

102: Volunteer Roles, Trail Committees and Nomination Forms

VICE PRESIDENT – TRAILS

1. Perform 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 and Florida Trail System.
 - a. Oversees all trail related staff.
 - b. Makes final FTA decisions on requests for changes in the Trail Manual.
 - c. Assigns trail construction and maintenance responsibilities to FTA Chapters for the Florida Trail and Florida Trail System.
3. Oversees all Chapter Trail Coordinators and Section Leaders.
 - a. Approves or Disapproves nominations and forwards them to the president for approval
 - b. Help with all resolutions of trail related issues as appropriate.
4. Responsible for the following committees/functions.
 - a. Trails Committee
 - b. Maps and data book
 - c. Trail Manual
 - d. Trail Protection Committee

CHAPTER TRAIL COORDINATOR – nomination form (see below)

1. Demonstrate working knowledge of FTA - Trail Crew Leader basic skill sets (see Chapter 103).
2. Responsible to the VP-Trails for coordinating the planning, development, and maintenance of Florida Trail segments assigned to his/her chapter by the VP-Trails.
3. Facilitate requests for information and communications between VP-Trails and Section Leaders.
4. Coordinate preparation/submission of:
 - a. Work plans when requested by land managers and required by trail agreements.
 - b. Equipment/material requests.
 - c. Oversees input into Volunteer Reporting System
5. Serve as a voting member of the Trails Committee.
6. Provides recommendations on chapter trail proposals.
7. Ensure that the VP-Trails and the FTA office are provided with map and data book changes to the trail routes.
8. Reports to his/her chapter concerning Trail issues and the status of trails within their area.
9. Recruits, trains, and recommends Section Leaders to the VP-Trails.
10. Assumes responsibility in the event of a Section Leader vacancy until a new Section Leader is approved.
11. Maintains a FTA - Volunteer Profile.

SECTION LEADER – nomination form (see below)

1. Demonstrate working knowledge of FTA - Trail Crew Leader basic skill sets (see Chapter 103).
2. Responsible to the VP-Trails through the Chapter Trail Coordinator for the detailed development and maintenance of a section of the Florida Trail.
3. Appoints Trailmasters and assigns each to specific trail responsibilities.
4. Ensures training of Trailmasters and provides each with information and Florida Trail standards for their assigned trail segment.
5. Exercises leadership of Trailmasters by direct communication regarding status of trail assignment and the need for maintenance.

6. Insures that trail alignment GIS and data book data is provided to the FTA Office and USDA-FS / FNST Office in a timely manner.
7. Maintains supplies and equipment as required for Section maintenance.
8. Establishes and maintains personal contact with Section landowners and land managers.
9. Ensures that the trail segments under his/her supervision are fully inspected semi-annually for condition.
10. Provides Trail Condition Report to the Trail Coordinator and other information relating to trail condition changes.
11. Prepares and submits Notice to Hikers to FTA Office as necessary.
12. Provides volunteer hours reports for posting to the Volunteer Hour Reporting System.
13. Maintains an FTA – Volunteer Profile.

TRAILMASTER

1. Responsible to the Section Leader for the maintenance of a segment of the Florida Trail.
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 Hour Reporting System.

TRAILS COMMITTEE

The Trails Committee serves as an advisory committee to the VP-Trails 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. May establish ad-hoc committees to review other trail related issues.
7. Membership shall consist of:
 - Voting:
 - a. Chapter Trail Coordinators
 - b. Chair of Trails Committee (unless Chair is also the VP-Trails)
 - Non-voting:
 - a. President
 - b. VP-Trails
 - c. Immediate past VP-Trails
 - d. FTA Staff
 - e. USFS / FNST Administrator

TRAIL PROTECTION COMMITTEE

Provides guidance to the Officers, Board of Directors and FTA staff concerning the planning and implementation of trail protection strategies, projects, and issues for the routing of the Florida Trail.

**SECTION LEADER
NOMINATION FORM
Florida Trail Association**

Procedure for nominating a Section Leader:

1. Chapter Chair and Trail Coordinator submit Section Leader Nomination Form to VP of Trails.
2. If approved, VP of Trails submits nomination to President.
3. President submits signed nomination form to FTA Office.
4. FTA Office notifies FTA Trail Staff and USFS- FNST Administrator.

Chapter Name: _____

Section Name and Map Number: _____

Nominee Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Replacing: Name: _____

Justification: _____

Recommended by: _____
Chapter Chair Date

Trail Coordinator Date

Approved: _____
VP Trails Date

President Date

Revised 04/14

**CHAPTER TRAIL COORDINATOR
NOMINATION FORM
Florida Trail Association**

Procedure for nominating a Trail Coordinator:

1. Chapter Chair submits Chapter Trail Coordinator nomination / removal form to VP of Trails.
2. VP of Trails submits nomination / removal form to President.
3. President submits signed nomination form to FTA Office.
4. FTA Office notifies FTA Trail Staff and USFS-FNST Administrator.

Chapter Name: _____

Nominee: Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Replacing: Name: _____

Justification: _____

Recommended by: _____
Chapter Chair Date

Approved: _____
VP Trails Date

President Date

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