

To all users of the Baxter Trail System:

The Baxter Trail Club performs many activities and events every year. This workload is too much for just a few people. The recurring project/activities are listed and described below. At present, most are being coordinated by the officers, which is just **3 people**. We would like to share the management responsibilities with others who are interested in donating some time and learning new stuff. And also, having too much responsibility in too few hands is dangerous for a volunteer organization, as people may move out of the organization due to many reasons. Our organizational health depends upon a wide distribution of knowledge among the members.

***We need a Champion for every project (P-number) listed below.** Some are technical, some are time-intensive, and others are seasonal. You do not need to do the entire job yourself, but rather coordinate them and make sure that the event or activity gets done as scheduled and in successful manner. Your officers need help.*

We have never had Champions before. You would receive much assistance and access to whatever records of past events that we have. Also, you would be immediately granted full member status (Gnome) and receive all the rights and privileges associated with that status.

If you should express interest in any of these, please call Patrick Lynch or Jason Toon to discuss them further and ask any questions you may have.

P001r Leaf Blowing – In the fall, all trails must be cleared of leaves. This happens a couple of times. The Trail Club owns 3 backpack leaf blowers. These are used in October and November to clear just a few trails which disappear because of the leaves. This is usually the independent work of a motivated individual and is not a part of this job. But in December, after all leaves are down and before the New Year's Day Run on January 1, every trail in the system must be blown. This often entails renting several extra blowers from the Charlotte Tool Bank for a couple of weeks. The December Work Day (or a specially called Work Day) is called and we look for enough people for each blower (usually 6 or 7). They are given blowers, hearing protection, extra cans of gasoline mixture, and a belt to carry them in. This champion's task is active for just a short time in the fall. (Estimated 6 hours per year)

P002r NYD – The New Year's Day race occurs every January 1. It is comprised of a 10 mile and 5k run. It is a major event, with lots of pieces to coordinate: routes, route marking, crossing guards, alcohol permit, start time, timing company, food beverages, volunteers, trash cans, donations from sponsors, the logo, give-a-ways, and more. Planning should start no later than September and registration is opened in early October. And, of course, there is a flurry of activity on the day of the race. Delegation with control is the name of this champion's job. The good part is that we have done the race since 2011 and the process is pretty well established. This is definitely one of the most important roles within the Trail Club. (estimated 25 hours per year, Sept through January to select/appoint coordinators, make arrangements, oversee the NYD Race.)

P003r Work Days – The trails need much maintenance to keep them clear, passable, and safe. To accomplish this, the Trail Club holds a volunteer Work Day (or 2) every month of the year that weather allows. This work day is lead by a trained TrailMaster or other experienced individual with the skill necessary and the training to lead a group of volunteers safely. The actual work performed on a given day is usually taken from a list of approved projects which have been approved by the Baxter HOA Board but also includes regular maintenance activities like weed eating and branch trimming and trail tread maintenance. This Champion is responsible for

Coordinating that there is a qualified leader for each Work Day, that the Work Day is publicized on Social Media (Facebook), and that an event is created on the BTC Website so that people can register. (estimated 25 hours per year to schedule, find leaders, acquire materials, solicit volunteers)

P004r Curesearch Hike – This is a fund-raising hike that occurs every September. The Harlan’s Heros organization takes care of almost everything. The Trail Club works closely with Jacki Splittorf-Sullins to select a date, place directional signs, and pick up the signs after the event.

P005r Full Moon Fires – The Trail Club hosts a bonfire at the Fire Pit at the Catawba River each month that the weather allows (we usually omit June, July and August because of heat). This is held on the Saturday evening closest to the date of the actual Full Moon. The BTC provides one or more persons to act a Host. The Host goes to the Fire Pit a little before the posted start time, dropping glow sticks to light the way to the river. They build the fire and generally make sure that the nothing gets out of hand and that everyone has a safe time. This Champion makes sure that there is adequate firewood for each full moon fire, publicizes the event on Facebook and the BTC website. (estimated 24 hours per year unless you actually host some Full Moon Fires)

P006r Adopt-A-Road – Working with the SC Department of Transportation, the trail club has adopted a stretch of road to keep free of litter. This is Sutton Road between Hwy 160 and Harris Road at the Fire Department. We hold at least 4 Adopt-A-Road litter cleanup days per year – more if there is a need or interest. The volunteers come from several sources – Scouts need community service hours, High School and Middle Schools Beta Clubs need Community Service Hours, and there are usually some volunteers from the Trail Club. This Champion is responsible for making sure that regular days are scheduled and publicized via Facebook and the BTC Website, adequate supplies (trash bags) are on hand, and that on the day of the event, that supplies are transported from the Storage Closet to the meeting place for the volunteers. Also, since many volunteers are under 18, adults supervision is a must. After the completion, there is usually a lunch

provided by the Trail Club (Jimmy Johns or pizza) with soft drinks.
(estimated 4 hours per year, plus any time leading an event)

P007r Kiosks – There are less than 10 Kiosks throughout Baxter. They must be inspected a couple of times a year for damage and appropriate repairs scheduled. Also, the Kiosks that contain Trail Maps should be updated annually if necessary. (estimated 4 hours per year)

P011r Wayfinding – Wayfinding consists of Trail names, maps, signs, QR Codes and any other means to assist trail users in finding their way. This can be a very large job and delegating responsibility, or forming a committee is advised. (estimate 50 or more hours for the first year, 20 hours per year thereafter. There is much start-up work to do, so finding people to delegate to is important.)

P012r National Trails Day – This event happens every June. The Trail Club leads a hike from Alison Park to the Catawba River in the morning to orient people to the trails. (estimate 8 hours per year, in May and June)

P016r Emergencies on the Trail – Someone should be designated to receive emergency calls about trail conditions, fallen trees, trail injuries, etc (estimated 10 hours per year)

P017r Spring Fling – Baxter Village hold an annual festival in the Spring of the year. The Trail Club has a booth which must be manned. The booth volunteers answer questions, sign up interested people to our mailing list, distribute maps, Trail and Geocaching information. (may be combined with Fall Fling). (estimated 7 hours per year)

P018r Fall Festival – Baxter Village hold an annual festival in the Fall of the year. The Trail Club has a booth which must be manned. The booth volunteers answer questions, sign up interested people to our mailing list, distribute maps, Trail and Geocaching information. (may be combined with Spring Fling). (estimated 7 hours per year)

P019r Social Media – The Trail Club has four means of communicating information to users and soliciting volunteers - Facebook, MailChimp, Baxter Bulletin, BTC website). The major one of these is Facebook. Each event must be announced on Facebook. Information and news about trail conditions are posted there. Reports AFTER events occur tell of our successes. This position is VERY important and should work closely with the BTC Officers, the other Champions, and the especially the Champions of the BTC Website and the MailChimp mailing list. (estimated 30 hours per year, equally distributed)

P020r Mailing List – The Trail Club’s Mailing List is kept on a free account on MailChimp. From here, we can reach all or part of the 1100 plus people who have asked to be contacted. While every event or news is announced on Facebook, a large portion are also announced via a monthly or special Newsletter. This Champion is responsible for maintaining the Mailing List and sending out monthly Newsletters to all people on the mailing list. (estimated 20 hours per year)

P021r Beertopia – This is a major community outreach and fundraiser for the Trail Club. The Grapevine holds an outdoor beer festival each March, just before St. Patrick’s Day. The Trail Club provides about 30 volunteers for such tasks as security, beer serving, and other general tasks. For our help, the grapevine pays the Trail Club an honorarium, which goes to our general fund. (estimated 20 hours per year – January thru March)

P022r Baxter Bulletin/Trails Tails – The Baxter Bulletin is a monthly newsletter which is printed and placed in the mailbox of every Baxter resident. The Trail Club has a full page every month to reach out to Baxter Residents. The monthly column must be written about 45 days before it is actually published. This Champion is responsible for writing the monthly column. There are copies from previous years to assist with seasonal message about upcoming events. (estimated 24 hours per year)

P024r Website – We have a Baxter Trail Club website. www.BaxterTrailClub.org It is the place where people sign up for events, download the most recent maps, join the mailing list, and read up on current and past Trail Club news and resources. The platform (Wild Apricot) is a major membership-

management website provider. Everything is menu-selected and drag-and-drop. There is a learning curve, but Pat Lynch knows it very well and would love to pass that expertise to others. This champion has overall responsibility for the website, its layout, its content, and usage. (estimated 15 hours per year. Delegation for specific pages and roles is suggested)

P025r Geocaching – needs a coordinator familiar with this sport.

P026r Scouts – Potential Eagle Scouts must complete a project. Baxter is one of the few places that have opportunities. (Est annual hours – 20)

P027r Donors/Sponsors -A champion responsible for communication, solicitation (with help) with present, past, and potential sponsors and donors.

P028r Emergency Response – Trails can be a dangerous place. Getting an injured person to safety starts with accurately locating them. There is a system, in cooperation with York County 911 Dispatch that assists 922 responders locate injured persons effectively. Est annual hours - 10

Contact baxtertrailclub@gmail.com

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