

## 102: VOLUNTEER ROLES/TRAIL COMMITTEES

### Vice President/Trails

1. Performs the duties of the President in the absence of the VP/Administration and VP/Membership.
2. Oversees planning, development, maintenance, and protection of the Florida Trail (FT) and Florida Trail System (FTS).
  - a. Oversees all Florida Trail Association (FTA) trail-related staff.
  - b. Makes final FTA decisions for changes in the Trail Manual.
  - c. Assigns trail construction and maintenance responsibilities to FTA Chapters for the Florida National Scenic Trail (FNST) and FTS.
  - d. Coordinates and collaborates with FNST Program Manager on matters relating to the FNST.
  - e. Oversees the planning of, and conducts, the Trails Committee meetings. Best practice is for no less than one meeting per calendar year.
3. Oversees all Chapter Trail Coordinators and Section Leaders.
  - a. Approves or disapproves nominations and forwards them to the President for approval.
  - b. Helps with resolution of all trail-related issues as appropriate.
4. Is responsible for the following committees/publications:
  - a. Trails Committee
  - b. Trail Protection Committee
  - c. Trail Manual
  - d. Maps and *Data Book*

### Chapter Trail Coordinator (See [Chapter 301 for nomination form](#))

1. Coordinates and collaborates with:
  - a. FTA Regional Representatives, Section Leaders, and land managers on matters relating to the FNST.
  - b. VP/Trails, Section Leaders, and land managers on matters relating to the FTS.
2. Demonstrates a working knowledge of FTA Trail Crew Leader basic skill sets (see Chapter 103).
3. Implements, and oversees adherence to, FNST Trail Standards, volunteer safety, and other practices as specified in the FTA Trail Manual.
4. Responsible to the VP/Trails for coordinating the planning, development, and maintenance of FNST segments assigned to his/her chapter by the VP/Trails.
5. Facilitates requests for information and communications between FTA staff, VP/Trails and Section Leaders.
6. Coordinates preparation/submission of:
  - a. Work plans, when requested by land managers and required by trail agreements.
  - b. Equipment/material requests.
7. Oversees adherence to the Volunteer Hours Reporting System.
8. Serves as a voting member of the Trails Committee.
9. Provides recommendations on chapter trail proposals.
10. Ensures that the VP/Trails and the FTA office are provided with map and *Data Book* changes to the trail corridor.
11. Reports to his/her chapter concerning Trail issues and the status of trails within their area.

12. Recruits, trains, and recommends Section Leaders to the VP/Trails.
13. Assumes responsibility in the event of a Section Leader vacancy until a new Section Leader is approved.
14. Maintains an FTA Volunteer Profile.

**Section Leader** (See [Chapter 302 for nomination form](#))

1. Coordinates and collaborates with:
  - a. FTA Regional Representatives and land managers on matters relating to the FNST.
  - b. Chapter Trail Coordinator and land managers on matters relating to the FTS.
2. Demonstrates working knowledge of FTA Trail Crew Leader basic skill sets (see Chapter 103).
3. Implements and oversees FNST Trail Standards, volunteer safety, and other practices as specified in the FTA Trail Manual.
4. Is responsible to the VP/Trails, through the Chapter Trail Coordinator, for the development and maintenance of a section of the FT.
5. Coordinates and collaborates with FTA trail staff and land managers on trail maintenance planning and all FNST infrastructure and/or trail relocation request or proposals.
6. Appoints Trailmasters and assigns each to specific trail segment responsibilities.
7. Ensures training of Trailmasters and provides each with information and FNST Trail Standards for their assigned trail segment.
8. Exercises leadership of Trailmasters by direct communication regarding status of trail assignment and the need for maintenance.
9. Ensures that current trail corridor GIS and *Data Book* information is provided to the FTA office and United States Department of Agriculture Forest Service (USDA-FS)/FNST office in a timely manner.
10. Maintains supplies and equipment as required for Section maintenance.
11. Establishes and maintains personal contact with Section landowners and land managers.
12. Ensures that the trail segments under his/her supervision are fully inspected semi-annually for condition.
13. Prepares and submits Notices to Hikers and map changes to the FTA office as necessary.
14. Provides volunteer hours reports for posting to the Volunteer Hours Reporting System.
15. Maintains an FTA Volunteer Profile.

**Trailmaster**

1. Responsible to the Section Leader for the maintenance of a segment of the FT or FTS.
2. Ensures that trail under his/her supervision is fully inspected semi-annually for condition.
3. Provides trail volunteer hours to the Section Leader for posting to the Volunteer Hours Reporting System.

**Trail Crew Leader** (See Chapter 103)

**Trails Committee**

The Trails Committee serves as an advisory committee to the VP/Trails and FTA Staff to:

1. Provide a statewide view of the Florida Trail.
3. Recommend policy concerning development and maintenance of trails.
4. Review and implement standards regulating trail building and maintenance.

5. Review recommendations and changes to the *FTA Trail Manual*.
6. Establish ad-hoc committees, as needed, to review other trail-related issues.

Trails Committee membership shall consist of:

1. Voting:
  - a. Chapter Trail Coordinators
  - b. Chair of Trails Committee (unless Chair is also the VP/Trails)
2. Non-voting:
  - a. President
  - b. VP/Trails
  - c. Immediate past VP/Trails
  - d. FTA Staff
  - e. USDA-FS/FNST Program Manager

### **Trail Protection Committee**

The Trail Protection Committee provides guidance to the Officers, Board of Directors, and FTA staff concerning the planning and implementation of trail protection strategies, work parties, and issues for the routing of the Florida Trail.