**Leicestershire footpath Association Committee Role descriptions**

**CHAIRMAN**

The chairperson is a spokesman for and promoter of The Leicestershire Footpaths Association. The primary responsibility of the chairperson is to chair the regular meetings of the committee and the LFA Annual General Meeting to lead and control the discussion. He/She assists in the setting of agendas and ensuring compliance with Charity Commission regulations as a named Trustee.

He/she may also be required to represent the LFA to outside organisations or events and respond to media requests.

The appointment is by election annually at the AGM to serve a maximum of four consecutive years.

**DIVERSIONS SECRETARY**

The role function is to contribute to the development of opportunities and facilities for walking in Leicestershire by working to protect and enhance the local rights of way network. He/she is one of the Associations key contacts with the local highway authority, obtaining information about extinguishment and diversion orders and responding accordingly, referring them to other committee members as appropriate to agree the LFA response and action. He/she assesses and responds to proposals to change the path network; comment on local authority plans or strategies where they refer to rights of way (e.g. Rights of Way Improvement Plans); collect evidence for the addition of paths to the definitive map and defend the status of existing recorded paths. He/she will also liaise with other network groups eg The Local Ramblers Association.

The appointment is by election annually at the AGM and is a named Trustee.

**TREASURER AND MEMBERSHIP SECRETARY**

The role function is to keep an accurate record of all income and expenditure in line with the Associations Policies. To produce regular reports of the Associations finances and to produce an End of Year Financial Statement which is verified by an independent financial examiner.

As membership secretary he/she will keep an accurate list of members and to update this as necessary. Collect Membership fees from existing and new members and to send new members a ‘Welcome Pack’ with information about the Association.

The appointment is by election annually at the AGM and is a named Trustee

**SECRETARY**

The role function is to provide essential administrative support to the LFA committee and ensure proper processes are followed. Ensure timely and accurate communication with all committee members. Ensure correct record keeping. Receive and communicate correspondence from external organisations including the Charities Commission and liaise with external organisations as appropriate. Work closely with The Chairman, arrange meetings, distribute minutes and other items.

The appointment is by election annually at the AGM and is a named Trustee

**MINUTES SECRETARY**

To support the Secretary by taking minutes of all meetings. To distribute minutes to all committee members as soon as possible following meetings. This role need not necessarily be held by a member of the committee.

**OBSTRUCTIONS SECRETARY**

To contribute to the development of opportunities and facilities for walking in Leicestershire by working to protect and enhance the local rights of way network. To be one of the Associations key contacts with the local highway authority, monitoring local footpath conditions, liaising directly with local authority officers. To report footpath problems to the highway authority and monitor progress and any action taken.

The appointment is by election annually at the AGM and is a named Trustee

**COMMITTEE MEMBER**

The role function is to attend and contribute to committee meetings. To be an advocate for walking Leicestershire's Footpaths. Assist with the consultation about changes to existing and proposed footpaths. Be a voice for the LFA membership. Assist with the aims and development of the LFA.

The appointment is by election annually at the AGM and is a named Trustee

**NEWSLETTER EDITOR**

To communicate and promote the work of the Association in print to all the membership, informing members of the concerns facing walkers locally and work being done by the committee to address them. To encourage members to see the relevance of the Association; to remain members of it and to increase the likelihood of their active involvement. The aim is to produce an attractive and accessible newsletter and ensure that it is distributed amongst all the members. This will involve working with the other Officers to gather relevant local campaign issues; selecting relevant material from other sources which highlight issues and campaigns for walkers. This role need not necessarily be held by a member of the committee.

**WEBMASTER**

To communicate and promote the work of the LFA, using the internet. The role is to maintain a website updated both in content and the structure; to gather information from office holders, walk leaders etc., to make interesting or relevant reading for members and non-members. The website is also a means of providing access to the newsletter electronically. This role need not necessarily be held by a member of the committee.

**WALK ORGANISER**

The role function is to liaise with the groups walkers, keeping them informed of any relevant news. Formulate a list of walk leaders against dates to compose the Walks Programme. Advertise and maintain the walk programme on the LFA website and by other appropriatemeans.  
Forward any concerns/ suggestions walkers may have to the committee for discussion.