

TERMS OF REFERENCE – President

After Election At The TGM:

Speak with the following people and remind them if the following information is not forthcoming:

- Receive from the outgoing Trip and Safety Coordinator, even if it is not complete, a summary of proposed Club Trips for the coming term, including a list of the specified Trip Leaders.
- Agree with the outgoing Archivist who is to plan the local walk schedule for your presidential term. This may be either the incoming or outgoing Archivist or yourself. You should ensure that the local walk planning begins as early as possible and agree a date by which the schedule should be finalised.
- Receive from the incoming Webmaster the password to the club account for the coming term, and instructions about how to competently operate the club account.
- Finalize the schedule of Club Trips for the coming term (with the Trip and Safety Coordinator):
 - Promptly seek to fill any gaps in the summary you have received by contacting the Trip Leaders.
 - If you are concerned that there are too many Club Trips planned then discuss the matter with the Treasurer, and if the concern is shared, approach the relevant Trip Leaders to find a solution.
 - If you are concerned that there are too few Club Trips planned then discuss the matter with the Treasurer, and if the concern is shared and approval is given, approach the club's Trip Leaders to see if the schedule can be expanded. In such a case, oversee which type of walking is neglected (mountains, hills or coast) and put forward your concerns and a proposal to the Trip Leaders.

Information relevant for the planning of Local Walks:

- If the Archivist is doing the local walk planning, try to help out. Ultimately you have to finalise the schedule for the termcard publication, so liaise with the Archivist to see if you can move walks about if necessary to fit in with other events (e.g. socials).
- Typically the club operates a Local Walk every Saturday and Sunday during term-time. If there are not enough volunteers to lead walks then try to find more! A good place to start is the Local Walk Leaders mailing list or by trying to get some new recruits. The Trip Leaders may help but are probably too busy with their trips!
- The schedule planner should:
 - (a) find out from the Local Walk Leaders which dates they would be happy to lead a Local Walk, asking them to be as flexible as possible.
 - (b) Ask them for their preferences, as are stated on the Local Walk Plan and Report.
 - (c) Allocate everyone a date on which they will lead a Local Walk, and
 - (d) seek to promptly fill any gaps in the schedule.
- For each local walk a title and a creative short description is required. In addition, the transport details need to be determined, such as the cost of the transport (with and without any discounts), and timetable information for one

outward journey and a few return journeys. Extensive use of websites and phone numbers of train and bus operators will be needed.

- Some walks could stop at a pub for lunch, on others people can bring their own packed lunch.

During the Vacation and the Termcard

E-mail the Webmaster as soon as you know a summary of the activities for the coming term. Ensure that the Webmaster is kept up-to-date with developments in the activities planned for the coming term, even if they may subsequently change, as well as the progress made with the termcard. The website is a valuable source of information about the club for those considering whether to join, so it's not good to leave the impression of no activities going on during each vacation if evidence of previous activities have been removed and news of forthcoming activities has not yet been posted.

Compose a termcard for each member to receive at the end of 0th week. You will have in your possession previous termcards for reference, as well as some electronic copies on the Presidents' Discs. Be dynamic, creative and amusing (if you can!), consider what could be added and what is superfluous, and make the activities sound fun and exciting.

- Get a brief description, and other important details, of all the Club Trips from the Trip Organisers (the Trip and Safety Coordinator should collate this for you). If you want the descriptions to be a consistent length then you could suggest a word count.
- Also, ask the incoming Social Representative to send you some details of the Social Events that are scheduled for the coming term.
- Receive from the local walk schedule planner details for all the local walks. For each local walk you need: a title, short description, distance of walk, contact details of the leader, meeting point, transport details and the public transport fare. Local walk subsidies are no longer given (previously OUWC members could receive a small amount to cover transport costs; this was decided unnecessary by the committee MT07).
- In all cases, bear in mind that you have the right to edit what you receive, for example if you need to lose a line of text for a section to fit onto a page or if there is any content that in any way may be considered offensive. If there is some aspect of what you receive that you are concerned about then feel free to discuss it with the individual concerned, but ultimately you should reserve the right to edit the text, because you are responsible for the publication of the termcard.
- Either you or the Trip and Safety Coordinator should ensure that a room is booked for Free Tea.

E-mail the Webmaster the termcard as soon as it is ready so that it can get posted on the website.

Ensure that the local walk schedule planner has produced a detailed plan for each walk that can be given to the walk leader. This should:

- Confirm the information that was decided about the walk, such as proposed route and distance.

- Contain relevant transport information, including how to check any changes in the details.

Throughout Your Term In Office:

- Look after "Lucy The Lamb", the "Lovely Little Frog", the "President's Address Book", the previous termcards, the Presidents' Discs and any documents that are given to you.
- Respond to e-mails that get sent to the club account. Take time to warmly answer in full the e-mails you get from people who ask to know about the club's activities and with questions about how to join the club, giving an enthusiastic overview of the club's activities, and making a case for them to join the club. You can put links to various pages on the website and if you put the "http://www"... part of the address in then people can link to the page simply by clicking on it.
- Be the figurehead of the club and participate in some of the club's activities so that you can keep in touch with and receive feedback from members and potential members. Try to be fun and approachable ☺
- Maintain communications with the Senior Member, sending out invitations to special events. (Liaise with the Secretary over this – it is also in their TOR to do this!)
- Try to help out if volunteers are needed, such as with termcard deliveries and organizing details of Social Events – it gives a good impression.
- Be well aware of the content of the "Responsibilities of the Committee in the Selection of Trip Leaders" section of the Trip Leader Safety Document. You have a role in taking action if a situation arises whereby a designated Trip Leader ends up without the appropriate Level of Experience. It is in your interest to read this section several times so that you know exactly what is expected of you.
- Oversee that the club is running smoothly and complying with University regulations to the best of your knowledge.
- Help sort out any unexpected situations or problems that arise. If you don't know the answer to a problem then seek advice from current committee members, and if necessary from past committee members, who may have been in a similar situation before.
- It is customary for the previous Michaelmas term President to give the speech at the Annual Dinner in Hilary term, who is introduced by the current Hilary term President. However, if the Michaelmas President does not wish to give the speech, then by arrangement it could be given by another prominent committee member.

During Term-Time:

- Ensure that the Archivist receives all the Local Walk Plans and Report Forms during the first committee meeting of term.
- Help organize with the Membership Secretary and committee the distribution of the termcards and Membership Renewal Forms at the end of 0th week.
- Chair committee meetings. It is important to encourage the meetings to run efficiently so that the regular stuff is covered quickly leaving plenty of time for matters that need special consideration. You do get to vote in debates at the meetings, just like the other committee members.

- Send interesting and informative e-mails to the walking-announce mailing list, aiming to send out one or two per week. Try to be entertaining and make the activities sound fun. You could get summaries of the activities from the termcard or from the website to put in weekly e-mails, although it is useful to contain some extra information and any changes in the details. It is important not to send out too many messages because members will feel as if they're getting spammed and some will unsubscribe from the mailing list and miss subsequent important messages. You could summarize the week's activities in an e-mail and stress that updates of spare trip places can be found on the club's website.
- Oversee that the other committee members are doing their roles (particularly towards the end of term when everyone is getting tired!). The Secretary will keep you up-to-date with the Terms of Reference for the other committee members so you can check if there are procedures that are not being followed, and then subtly encourage someone who is not carrying out their role effectively to do so by offering advice or assistance on particular issues. This supporting role is especially important for new committee members.
- Discuss with the committee which committee member is going to be the Vacation Schedule Coordinator, should there be a consensus for there to be club activities during the next vacation.
- Send out a message to the walking-announce mailing list a full 7 days before any General Meeting containing the agenda, a summary of any motions and nominations for the Officers for the next committee. Either attach the documents or put a summary in an e-mail and putting links to documents on the website, which the Webmaster will need to have already put there.
- Encourage committee members throughout the term to update their Terms of Reference and pass the changes on to the Secretary by the TGM to promote the smooth running of the next committee. Update these Terms of Reference near the end of your term in office.
- Update the Presidents' CD with any new documents, such as committee meeting minutes, your termcard, leaflets, TGM stuff and letters.
- The Trinity term President should arrange for the first committee meeting of Michaelmas term to be on Tuesday of 0th week at the latest in order to allow time to arrange details of the Freshers' Fair.
- Consider if any items you have or create should be submitted to the Bodleian Library for preservation. Printed material that goes out in the public domain (e.g. Posters and termcards) can go to the John Johnson Collection in the New Bodleian – contact Mrs Julie Anne Lambert (jjcoll@bodley.ox.ac.uk). Items such as minutes, accounts and correspondence are kept by the Department of Western Manuscripts – contact Steven Tomlinson (srt@bodley.ox.ac.uk).
- Pass on to the next President at the TGM, everything you received at the start of your term in office.
- The President is no longer responsible for Alumni relations since we now have the Alumni Rep.

Summer Schedule Information for Trinity Term Presidents:

The Trinity term President should encourage a committee member to undertake the role of Summer Schedule Coordinator. It is nice to have club activities for members of the graduate community and staff during the long summer vacation. You can refer

to previous summer schedules amongst the termcards and on the Presidents' Discs. Whilst a very full schedule is unlikely to be supported, a couple of Club Trips, a few Local Walks and some sunny Social Events would enhance and broaden the club's activities. As most committee members are unlikely to be resident in Oxford over the summer, it is preferable if the Summer Schedule Coordinator is resident in Oxford in order to oversee the club's operation, including supplying access to the club equipment and sorting out any problems that arise, unless suitable arrangements can be made before the start of the vacation.

Membership Recruitment Information for Michaelmas Term Presidents:

The most important aspect of the role of the Michaelmas President is to oversee operations so that the club has plenty of members for the coming year. The current membership recruitment campaign consists of Freshers' Fair on Wednesday, Thursday and Friday of 0th week (set up sometime on Tuesday), Freshers' Walks on Sunday of 1st week and Free Tea on Wednesday of 1st week. Organize Freshers' Fair at (before!) the first committee meeting of term, which should be no later than Tuesday of 0th week.

The current protocol is as follows:

- Set a schedule for volunteers to be stallholders during the event, such as 2 volunteers at a time doing half-day shifts, making a requirement of 8 volunteers in total.
- There is a painted banner for Freshers' Fair – it has sleeves up the sides to stick bamboo canes in (you can get them from Boswells if you can't get to a garden centre). Tacks, string, blue-tack, sellotape, and several pens are also useful to take with you.
- Ensure that the display looks exciting – there are lots of laminated A4 photo sheets to stick to the canes. If you want a laptop showing pictures it has to be on battery as OUSU won't let you plug anything in. Nor are you allowed to give away any food/sweets!
- Before the event, prepare eye-catching leaflets that summarize the club's activities for the stallholders to hand out. You are likely to require somewhere between 300 and 800 copies. Print out about *400 copies* before the event to at least cover the requirement for the first day, then you can then ask one of the stallholders who was there on the Wednesday afternoon what proportion of the leaflets have gone, and be prepared to produce more on the Wednesday evening.. Saying that, bear in mind the paper trail and try to be eco-friendly! Try to only give leaflets to people who are genuinely interested. Examples of previous leaflets can be found on the Presidents' Discs.
- Emphasize on the leaflet that Freshers' Walks are on Sunday of 1st week and that Free Tea is on Wednesday of 1st week. As many Freshers are new to Oxford, it is helpful to include maps of the meeting point for Freshers' Walks and the location of Free Tea.
- During the event, the stallholders explain the club's activities to anyone who will listen, whilst handing out the leaflets, and asking people to write down their name and email address on a sign-up sheet (the Secretary should have example copies).

- After each day type up the list of email addresses in a text document (ask stallholders to help out as there is likely to be a few hundred!) As of MT08 a ‘walking-interested’ mailing list was set up (walking-interested@maillist.ox.ac.uk), to which Freshers who sign up can be added. Only the president has access to this list. Email Freshers Fri/Sat 0th week to remind them about Freshers walks and Free Tea. Perhaps send an email the day before Free Tea as a reminder. One or two other emails could be sent to the list at the beginning of term, but don’t send too much spam! This email list was designed to replace the second leaflet that was usually pigdged to interested Freshers at the end 0th week.
- Freshers' Walks typically start at 2pm on Sunday of 1st week, meeting at Broad Street for example. Encourage as many committee members, Trip Leaders and existing members as possible to attend the event so that potential members can find out about the club's activities. If they have Club stash, encourage them to wear it! Depending on the turnout (which depends on the weather) groups can go for short walks via a pub, such as Marston and the Victoria Arms (~4 miles), Port Meadow and the Trout Inn (~5 miles), and Boar's Hill and the Fox Inn (~8 miles). Do take maps (even if you hide them in your bag) and try not to get lost – it’s embarrassing!
- Ensure for the Free Tea that there are several people helping out at the Membership desk, or else potential members will queue for a while, get bored, and then walk away.

Ethos:

In HT06-TT07 the President and committee put extensive research into ways of getting people more involved when on trips. This was due to declining leader numbers (very few leaders were running all the trips between them) and an increasing sense that people were not going as a group of like-minded outdoor enthusiasts but as sheep following their leader for a nice holiday. The BMC also felt that our leading structure was putting young inexperienced people (leaders) in positions of responsibility while the people following were being endangered by sometimes being blithely unaware of their surroundings and following the leader implicitly. Although attempts to radically change the Club’s leading policies were refused by the University, the President of TT07 would like to ask future committees to continue to try to foster a better atmosphere of people getting involved and helping out with running trips, to make the Club more like a club and less like a holiday-organising service. Hopefully this will then encourage more recruits onto the leader courses and generally help people enjoy the Club more. **(See the “FutureOfClub” folder on the CD for more information on this and updates.)**

Created by Richard Campbell and John Seymour, Hilary 2003

Amended by Dominic Ketley, Michaelmas 2004

Updated by Andrew Tyrrell Hilary 2005

Updated (and I tried to remove some of the more bossy language, though this might get changed back by those who follow me!) by Marion Crawford, Trinity 2007.

Updated by Christopher Thomas, Michaelmas 2007

Updated by Jonathan Leithead, Hilary 2008

Updated by Michelle Barton, Michaelmas 2008