with LTC, establishing safety policies within the Chapter, and reviewing accident reports.

II. OBJECTIVES

2.1. The objectives of the Committee are:

2.1.1. To produce, in accordance with established safety guidelines, Course graduates who are: a) informed about the equipment, techniques and responsibilities of wilderness travel, including the dangers involved, b) aware of their present limitations and their own potential, and c) enthusiastic about gaining further experience.

2.1.2. To train and prepare volunteer instructors to conduct the course, as well as prepare leaders for certification by the Safety Committee.

2.1.3. To sponsor wilderness travel and mountaineering related outings for the Chapter.

III. ORGANIZATION

3.1.1. The OMC chair is responsible for the general oversight and administration of the Committee and shall be an Ex Officio nonvoting member of the Management Committee as established in Section 3.3.1 below.

3.1.2. The Course is offered in distinct geographic areas (hereinafter "Area") established by the Management Committee. Each Area has its ~~own~~ staff and leaders and instructors responsible for classroom and outing instruction and consists of one or more groups.

3.1.3. Committee membership shall include Sierra Club members actively engaged in the operation of the Course, and all shall be voting members. Members include Committee staff, Area staff (including Group Leaders and Assistant Group Leaders, and Instructors). All Course Lecturers are members entitled to vote and shall designate the Area in which he or she will vote.

3.1.4. The Committee Chair shall be responsible for the overall operation of the Committee and shall have a vote on the Management Committee.

3.1.5. The Management Committee shall set overall policy for the Committee, including the program for instruction, leader qualifications, budget, publicity, the creation of new areas, and dealings with other agencies.

3.1.6. The Committee staff shall be composed of nominated Committee members who fill critical tasks necessary for running the Committee and its Course. All Committee staff positions are nominated by the Committee Chair; some are subject to confirmation by the Management Committee.

3.1.7. The Area Chair shall be responsible for the overall operation of an Area and shall ensure that all Committee policies and procedures are followed. The Area Vice Chair shall substitute if the Area Chair is not available.

3.1.8. The Area staff shall be composed of Committee members who fill critical tasks necessary for running that Area. All Area staff positions are appointed by the Area Chair.

3.1.9. The Committee Chair, the Management Committee, and staff will be selected annually as outlined herein.

3.2. Committee Chair

3.2.1. Candidates for Committee Chair shall be nominated by members of the Management Committee. Any active member of the Committee may be nominated. The Management Committee and the outgoing Committee Chair shall elect the new Committee Chair, with the transition effective immediately after the vote. The Committee Chair is elected by a plurality vote. The Committee Chair is subject to confirmation by the ExComm. Election of a Committee Chair is held each year at the first meeting following completion of the annual Course, or at any other time that the Management Committee determines that the Committee Chair is to be replaced.

3.2.1.1. The Committee Chair may not serve more than three consecutive terms. A person who has served as Committee Chair for three consecutive terms may be re-elected as Committee Chair so long as there is a two-year break in service as Committee Chair. Once elected, the Committee Chair may be removed only by a 2/3 vote of the Management Committee or by the ExComm.

3.3. Management Committee

3.3.1. The Management Committee will consist of the Committee Chair and three elected members from each Area – the Area Chair, the Area Vice Chair, and the Area Management Committee Representative. The OMC chair shall be an Ex Officio nonvoting member of the Management Committee; the OMC Chair shall not be counted as a member of the Management Committee for purpose of quorum.

3.4. Area Officers

3.4.1. Each area shall elect its Chair, Vice Chair and Management Committee Representative near the end of each Course, nominally in March, with the newly elected officers taking office upon completion of the current year's Course. The term of office is for one year. The election shall be decided by majority vote of the area members present and voting. Should the Area Chair be elected Committee Chair or leave office for another reason, the Area Vice Chair shall become Area Chair. Should the Vice Chair be elected Committee Chair, become Area Chair or leave office for another reason, the Area Management Committee Representative shall become the Vice Chair. Should the Area Management Committee Representative become vacant, the Management Committee shall have the

option of appointing a replacement until such time as the Area elects a replacement at a special meeting convened for this purpose.

3.4.2. The Area Chair may be elected to a maximum of three consecutive terms. A person who has served as Area Chair for three consecutive terms may be re-elected as Area Chair so long as there is a two-year break in service as Area Chair. Once elected, an Area Chair, Vice Chair, or Management Committee Representative may be removed only by a 2/3 vote of the Management Committee or a majority vote of the area.

3.5. Committee Confirmed Staff

3.5.1. The following staff positions are nominated by the Committee Chair and confirmed by the Management Committee. An additional description of the job duties for the positions set forth below shall be maintained by and available from the Committee Chair.

3.5.2. LEADERSHIP TRAINING COORDINATOR – Encourages and facilitates the training of prospective and current leaders.

3.5.3. REGISTRAR – Responsible for the registration of students on forms approved by the Committee, as well as processing of course fees and textbooks and other sales by area registrars.

3.5.4. TREASURER – Maintains the financial records, bank accounts and the equipment inventory of the Committee.

3.5.5. SAFETY COORDINATOR – Responsible for monitoring the Committee's safety record and advising the Management Committee on matters of safety policy. Represents WTC on the Chapter Safety Committee.

3.5.6. GOVERNMENT AGENCY LIAISON - Maintains communication with Forest Service, National Park Service, and other government personnel regarding wilderness permits and access policies and shall be aware of Club and Chapter permitting activities.

3.5.7. OUTINGS CHAIR – Responsible for gathering information concerning trips being conducted by Committee members and submitting trip writeups to the Newsletter Editor and to the Chapter Schedule. Must meet the qualifications established for Outings Chairs by the Chapter and such additional qualifications established by the Management Committee.

3.5.8. OTHER POSITIONS. The Management Committee may establish additional positions that shall be nominated by the Committee Chair and

confirmed by the Management Committee. Any of the above positions may be combined with one or more positions and the job duties may be expanded by the Management Committee. Assistants may be authorized to assist any position.

3.6. Committee Staff

3.6.1. These positions shall be appointed by the Committee Chair and do not require confirmation by the Management Committee.

3.6.2. SECRETARY – Records minutes of Management Committee meetings, and distributes minutes and announcements to Committee staff as requested by the Committee Chair.

3.6.3. TRANSPORTATION COORDINATOR – Arranges for all bus transportation needed for the Course consistent with Club and Chapter policies.

3.6.4. LECTURE COORDINATOR – Recruits and coordinates lecturers.

3.6.5. PUBLICITY COORDINATOR – Responsibility for publicizing the Course through advertising, press articles, fliers and outreach programs.

3.6.6. CURRICULUM COORDINATOR - Responsible for the Student Handbook and other Committee publications as designated by the Management Committee.

3.6.7. DISCOUNT PROGRAM COORDINATOR – Responsible for negotiating discounts for students and staff with the various outdoors equipment retailers in the region.

3.6.8. REPRESENTATIVE ON OMC AND LTC– The Committee Chair represents the interests of the Committee on the OMC and LTC.

3.6.9. NEWSLETTER EDITOR – Editor and publisher of the Committee newsletter.

3.6.10. MAP COORDINATOR – Responsible for procuring maps required for the Course.

3.6.11. WEBMASTER – Responsible for maintaining and updating the Committee website.

3.6.12. OTHER POSITIONS. The Management Committee may establish additional positions that shall be appointed by the Committee Chair without approval of the Management Committee. Any of the above positions may be combined with one or more positions and the job duties may be expanded by the Management Committee. Assistants may be authorized to assist any position.

3.7. Area Staff

3.7.1. AREA CHAIR – Responsible for overall operation of the Area. Appoints staff and leader positions (other than Vice Chair and Management Committee Representative) as outlined below, and any additional temporary or permanent staff positions as needed for the operation of the Area. Serves on the Management Committee.

3.7.2. AREA VICE CHAIR - Assists Area Chair. May serve in any additional staff role by appointment of the Area Chair. Serves on the Management Committee.

3.7.3. AREA MANAGEMENT COMMITTEE REPRESENTATIVE –Serves on the Management Committee as a voting member. May serve in any additional staff role by appointment of the Area Chair.

3.7.4. AREA LEADER COORDINATOR – Assists Area Chair in recruitment and training of qualified leaders and communicates needed information to them as appropriate. Maintains leader lists including Sierra Club membership, first aid and CPR and LTP status of area staff.

3.7.5. AREA REGISTRAR - Responsible for registration of students in an area in accordance with a detailed duty list supplied by the Committee Registrar. Maintains an inventory of texts, handbooks, and other student and staff materials. Maintains a master list of Area students.

3.7.6. AREA BUS TRIP COORDINATOR – Supplies bus-related information (head counts, pick-up points, etc.) to the Committee’s Transportation Coordinator and the students in an Area. Ensures that each bus has a leader, in charge, onboard.

3.7.7. AREA TRIP COORDINATOR – Collects and reviews WTC outings and submits them to the Committee’s Outings Chair for publication in Sierra Club and Committee publications.

3.7.8. GROUP LEADER –Responsible for the class and field instruction of the students assigned to his or her group. In consultation with Area Staff, the Area Chair shall appoint as Group Leader someone who meets the following qualifications: (a) holds at least an I-rating; (b) has demonstrated a strong commitment to the Course; (c) has demonstrated superior teaching and leadership abilities; and (d) has demonstrated the ability to safely manage and lead large groups of participants consisting of individuals of different ability levels. Group Leaders should have completed both the rock and snow checkoffs and are encouraged to attain the “M” or “E” rating.

3.7.9. ASSISTANT GROUP LEADER – Assists the Group Leader in the above. In consultation with Area Staff, the Area Chair shall appoint as Assistant Group Leader someone who meets the following qualifications: (a) holds at least an I-rating; (b) has demonstrated a strong commitment to the Course; (c) has demonstrated superior teaching and leadership abilities; and (d) has demonstrated the ability to safely manage and lead large groups of participants consisting of individuals of different ability levels. Assistant Group Leaders are encouraged to make significant progress toward the “M” or “E” rating including participating in the rock and snow checkoffs.

3.7.10. INSTRUCTOR- Assists the Group Leader and Assistant Group Leader in the above. Instructors are encouraged to make significant progress toward the “I” or “M” rating. The Area Chair shall monitor instructor progress in achieving a rating and may establish deadlines for completing certain steps necessary to obtain a rating.

3.7.11 OTHER AREA STAFF. The Area Chair may appoint other staff to assist in the operation of the Area.

IV. OPERATIONS

4.1. The Committee Chair shall schedule meetings of the Management Committee as required to accomplish the stated objective, or whenever requested by three members of the Management Committee. The Management Committee shall hold its first meeting no later than 30 days after the last Course class, and shall meet at least two other times annually: in the fall to plan the class, and just prior to the first class. All meetings shall be open to Committee members and other interested parties, except that the Management Committee may meet in executive session when requested by a majority of the Management Committee. Attendance at executive sessions shall be limited to members of the Management Committee and to those specifically invited to attend. Executive sessions shall normally be called only to discuss personnel matters.

4.2. All matters of policy and finance shall be the responsibility of the Management Committee. These responsibilities include but are not limited to: leader qualification, course content, schedules, training materials, expenditures of funds and relations with other groups and government agencies. The Committee Chair shall set the agenda, subject to the Management Committee’s approval, and preside over the proceedings.

4.3. A quorum of more than one-half the members of the Management Committee is required to conduct

business. A schedule of Management Committee meetings shall be posted on the Committee staff website or distributed by the staff listserve.

4.4. These Policies and Procedures shall be reviewed annually by the Management Committee.

V. FINANCE

5.1. Operating funds shall be obtained from the course fees, text sales and other miscellaneous sales and rentals. Any changes in course fees shall be approved by the Management Committee.

5.2. The Committee treasurer shall maintain records of all income and expense in accordance with accepted accounting procedures, and subject to the approval of the chapter treasurer. The treasurer shall also maintain records of all equipment and materials owned by the Committee, using information supplied by the area chairs and the Committee registrar. The treasurer shall prepare a yearly financial statement, as required by the Sierra Club, and a proposed budget for the coming fiscal year. The budget will provide for all Committee operating expenses. The budget shall include a reserve fund as determined by the Management Committee, for start-up expenses for the next year’s operations.

5.3. The treasurer shall forward the financial statement to the Chapter treasurer and the OMC chair as requested. The treasurer shall submit financial statements to the Management Committee at its regularly scheduled meetings.

5.4. All planned expenses shall be budgeted, and all non-budgeted expenses in excess of \$250 (or such other amount established by the Management Committee) shall be approved in advance by the Management Committee. All out-of-pocket expenses shall be submitted to the treasurer by the area chairs or other Management Committee or staff members in accordance with policies established by the treasurer.

5.5. The treasurer and the Committee registrar shall establish financial procedures for the area registrars as approved by the Management Committee.

VI. APPROVAL OF POLICIES AND PROCEDURES

6.1 These Policies and Procedures form the charter for the Committee. They shall not be superseded, save by rulings of the Sierra Club or by operation of law.

6.2. Amendments to these Policies and Procedures shall be initiated by a majority vote of the Management Committee acting as the elected representative body of Wilderness Training Committee as a whole or may be directed by the

OMC or by Chapter ExComm. Any member may request that the Management Committee consider a proposed amendment. Before approving an amendment and forwarding it to OMC, the Management Committee will consult with Group Leaders, Assistant Group Leaders, and Committee Confirmed Staff. Amendments shall be effective only when approved by the OMC and confirmed by the Chapter ExComm.

(end)

ATTACHMENT 2

WILDERNESS TRAINING COMMITTEE Replacement Policies and Procedures

[Adopted by the Management Committee
on December 11, 2008]

I. OVERVIEW

1.1. This section is intended as a summary overview of the various committees, courses, programs, and publications that relate to wilderness travel mountaineering and leadership training in the Sierra Club Angeles Chapter (“Chapter”). Abbreviations referred to here will be used throughout the remainder of the text.

1.2. The Wilderness Training Committee (WTC) (“Committee”) operates the Wilderness Travel Course (“Course”) for persons who have varied exposure to gain experience with wilderness travel mountaineering. Both the Committee and the Course are commonly referred to as “WTC.”

1.3. To support its courses and programs, WTC the Committee publishes the WTC “Wilderness Travel Course Student Handbook,” which is provided to every WTC student as a course syllabus.

1.4. The Leadership Training Committee (“LTC”) operates the Leadership Training Program (“LTP”) to train Angeles Chapter leaders at all levels, “O” through “E”. LTC publishes the Leader’s Reference Book, which is the core document used by all leadership training programs in the Chapter.

1.5. LTP LTC trains and examines persons for recommendation to the Angeles Chapter Safety Committee as leaders. Only the Safety Committee has the authority to certify leaders.

1.6. The Outings Management Committee (“OMC”), which reports directly to the Angeles Chapter Executive Committee (“ExComm”), is responsible for the general oversight and administration of WTC the Committee, LTC, and the Safety Committee, and the Mountain Rescue Committee (MRC).

1.7. The Safety Committee is responsible for leader certification, setting leadership training standards in conjunction with LTC, establishing safety policies within the Chapter, and reviewing accident reports.

II. WTC OBJECTIVES

2.1. The objectives of WTC the Committee are:

2.1.1. To develop produce, in accordance with established safety guidelines, WTC Course graduates who are: a) informed about the equipment, techniques and responsibilities of wilderness travel, including the dangers involved, b) aware of their

present limitations and their own potential, and c) enthusiastic about gaining further experience.

2.1.2. To train and prepare volunteer instructors to conduct the course, as well as prepare leaders for certification by the Safety Committee.

2.1.3. To sponsor wilderness travel and mountaineering related outings for the Angeles Chapter which are open to anyone with appropriate experience and conditioning. Some outings may be restricted to Sierra Club members.

III. WTC ORGANIZATION

3.1.1. The OMC chair shall be is responsible for the general oversight and administration of WTC the Committee and shall be an Ex Officio nonvoting member of the Management Committee as established in Section 3.3.1 below.

3.1.2. The Course is offered in distinct geographic areas (hereinafter “Area”) established by the Management Committee. Each Area has its own staff and leaders and instructors responsible for classroom and outing instruction and consists of one or more groups.

3.1.3. Wilderness Training Committee membership shall include be composed of all Angeles Chapter Sierra Club members actively engaged in the operation of the Wilderness Travel Course, and all shall be voting members. Members include Committee staff, Area staff (including Group Leaders and Assistant Group Leaders, and Instructors). All Course Lecturers are members entitled to vote and shall designate the Area in which he or she will vote.

3.1.4. The WTC chair Committee Chair shall be responsible for the overall operation of the WTC Committee and shall have a vote on the WTC Management Committee.

3.1.5. The Management Committee shall set overall policy for WTC the Committee, including the program for instruction, leader qualifications, budget, publicity, the creation of new WTC areas, and dealings with other agencies.

3.1.6. The WTC Committee staff shall be composed of nominated WTC Committee members who fill critical tasks necessary for running WTC the Committee and its Course. All WTC Committee staff positions are nominated by the WTC Committee Chair; some are subject to confirmation by the Management Committee.

3.1.7. The area chair Area Chair shall be responsible for the overall operation of a WTC area an Area and shall ensure that all WTC Committee policies and procedures are followed. The area vice chair Area

Vice Chair shall substitute if the ~~area chair~~ Area Chair is not available.

3.1.8. The Area staff shall be composed of ~~WTC~~ Committee members who fill critical tasks necessary for running that Area. All Area staff positions are appointed by the Area Chair.

3.1.9. The ~~WTC chair~~ Committee Chair, the Management Committee, and ~~the staff responsible for the operation of WTC~~ will be selected annually as outlined herein.

3.2. WTC Committee Chair

3.2.1. Candidates for ~~WTC~~ Committee Chair shall be nominated by members of the Management Committee. Any active member of ~~WTC~~ the Committee may be nominated. The Management Committee and the ~~current chair~~ outgoing Committee Chair shall elect the new ~~WTC~~ Committee Chair, with the transition effective immediately after the vote. The Committee Chair is elected by a plurality vote ~~in a secret ballot~~. The Committee Chair is subject to confirmation by the ExComm. Election of a ~~WTC~~ Committee Chair is held each year at the first meeting following completion of the annual ~~Wilderness Travel~~ Course, or at any other time that the Management Committee determines that the ~~WTC~~ Committee Chair is to be replaced.

3.2.1.1. The ~~WTC~~ Committee Chair may not serve more than three consecutive terms. A person who has served as Committee Chair for three consecutive terms may be re-elected as Committee Chair so long as there is a two-year break in service as Committee Chair. Once elected, the ~~WTC~~ Committee Chair may be removed only by a 2/3 vote of the Management Committee or by the ExComm.

3.3. Management Committee

3.3.1. The Management Committee will consist of the Committee Chair and ~~two~~ three elected members from each ~~WTC~~ Area – the Area Chair, ~~and~~ the Area Vice Chair, ~~and~~ the Area Management Committee Representative. ~~If the area chair or area vice chair are absent from a Management Committee meeting, the area Management Committee alternate may vote in their place.~~ The OMC chair shall be an Ex Officio nonvoting member of the Management Committee; the OMC Chair shall not be counted as a member of the Management Committee for purpose of quorum.

3.4. Area Officers

3.4.1. Each area shall elect its Chair, Vice Chair and Management Committee ~~alternate~~ Representative near the end of each ~~WTC~~ Course, nominally in March, with the newly elected officers taking office

upon completion of the current year's ~~WTC~~ Course. The term of office is for one year. The election shall be decided by majority vote ~~of the area members present and voting~~. Should the Area Chair be elected ~~WTC~~ Committee Chair or leave office for another reason, the Area Vice Chair shall become Area Chair. Should the Vice Chair be elected ~~WTC~~ Committee Chair, become Area Chair or leave office for another reason, the ~~alternate~~ Area Management Committee Representative shall become the Vice Chair. Should ~~further positions~~ the Area Management Committee Representative become vacant, the Management Committee shall have the option of appointing a replacement ~~s~~ until such time as the Area elects a replacement at a special meeting convened for this purpose.

3.4.2. The Area Chair may be elected to a maximum of three consecutive terms. A person who has served as Area Chair for three consecutive terms may be re-elected as Area Chair so long as there is a two-year break in service as Area Chair. Once elected, an Area Chair, ~~or~~ Vice Chair, or Management Committee Representative may be removed only by a ~~majority~~ 2/3 vote of the Management Committee or a majority vote of the area.

3.5. WTC Committee Confirmed Staff

3.5.1. The following staff positions are nominated by the ~~WTC~~ Committee Chair and confirmed by the Management Committee. An additional description of the job duties for the positions set forth below shall be maintained by and available from the Committee Chair.

3.5.2. LEADERSHIP TRAINING COORDINATOR – Encourages and facilitates the training of ~~new rated~~ prospective and current leaders. ~~Is a liaison to LTP and makes recommendations to LTP on technical training and procedures. Coordinates and schedules training courses such as Wilderness First Aid and Avalanche Training, and rock, navigation and snow practices and checkoffs. Submits necessary revisions for publication in the WTC Student Handbook, in conformity with WTC policies. Is responsible for distribution of appropriate training aids to group leaders. The leadership training coordinator may obtain as many assistants as required to perform these responsibilities.~~

3.5.3. ~~WTC~~ REGISTRAR – Responsible for the registration of students on forms approved by the ~~WTC~~ Committee, as well as processing of course fees and textbooks and other sales by area registrars. ~~Responsible for the instruction of area registrars. Works with the WTC treasurer on registration procedures and policies. Maintains historical list of~~

~~WTC students. Maintains inventory of texts, handbooks, and other student and staff materials.~~

3.5.4. ~~WTC~~ TREASURER – Maintains the financial records, bank accounts and the equipment inventory of the ~~WTC Committee~~. ~~Prepares the proposed WTC budget and pays authorized bills.~~

3.5.5. ~~WTC~~ SAFETY COORDINATOR – Responsible for monitoring ~~WTC~~ the ~~Committee's~~ safety record and advising the Management Committee on matters of safety policy. ~~Receives accident reports and investigates as appropriate. Receives outings write-ups from the WTC outings coordinator for review prior to publication in the Schedule and/or newsletters. Investigates complaints concerning field trips/outings and recommends appropriate Management Committee action.~~ Represents WTC on the Chapter Safety Committee. ~~Must be "M" or "E" rated by the Angeles Chapter.~~

3.5.6. ~~WTC~~ GOVERNMENT AGENCY LIAISON - Maintains communication with Forest Service, National Park Service, and other government personnel regarding wilderness permits and access policies and shall be aware of Club and Chapter permitting activities.

3.5.7. ~~WTC~~ CHAIR COORDINATOR – Responsible for gathering information concerning ~~mountaineering~~ trips being conducted by ~~WTC Committee leaders~~ members and submitting trip writeups to the Newsletter Editor and to the Angeles Chapter Schedule. ~~Must be "M" or "E" rated by the Angeles Chapter~~ meet the qualifications established for Outings Chairs by the Chapter and such additional qualifications established by the Management Committee.

3.5.8. OTHER POSITIONS. The Management Committee may establish additional positions that shall be nominated by the Committee Chair and confirmed by the Management Committee. Any of the above positions may be combined with one or more positions and the job duties may be expanded by the Management Committee. Assistants may be authorized to assist any position.

3.6. ~~WTC~~ Committee Staff

3.6.1. These positions shall be appointed by the ~~WTC~~ Committee Chair and do not require confirmation by the Management Committee.

3.6.2. ~~WTC~~ SECRETARY – Records minutes of ~~WTC~~ Management Committee meetings, and distributes minutes and announcements to ~~WTC~~ Committee staff as requested by the ~~WTC~~ Committee Chair. ~~Maintains master list of all WTC staff. Maintains WTC stationery, forms, and files.~~

3.6.3. ~~WTC~~ TRANSPORTATION COORDINATOR – Arranges for all bus transportation needed for the Course consistent with Club and Chapter policies in ~~WTC~~. ~~Executes contracts on approval of Management Committee. Assures insurance requirements are met.~~

3.6.4. ~~WTC~~ LECTURE COORDINATOR – Recruits and coordinates lecturers. ~~Advises WTC regarding the quality and content of lectures and films. Supplies needed information and assistance to WTC lecturers. Supplies information on lecturers to WTC Chair, Area Chairs and Area M/Cs. Ensures films are distributed to WTC areas when needed.~~

3.6.5. ~~WTC~~ PUBLICITY COORDINATOR – Responsibility for publicizing ~~WTC~~ the Course through advertising, press articles, fliers and outreach programs. ~~Submits informative articles regarding WTC to appropriate publications. Reviews proposed articles by WTC staff about WTC, prior to publication.~~

3.6.6. ~~WTC~~ CURRICULUM COORDINATOR - Responsible for the Student Handbook and other ~~WTC~~ Committee publications as designated by the Management Committee ~~other than the newsletter~~. Responsible for design and publication of the ~~WTC~~ Student Handbook, student registration forms, and other publications requested by the ~~WTC~~ chair. Assistant editors may be appointed to help with these activities.

3.6.7. ~~WTC~~ DISCOUNT PROGRAM COORDINATOR – Responsible for negotiating discounts for ~~WTC~~ students and staff with the various ~~mountaineering~~-outdoors equipment retailers in the region.

3.6.8. ~~WTC~~ CHAPTER COUNCIL REPRESENTATIVE ON OMC AND LTC – ~~Normally the WTC Chair. Represents the interests of WTC on the Angeles Chapter Council.~~ The Committee Chair represents the interests of the Committee on the OMC and LTC.

3.6.9. NEWSLETTER EDITOR – Editor and publisher of the ~~WTC~~ Committee newsletter. ~~Assistant editors may be appointed to help with these activities.~~

3.6.10. MAP COORDINATOR – Responsible for procuring maps required for ~~WTC~~ the Course.

3.6.11. ~~WTC~~ WEBMASTER – Responsible for maintaining and updating the Committee website.

3.6.12. OTHER POSITIONS. The Management Committee may establish additional positions that shall be appointed by the Committee Chair without

approval of the Management Committee. Any of the above positions may be combined with one or more positions and the job duties may be expanded by the Management Committee. Assistants may be authorized to assist any position.

3.7. Area Staff

3.7.1. AREA CHAIR – Responsible for overall operation of ~~a WTC~~ the Area. Appoints staff and leader positions (other than Vice Chair and Management Committee Representative) as outlined below, and any additional temporary or permanent staff positions as needed for the operation of the Area. Serves on ~~WTC~~ the Management Committee.

3.7.2. AREA VICE CHAIR - Assists Area Chair. May serve in any additional staff role by appointment of the Area Chair. Serves on ~~WTC~~ the Management Committee.

3.7.3. AREA MANAGEMENT COMMITTEE ~~ALTERNATE REPRESENTATIVE~~ – ~~Casts votes at WTC Management Committee meetings in the absence of the area chair or area vice chair.~~ Serves on the Management Committee as a voting member. May serve in any additional staff role by appointment of the Area Chair.

3.7.4. AREA LEADER COORDINATOR – Assists Area Chair in recruitment and training of qualified leaders and communicates needed information to them as appropriate. Maintains leader lists including Sierra Club membership, first aid and CPR and LTP status of area staff.

3.7.5. AREA REGISTRAR - Responsible for registration of ~~WTC~~ students in an area in accordance with a detailed duty list supplied by the ~~WTC~~ Committee Registrar. Maintains an inventory of texts, handbooks, and other student and staff materials. Maintains a master list of Area students.

3.7.6. AREA BUS TRIP COORDINATOR – Supplies bus-related information (head counts, pick-up points, etc.) to the ~~WTC~~ Committee’s Transportation Coordinator and the students in an Area. Ensures that each bus has a leader, in charge, onboard.

3.7.7. AREA TRIP COORDINATOR – Collects and reviews ~~post-class~~ WTC outings and submits them to the Committee’s Outings Chair for publication in Sierra Club and ~~WTC~~ Committee publications.

3.7.8. GROUP LEADER —Responsible for the ~~safety of a group of students while providing~~ class and field instruction of the students assigned to his or her group. ~~Must be Angeles Chapter “M” or “E” rated. Recruits the most promising student(s) in the group~~

~~as future WTC assistant leader(s).~~ In consultation with Area Staff, the Area Chair shall appoint as Group Leader someone who meets the following qualifications: (a) holds at least an I-rating; (b) has demonstrated a strong commitment to the Course; (c) has demonstrated superior teaching and leadership abilities; and (d) has demonstrated the ability to safely manage and lead large groups of participants consisting of individuals of different ability levels. Group Leaders should have completed both the rock and snow checkoffs and are encouraged to attain the “M” or “E” rating.

3.7.9. ASSISTANT GROUP LEADER – Assists the Group Leader in the above. ~~Must be either: (a) Angeles Chapter “M” or “E” rated; or (b) Angeles Chapter “I” rated with successful completion of “M” level rock and snow checkouts. No person may be appointed pursuant to clause (b) for more than two years.~~ In consultation with Area Staff, the Area Chair shall appoint as Assistant Group Leader someone who meets the following qualifications: (a) holds at least an I-rating; (b) has demonstrated a strong commitment to the Course; (c) has demonstrated superior teaching and leadership abilities; and (d) has demonstrated the ability to safely manage and lead large groups of participants consisting of individuals of different ability levels. Assistant Group Leaders are encouraged to make significant progress toward the “M” or “E” rating including participating in the rock and snow checkoffs.

3.7.10. ~~ASSISTANT LEADER~~ INSTRUCTOR- Assists the Group Leader and Assistant Group Leader in the above. ~~Need not be Angeles Chapter “M” or “E” rated, but should be making significant progress toward the “I” or “M” rating.~~ Instructors are encouraged to make significant progress toward the “I” or “M” rating. The Area Chair shall monitor instructor progress in achieving a rating and may establish deadlines for completing certain steps necessary to obtain a rating.

3.7.11 OTHER AREA STAFF. The Area Chair may appoint other staff to assist in the operation of the Area.

IV. OPERATIONS

4.1. The ~~WTC~~ Committee Chair shall schedule meetings of the Management Committee as required to accomplish the stated objective, or whenever requested by three members of the Management Committee. The Management Committee shall hold its first meeting no later than ~~two weeks~~ 30 days after the last Course class ~~of WTC~~, and shall meet at least two other times annually: in the fall to plan the class,

and just prior to the first class. All meetings shall be open to ~~WTC~~ **WTC Committee** members and other interested parties, except that the Management Committee may meet in executive session when requested by a majority of the Management Committee. Attendance at executive sessions shall be limited to members of the Management Committee; ~~area Management Committee Alternates as applicable~~, and to those specifically invited to attend. Executive sessions shall normally be called only to discuss personnel/~~disciplinary~~ matters.

4.2. All matters of ~~WTC~~ **WTC** policy and finance shall be the responsibility of the Management Committee. These responsibilities include but are not limited to: leader qualification, course content, schedules, training materials, expenditures of funds and relations with other groups and government agencies. The ~~WTC~~ **WTC Committee** Chair shall set the agenda, subject to the Management Committee's approval, and preside over the proceedings.

4.3. A quorum of ~~more than~~ **more than** one-half ~~plus one of~~ the members of the Management Committee is required to conduct ~~WTC~~ **WTC** business. ~~Meetings shall be announced to WTC members at least one month days in advance, except emergency meetings.~~ A ~~schedule of Management Committee meetings shall be posted on the Committee staff website or distributed by the staff listserve.~~

4.4. These Policies and Procedures shall be reviewed annually by the ~~WTC~~ **WTC** Management Committee.

V. FINANCE

5.1. Operating funds shall be obtained from the course fees, text sales and other miscellaneous sales and rentals. Any changes in ~~WTC~~ **WTC** course fees shall be approved by the Management Committee.

5.2. The ~~Committee~~ **Committee** treasurer shall maintain records of all income and expense in accordance with accepted accounting procedures, and subject to the approval of the chapter treasurer. The ~~WTC~~ **WTC** treasurer shall also maintain records of all equipment and materials owned by the ~~WTC~~ **WTC Committee**, using information supplied by the area chairs and the ~~WTC~~ **WTC Committee** registrar. The treasurer shall prepare a yearly financial statement, as required by the Sierra Club, and a proposed budget for the coming fiscal year. The budget will provide for all ~~WTC~~ **WTC Committee** operating expenses. The budget shall include a reserve fund as determined by the Management Committee, for start-up expenses for the next year's operations.

5.3. The treasurer shall forward the ~~yearly~~ **yearly** financial statement to the ~~Angeles~~ **Angeles** Chapter treasurer and the

~~Outings Management Committee~~ **OMC** chair as requested. The treasurer shall submit financial statements to the Management Committee at its regularly scheduled meetings.

5.4. All planned expenses shall be budgeted, and all non-budgeted expenses in excess of \$250 (~~or such other amount established by the Management Committee~~) shall be approved in advance by the Management Committee. All out-of-pocket expenses shall be submitted to the treasurer by the area chairs or other Management Committee or staff members in accordance with policies established by the treasurer.

5.5. The treasurer and the ~~WTC~~ **WTC Committee** registrar shall establish financial procedures for the area registrars as approved by the Management Committee.

VI. APPROVAL OF POLICIES AND PROCEDURES

6.1 These Policies and Procedures form the charter for the Committee. They shall not be superseded, save by rulings of the Sierra Club or by operation of law.

6.2. Amendments to these Policies and Procedures shall be initiated by a majority vote of the Management Committee acting as the elected representative body of Wilderness Training Committee as a whole or may be directed by the OMC or by Chapter ExComm. Any member may request that the Management Committee consider a proposed amendment. Before approving an amendment and forwarding it to OMC, the Management Committee will consult with Group Leaders, Assistant Group Leaders, and Committee Confirmed Staff. Amendments shall be effective only when approved by the OMC and confirmed by the Chapter ExComm.

~~VI. RATIFICATION AND AMENDMENTS~~

~~6.1. These Policies and Procedures, originally ratified by a majority of the members voting in each area in March 1997, form the charter for WTC. They shall not be superseded, save by rulings of the Sierra Club or by operation of law.~~

~~6.2. These Policies and Procedures, and any subsequent amendments to them, shall be submitted in writing to all the members in each area. A ratification vote shall be conducted in each area on a date scheduled by the WTC area chair, no sooner than two weeks after the document is provided to members of that area. A majority of the members voting in each area is required to ratify these Policies and Procedures and any amendment to them.~~

~~6.3. The Management Committee shall, after ratification, submit all amendments to these Policies and Procedures to the ExComm for its approval. Any provision rejected by the ExComm shall be considered void.~~

(end)
