



# Trail Council Chair

## Suggested Position Description

*This Position Description is a suggested format that can be adapted by each Trail Council for its own use. An individual can be appointed to fill more than one position.*

## Responsibilities of Position

### Membership

- Develop a plan to maintain and grow the present membership, through communications and involvement.
- Contact and develop new groups and partnerships.

### Funding

- Develop a state plan for funding and help with grant writing.

### Events

- Plan statewide events or joint events like National Trail Day.

### Communications

- Strengthen cooperation and communication between chapters and partners.
- To represent the Trail Council in interactions with outside agencies, organizations and the public on statewide or regional matters.
- Help each chapter develop and maintain a web site linked to a state newsletter.
- Coordinate newsletters within the state to ensure all members have the benefit of local communications.
- Meet with local, state and national officials regarding the NCTA and NCT.
- Hold a yearly council meeting with all the chapters. Prepare a report for Vice Presidents to present to Board.
- Work with the national headquarters to facilitate map production.
- Promote the trail and the NCTA through speaking engagements.

## Shared Responsibilities

- Ensure that Chapter Meetings are held; attend at least one meeting of each chapter yearly.
- Maintaining close liaison with chapters, affiliates and public agencies