



## Bayfield Area Trails Committee (BAT Comm) Trails Subcommittee (TsC) Charter

The Trails Subcommittee is a standing subcommittee of the Bayfield Area Trails Committee (BAT Comm).

**Purpose:** The purpose of the subcommittee is to assist the BAT Comm in maintaining and enhancing its existing trails and developing new trails.

**Composition:** The subcommittee shall consist of up to twelve (12) members. The BAT Comm Chairperson (Chair) serves as an advisor/BAT Comm liaison to the subcommittee and recommends subcommittee members to the BAT Comm for appointment. The subcommittee shall elect a chairperson and co-chairperson annually; and they shall share the responsibility of planning, conducting, and reporting the meetings.

**Procedures:** A majority of the subcommittee members, present and voting, shall constitute a quorum. The subcommittee shall meet monthly (either in-person or virtually) during the field season (April thru October) and as necessary to carry out its duties. Functional or task assignments may be made to individuals as needed. It shall maintain notes of all meetings and provide these to the Chair.

### The Trails Subcommittee is charged to:

1. On an annual basis, coordinate with the BAT Comm via the Chair to develop the trails priorities and work plan. This will be completed within the first quarter of the year, incorporating findings and recommendations from the previous field season. The plan will be monitored and adjusted as needed during the year.
2. Plan and implement pre-season training. Identify additional training needs and implement training accordingly.
4. Send out and collect volunteer release waivers and maintain an up-to-date list of volunteers and file of release waivers
5. Identify project leaders and develop field project plans for projects. As needed, in coordination with the Communications Subcommittee recruit volunteers at least 14 days in advance of the projects to develop work crew schedules. Notify volunteers of the crew schedules at least 7 days in advance and inform them of logistics, precautions, tools needed, etc.
6. Seek volunteer feedback to help improve the volunteer experience and improve trail work.
7. Develop and coordinate a volunteer adopt-a-trail program.
8. Based upon the BAT Comm priorities, develop and implement fundraising activities with the assistance of the Communications Subcommittee. This will include maintaining records of outreach, grants, income, and expenses.
9. Coordinate with the Communications Subcommittee to:
  - Recruit volunteers prior to the beginning of the field season and for specific projects.
  - Plan and implement preparation of content and photos of trail projects.
  - Plan and carryout fundraising for priority projects identified by the BAT Comm.