

Beaver Canoe Club Directors' Duties

Monthly meeting guide

January G Annual General meeting with 15 days notice.

1. Budget Approval
2. Election of new Executive.

January E Sets date for Rivers' Week

Sets date of Awards Dinner/Christmas dance.

Appoints: Auditor/Financial Reviewer, Signing Directors

Appoints a Director to File Annual Society Report

February G

February E Sets trips for the year.

March G Approval of proposed Trip Schedule with prior notice in Beaver Tales.

President

- Is responsible for upholding, in order of precedence, the Beaver Canoe Club Constitution, Bylaws and Policies, as decided by the membership at Annual General Meetings or Special General Meetings. Executive motions are not binding on future executives.
- Chairs meetings, types agendas and writes letters.
- Coordinates all club and executive activities.
- Fills in for other executive members when needed.
- Resolves difficulties in consultation with the executive.
- Helps new executive members with their positions
- Ensures that all executive recommendations concerning money expenditures outside the budget and over \$50.00 are printed in the newsletter and are voted on at the following monthly meeting.
- Notifies libraries, Burnaby Parks and Rec, and RCA/BC of new and changed executive members each year.. (Membership Director)
- Ensures that the meeting place is rented. (A Director appointed by the Executive).
- Ensures that the Executive appoints four signing Directors at the January meeting.

Vice President

- Fills in for the President if absent.
- Keeps all club equipment and a list of the equipment and where it is.
- Looks after the Photo contest and prizes.

Secretary

- Takes minutes of meetings and distributes the minutes to other club executive members.
- Writes letters.
- Keeps club records.

Treasurer

- Collects Dues and pays bills
- Sends membership updates to newsletter editor within one week following club meeting.
- Keeps financial records and reports finances at club meetings.
- Prepares budget for the new year.
- Updates Master Membership list.

Membership

- Greets new members at club meetings.
- Takes calls from potential new members with the help of another club executive member.
- Has brochures/posters printed and distributed to canoe stores etc.
- Makes sure that the brochures are checked on from time to time at these outlets.
- Organizes club events such as Outdoor shows.
- eMails new membership package to new members.

Entertainment

- Arranges all entertainment for club meetings such as slide shows and invites guests to speak on different issues.
- The Club needs Entertainment from February, March, April, May, June, September, October and January.
- Entertainment must be advertised in the newsletter. The Editor will need a typed ad.

- The Entertainment Director assists the Social Director on activities such as the club barbecue, the outdoor meetings and the wine and cheese party.

Social Director

- Organizes club picnic and Awards/Christmas Dinner and Dance.

Awards Dinner/Christmas Dance

- a) Set the date with the Executive.
 - b) Books the hall. Arranges to pay for the damage deposit for the .
 - c) Ensures that the September executive meeting decides on ticket prices.
 - d) Writes ads for the newsletter starting October's newsletter.
 - e) Arranges for the caterers, music and the bartender.
 - f) Has tickets printed for the October meeting.
 - g) Asks the membership to get door prizes and table centers.
 - h) Arranges to have the hall decorated the day of the dance and sees there is a clean up committee. Has cheques to pay for the music, bartender and caterer.
- *Enlists volunteers to help with all of the above.*

Trip Director

January

- Plans the club paddling schedule for the year from the first Saturday following the March Club meeting until the 3rd week of October and the Polar Bear Paddle on Jan.1st.
- Finds trip leaders for trips or trip contacts from club members. Note: all advertised trips must have a contact. If there is a difficulty the executive will often help or have suggestions. Reminds trip leaders to assign a trip report to a member on the trip.
- Prepares club the monthly trip calendars for the newsletter and advertises club campouts well in advance of the event.
- Prints up the year's trips schedule excluding Training events, club barbecue, wine and cheese Christmas dance. The membership director will help in the printing of the trip list.
- The beginning of the year starts with Widgeon Creek with the next week being a River trip. River and lake trips should be alternated.
- Trips should vary. In some months there can be two trips on the weekend. Never put a grade one river trip with an advanced river trip. The idea is that hopefully the river members will show up to help the beginners. Advanced River Paddlers will look after themselves. The club

must cater to the new paddlers for they will become the next river paddlers. It is all a plot.

- The months of April, May, June, July and September are hot months for lake paddlers. An easy way is 6 trips per month combinations. August is a slow month.
- The Chilliwack should not be planned from mid May to mid August.

April

- Coordinates with the Training Director so that:
 - a) An easy lake trip follows the first day of Basic Paddlers
 - b) The South Nooksack is the only trip on the day after Basic Paddlers.
- Easter weekend campout is not always a go. Plan this with the executive and a trip leader must be found before it is advertised.

May

- The May long weekend is always a regular campout at the Nicola River.

June

- The first Saturday is the Similkameen Pig Roast & Race sponsored by the Kelowna Canoe & Kayak club. There should also be an easy local lake/ocean paddle.
- Events such as Rivers' Week, which includes the statutory holiday, should be planned no later than January. This is a popular club event and members plan their holidays for this.

August

- The Wenatchee River campout is on the August long weekend and has been a success for many years. It also has lake and grade I river opportunities. Campsites in the Washington State Park can be booked in advance. (Dave Kilpatrick is the expert on this)
- The Kootenay Rivers' week follows the August long weekend. This trip is usually a go there is varying participation. Leader must be found well in advance. You may wish to contact the Columbia Canoe Club.

Labour Day

- Adams River in Sept long weekend is another event that is always on the trips list. See 'Canews' for Details.
- May have a trip on the October long weekend such as the Lilloette River or Anderson Lake.
- There may also be a Winter Paddlers' list.

Training Director

- Sets the dates for: a trip leaders clinic, a river rescue clinic, basic paddler lessons, and an introduction to moving water. The main part of the job is to coordinate students, other instructors, resources materials, and facilities/locations.
- Writes an advertisement for the newsletter with the dates and asking for instructors to volunteer to assist in instructing.
- Registers students.

Trip Leader's Clinic

- All club members are encouraged to attend this. It is best held early in the year. It may be held in a home or smaller hall.
- Only RCA/BC certified instructors may teach this. They should have attended several sessions with a view to teaching. They should have a comprehensive knowledge of Beaver Canoe Club and RCA/BC policies.

River Rescue Clinic

- This shall only happen if there is a RCA/BC Moving Water Instructor to lead it.

Basic Paddlers

- The club's policy is that only RCA/BC currently certified instructors may teach this. No helpers or. It begins with a Wednesday evening theory session and includes the next two Saturdays at Deer Lake.
- For the Wednesday session you must:
 - a) rent the hall,
 - b) arrange for instructors to teach the various topics,
 - c) arrange for the films/videos "Path of the Paddle" (Solo Basic) & "Margin for Error" and the equipment to show them (talk to Carey).
 - d) Every participant must be a member of the club. Each child must be accompanied and in the care of an adult member.
 - e) make sure everyone knows how to get to the public beach at Deer Lake
 - f) help to pair up singles and people without canoes. If there are not enough canoes it is the students responsibility to supply them. Do Not make promises you cannot keep!
- First Saturday
 - g) arrive early with a table, lawn chairs, tarp if it may rain and memberships, waivers, pens and instructor cheat sheets.
 - h) either the financial secretary or someone else needs to be able to collect dues and issue receipts. No one who is not a member may participate.

- i) allocate students to instructors. We discourage children under 12. Parents are responsible for their children. There can be a children's class if an instructor is willing.
- j) The instructor should be encouraged to paddle with their students. (not in a canoe by themselves). Since most Instructors are not professional teachers they need to be reminded that the object is to satisfy their students' desire to learn – not the instructor's need to teach. A mastery of Flatwater I strokes and empty canoe over canoe rescues is this day's objective. Any Instructor who is still on the beach fifteen minutes after receiving their class has a problem. Instructors should be encouraged to break up spouses within the first half hour. Lunch is at 12 noon sharp.
- k) At 12:40 should be a "carrying canoes" session for everyone. Single person lifts at the centre of the boat should not be encouraged.
- l) At the end of the day each instructor should teach "tying down canoes"
- Second Saturday
 - m) Be prepared to take additional registrations and rebalance classes.
 - n) At 12:40 should be a "Types and Characteristics of Canoes" talk for everyone.
 - o) At approximately 2:00 PM the exam should start. The Club's policy has been that a senior instructor(s) conduct this. The class' Instructor sits with the examiner. After two classes have been examined they go to the dumping session.
 - p) The dumping session must be under the supervision of at least two Instructors. The RCA/BC ratios must not be exceeded.
- Following club meeting
 - q) All students who attended: the dry session, at least the second Saturday and dumped are introduced. All instructors are introduced.
 - r) Instructors sign and hand out their own certificates.
 - s) You get FW I if you tandem paddled the course (both bow & stern), with greater than 50% proficiency. You must have attended the dry session and you must have dumped, (recued & been rescued)

Introduction to Moving Water

- This is in the same category as a club trip. Experienced members are sharing their knowledge with less experienced. It is not an RCA certified course.