

Purdue Outing Club Pleadership Roles & Responsibilities

This document lays out the roles and responsibilities of certain positions within the Purdue Outing Club. *Note that italicized prerequisites are required, all non-italicized prerequisites are recommended.*

Officers are defined as members of the Administrative Board or Pleadership. Club roles such as Trip Leader, Content Creator, and Data Miner are not officer positions.

All officers, regardless of position, are expected to complete at a minimum 5 volunteer hours for the club, as specified by the Alumni, Fundraising, & Sponsorship Coordinator.

All officers are expected at every Pleadership meeting and all Administrative Board members are expected at every Admin Board meeting unless they communicate ahead of time and get cleared to miss.

Administrative Board

All members of the Administrative Board are expected at the biweekly Admin Meetings that occur from 6:00-6:30 PM on Mondays. They are expected to share ideas for the club, participate in discussions, lead their respective groups during Pleadership Meetings, and vote on amendments as well as other club business.

1. President

- a. Prerequisites:
 - i. Officer in the club for at least one year
 - ii. Experience as a Head Sports Officer and/or Event Coordinator
 - iii. Understanding of the needs of each sport
- b. Responsibilities:
 - i. Manage all operations and officers of the Purdue Outing
 - ii. Set the budget for each sport and program with the Secretary of the Treasury and Treasurer
 - iii. Run admin, pleadership, and general meetings
 - iv. Preside over the Administrative Board as a non-voting member
 - v. Keep close contact with RecWell, BOSO, SAO, and other Purdue organizations to further the interests of the club
 - vi. Serve on the Club Safety Committee
- c. Officers: All

2. Vice President

- a. Prerequisites:
 - i. Officer in the club for at least one year
 - ii. Experience as a Head Sports Officer and/or Event Coordinator
 - iii. Understanding of the needs of each sport
- b. Responsibilities:
 - i. The same responsibilities as the President, as delegated by the President
 - ii. Serve on the Club Safety Committee
 - iii. Serve as a tie-breaker vote on Administrative Board votes
- c. Officers: All

3. Secretary of Outreach:

- a. Prerequisites
 - i. Know how to type
 - ii. Be willing to dedicate a bunch of time to the club
- b. Responsibilities
 - i. Taking meeting minutes (notes for all meetings)
 - ii. Send out meeting reminders to mailing list and Slack
 - iii. Send out meeting recaps to mailing list and Slack
 - iv. Review and approve/deny emails sent to the club emails
 - v. Manage the email list and slack in general
 - vi. Be ready and comfortable stepping up if VP is absent - Secretary of Outreach fills in for VP if they are absent
 - vii. Manage the endowment (relations with Purdue For Life, SAO, BOSO, RecWell & outreach campaign)
- c. Officers
 - i. Diversity and Community Outreach Officer
 - ii. Social Media Coordinator(s)
 - iii. Social Events Coordinator(s)
 - iv. Webmaster
 - v. Alumni Coordinator

4. Secretary of Treasury

- a. Prerequisites:
 - i. Experience as a Treasurer, Gear Lord, Data Analyst, and/or Alumni Fundraising & Sponsorship Coordinator
 - ii. Understanding of the needs of each sport
- b. Responsibilities:
 - i. Work with Treasurer, Data Analyst, Gear Lord & Gremlins, and Alumni Sponsorship & Fundraising Coordinator to make operations and funding smooth
 - ii. Work with BOSO to get funds added/withdrawn

- iii. To manage club member dues and dues waivers
- iv. Make sure club's financial policy is consistent
- c. Officers:
 - i. Treasurer
 - ii. Gear Lord & Gremlins
 - iii. Data Analyst
 - iv. Fundraising & Sponsorship Coordinator

5. Treasurer

- a. Prerequisites:
 - i. Fluent in excel and google sheets
 - ii. Willing to do paperwork and deal with BOSO
 - iii. Know the basics of budgeting
- b. Responsibilities:
 - i. Make a budget sheet and keep it up to date
 - ii. Work with BOSO to get funds added/withdrawn
 - iii. Manage the budget and complete SFAB and other grants
 - iv. Ensure the online storefront doesn't explode

6. POCAR Race Coordinator

- a. Prerequisites:
 - i. Should know basic orienteering skills and how to use those with a GPS and UTM plotter.
 - ii. Should be comfortable planning events and being in charge.
 - iii. CPR and first aid certifications.
 - iv. Previous race or volunteer experience, highly recommend volunteering
- b. Responsibilities:
 - i. Make sure everything is done on time by working with fellow coordinators.
 - ii. Work on planning and setting the course,
 - iii. Communicate with BOSO and SAO and the forest
 - iv. Make sure all supplies and tasks are accounted for
- c. Officers: Works with Registration and Volunteer coordinator

7. Pocktoberfest Coordinator (2)

- a. Prerequisites:
 - i. Experience as a Trip Leader or Sports Officer
 - ii. Has attended Pocktoberfest before
- b. Responsibilities:
 - i. Select and coordinate with the host location
 - ii. Order and coordinate necessary services (eg. porta potties)
 - iii. Submit APF and attend associated meetings

- iv. Select and announce the roster
- v. Coordinate travel logistics
- vi. Collect and submit necessary forms (eg. extended travel packets)
- vii. Facilitate participant arrival
- viii. Host daily morning meetings during the event
- ix. Coordinate and facilitate day trips during the event

8. Health and Safety Consultant

- a. Prerequisites:
 - i. Experience as a Trip Leader or Sports Officer
 - ii. Experience in the medical field/with first aid kits specifically
 - iii. Experience with different FA certification types
- b. Responsibilities:
 - i. Help run trip leader training twice a semester with the Secretary of Sports
 - ii. Sit on the Club Safety Committee and manage safety of trips
 - iii. Keep updated on FA certifications of all club members
 - iv. Follow up on safety concerns with Officers and Trip Leaders
 - v. Maintain first aid kits and make sure they are properly restocked consistently
 - vi. Conduct a BBP and SFO certification training at least twice a semester for prospective Trip Leaders and Officers

9. Alumni, Fundraising, and Sponsorship Coordinator

- a. Prerequisites: None
- b. Responsibilities:
 - i. Plan PDOG
 - ii. Manage alumni events and outreach
 - iii. Send out alumni newsletter
 - iv. Manage and track officer volunteer hours and plan volunteer events for the club
 - v. Fundraise to meet goals of the club
 - vi. Get sponsorships for POCAR, Pocktoberfest, Climbing comps, and other major club events
 - vii. Maintain a list of communications with businesses, companies etc
 - viii. Maintain and update email lists for both Alumni, Company collaborations

10. Diversity and Community Outreach Consultant

- a. Prerequisites: None
- b. Responsibilities
 - i. Participate in tabling events hosted by the cultural centers and LGBTQ centers during the start of each semester.
 - ii. Review reports concerning safety and harassment and create necessary action plan

- iii. Create flyers and reach out to cultural centers and LGBTQ center to advertise club events such as callouts and POCAR
- iv. Find and participate in volunteering opportunities in the area such as NICHES
- v. Serve on the Club Safety Committee

11. Climbing Team Captain

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Current member of the climbing team
 - iii. (not required, but super useful) Work at the Purdue Climbing Wall
- b. Responsibilities:
 - i. Run Team Practices
 - ii. Maintain relationship with COREC Climbing Wall Director to allow us to use the climbing walls for free :D
 - iii. Organize Trips to USA Climbing Competitions
 - iv. Run Climbing Team Instagram
 - v. Assist with spring climbing competition (Flash Fest)
- c. Officers:
 - i. Assistant Climbing Team Captain

12. Secretary of Sports

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Has successfully led at least one trip during the semester of election
 - iii. Experience as a Head Sports Consultant
- b. Responsibilities:
 - i. Manage Head Sports Officers ensuring enough trips are taking place
 - ii. Oversee Climbing Team Captain elections
 - iii. Organize and lead Trip Leader Training at least twice a semester.
 - iv. Connect Trip Leaders with the correct Head Sports Officer.
 - v. Manage Trip Leader applications and approvals.
 - vi. Be a point of contact for all members interested in becoming Trip Leaders
 - vii. Serve on the Club Safety Committee
- c. Officers:
 - i. All Head Officers
 - ii. All Sports Officers
 - iii. Climbing Team Captain & Assistant Climbing Team Captain

13. Head Backpacking Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Experience as a Backpacking Officer

- b. Responsibilities
 - i. To coordinate the operations of overnight backpacking trips and day hikes
 - ii. Run at least 1 overnight + 1 social event per semester
 - iii. To be knowledgeable about safe and responsible backpacking practices
 - iv. To ensure that officers and trip leaders are regularly leading trips
 - v. Manage outside-of-meeting training and/or supplemental meetings
 - vi. Review and approve of all trips for the sport
 - vii. Work with prospective trip leaders to help guide them through the process
- c. Officers:
 - i. Backpacking Officers

14. Head Canoeing Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Experience as a Canoeing Officer
 - iii. Strong swimming ability
- b. Responsibilities:
 - i. To coordinate canoeing trips in a safe manner that promotes safe technique including gear transportation, water rescue and safety, PFD usage and proper gear use.
 - ii. To be knowledgeable of the variety of trips standardly run within the club.
 - iii. To coordinate the planning and leading of at least two trips per semester.
 - iv. Ensure canoeing officers and trip leaders are running trips in a safe and respectable manner regarding trip safety
 - v. To teach new people to the sport good technique and create a welcoming environment
 - vi. Manage outside-of-meeting training and/or supplemental meeting
 - vii. Review and approve of all trips for the sport
 - viii. Ensure canoe maintenance and registration is up-to-date
- c. Officers:
 - i. Canoeing Officers

15. Head Caving Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Experience as a Caving Officer
 - iii. Has cave contacts for club trips
- b. Responsibilities:
 - i. To coordinate caving trips in a safe manner that promotes safe caving technique and good caving ethics.

- ii. To instill best practices for safe caving and leaving a minimal impact on the outdoors.
- iii. To be knowledgeable of the variety of trips run within the club.
- iv. To coordinate the planning and leading of at least two trips per semester.
- v. Ensure caving officers and trip leaders are running trips in a safe and respectable manner regarding cave health and land owner relationships
- vi. Manage outside-of-meeting training and/or supplemental meeting
- vii. Review and approve of all trips for the sport
- c. Officers:
 - i. Caving Officers

16. Head Climbing Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Minimum of top rope belay certification
 - iii. Preferred outdoor lead climbing experience
 - iv. Experience as a Climbing Officer
- b. Responsibilities:
 - i. To coordinate climbing trips in a safe manner that promotes safe climbing techniques and good climbing ethics.
 - ii. To instill best practices for safe climbing and leaving a minimal impact on the outdoors.
 - iii. To be knowledgeable on the variety of trips run within the club.
 - iv. To coordinate the planning and leading of at least two trips per semester.
 - v. To coordinate and promote the spring climbing competition.
 - vi. Manage outside-of-meeting training and/or supplemental meeting
 - vii. Review and approve all trips for the sport
- c. Officers:
 - i. Climbing Officers

17. Head Mountain Biking Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Experience fixing/maintain bikes
 - iii. Experience as a Mountain Biking Officer
- b. Responsibilities:
 - i. To coordinate mountain biking trips in a safe manner that promotes safe technique
 - ii. To be knowledgeable of the variety of trips run within the club.
 - iii. To coordinate the planning and leading of at least two trips per semester.
 - iv. Ensure mountain Biking Officers and trip leaders are running trips in a safe and respectable manner regarding trip safety

- v. To teach new people to the sport and create a welcoming environment
- vi. Manage outside-of-meeting training and/or supplemental meeting
- vii. Review and approve of all trips for the sport
- c. Officers:
 - i. Mountain Biking Officers

18. Head Whitewater Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Strong swimming ability
 - iii. ACA L4 Paddling Instruction Class
 - iv. ACA L4 Swiftwater Rescue Class
 - v. Experience as a Whitewater Officer
- b. Responsibilities:
 - i. To coordinate their sport in a safe manner that promotes good paddling technique
 - ii. To instill good technique in all other paddlers in the club. It is for this reason that the Head of Whitewater should, though is not explicitly required to, have taken ACA L4 paddling instruction and ACA L4 Swiftwater Rescue
 - iii. To be knowledgeable of all events and trips occurring within the Sport
 - iv. To plan and lead at least one major trip per semester, spanning longer than a typical weekend. This will usually be Spring Break or Pocktoberfest trips. In the event that a significant personal event interferes, they will appropriately designate an Officer with these responsibilities.
 - v. To plan and lead additional (2) trips throughout the semester.
 - vi. To oversee the planning and execution of Kayak Practices or their equivalent.
 - vii. Manage outside-of-meeting training and/or supplemental meeting
 - viii. Review and approve of all trips for the sport
- c. Officers:
 - i. Whitewater Officers

19. Head Winter Sports Officer

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Experience in winter backpacking, snowshoeing, downhill skiing, and/or xc skiing
 - iii. Experience as a Winter Sports Officer
- b. Responsibilities:
 - i. To coordinate winter sports trips in a safe manner that promotes safe technique

- ii. To be knowledgeable of good winter practices including how to deal with emergencies and the risks associated with everything the cold brings.
- iii. Ensure winter sports officers and trip leaders are running trips in a safe and respectable manner regarding trip safety
- iv. To teach new people to the sport safe winter practices and create a welcoming environment
- v. During the fall, plan at minimum one social event (movie night, bonfire, etc) + 1 overnight or two-day trips
- vi. In the spring semester, run one overnight trip + 2 day trips or 2 overnight trips at minimum
- vii. Manage outside-of-meeting training and/or supplemental meetings
- viii. Review and approve of all trips for the sport
- c. Officers:
 - i. Winter Sports Officers

20. Gear Lord

- a. Prerequisites:
 - i. Knowledgeable about outdoor gear
 - ii. Organized
- b. Responsibilities:
 - i. Hold at least two 2-hour gear hour sessions per week
 - ii. Manage club assets in AssetTiger
 - iii. Train all Gear Gremlins on policies and procedures
 - iv. Enforce gear policies in conjunction with the Treasurer when needed
 - v. Manage assets such as inventorying, clearing, inspecting, and reorganizing gear
 - vi. Help General Members find the gear they are looking for
- c. Officers:
 - i. Gear Gremlins

Pleadership

All members of Pleadership are expected at the weekly Pleadership Meetings that occur from 6:30-7:00 PM on Mondays.

1. Webmaster

- a. Prerequisites:
 - i. Some web development experience or a willingness to learn very quickly
 - ii. Some coding experience is a must
 - iii. Need to be able to use version control and GitHub.
- b. Responsibilities:

- i. Beginning of the semester:
 - 1. Update the Google drive (this includes removing all old officers and making sure the new ones are added and can access all their folders). Make sure the drive is also organized and there aren't loose files hanging out.
 - 2. Update pleadership images, titles, pronouns, and emails in the database
 - 3. Add weekly/recurring events to the club Google Calendar which syncs to the club website
 - 4. Check that all links and information on the website are up to date and accurate.
 - 5. Update gear hours in the website
 - 6. Update sign-up process based on current steps on the join page.
- ii. Throughout semester:
 - 1. Add new features and content to the website to keep it up to date and improve it.
 - 2. Write "club news" articles in
 - 3. Update POCAR information as needed
 - 4. Fix bugs and issues with the website in a timely manner
 - 5. Work with secretary of outreach and fundraising, sponsorship, and alumni to update the endowment and alumni pages.

2. Social Media Coordinator

- a. Prerequisites:
 - i. Be comfortable with creating media content
 - ii. Be approved by the Social Media Coordinator and Secretary of Outreach
- b. Responsibilities:
 - i. Update the club's social, create advertisements and assist in merch for events as needed
 - ii. Manage how the club's outward image
 - iii. Manage Club Content Creators including the gear they are allowed to use, who is certified and be responsible for what they post

3. Social Events Coordinator

- a. Prerequisites: none
- b. Responsibilities:
 - i. Organize at minimum 4 social events per semester
 - ii. Run the spring talent show (this counts as one of your events)
 - iii. Run an event that is cohosted with another club

4. POCAR Registration Coordinator

- a. Prerequisites:
 - i. Previous race or volunteer experience, highly recommend volunteering.

b. Responsibilities:

- i. You are in charge of setting up the registration system, IM Leagues in the past, as well as including online payment in the process.
- ii. Tracking all teams documentation and making sure racer paperwork is filed correctly.
- iii. work to advertise the event.
- iv. Helping with the training day in November
- v. Help with point setting the weekend before the event
- vi. Any other responsibilities as noted by the Race Coordinator.
- vii. Note: Your workload ramps up a few weeks before the race, so be willing to help the other positions before when your workload is less and ask for help when needed.

5. POCAR Volunteer Coordinator

a. Prerequisites:

- i. Previous race or volunteer experience, highly recommend volunteering.
- ii. CPR and first aid certifications.

b. Responsibilities:

- i. Work to get volunteers for the event including POC volunteers, PORC Patrol and HAM Radio volunteers
- ii. Make sure all volunteer paperwork is filled out
- iii. Communicate with volunteers before the race so they are well-prepared for the event including assisting with them getting gear
- iv. Be the main point of contact during the race to manage FW station staffing and the volunteers
- v. Helping with the training day in November
- vi. Help with point setting the weekend before the event
- vii. Any other responsibilities as noted by the Race Coordinator.
- viii. Note: Your workload fluctuates, so be willing to help the other positions when your workload is less and ask for help when needed (specifically during the race).

6. Backpacking Officer (5)

a. Prerequisites:

- i. *Certified Trip Leader*
- ii. Extensive backpacking experience

b. Responsibilities:

- i. Organize and lead at least 2 day trips and 1 overnight trip, or 2 overnight per semester
- ii. Help to organize 1 social event per semester

7. Canoeing Officer (3)

a. Prerequisites:

- i. *Certified Trip Leader*
 - ii. Strong swimming ability
 - iii. Extensive canoeing experience
- b. Responsibilities:
 - i. Organize and lead at minimum 2 day trips and 1 overnight trip or 2 overnight trips per semester
 - ii. Help to organize 1 social event per semester

8. Caving Officer (3)

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Extensive caving experience
 - iii. Promote leave-no-trace principles
 - iv. Interest in maintaining cave ecosystems and promoting best conservation practices.
- b. Responsibilities:
 - i. Organize and lead 2 caving trips per semester
 - ii. Organize 1 social event per semester
 - iii. Promote safe caving

9. Climbing Officer (3)

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. A genuine interest in climbing as an outdoor sport
 - iii. Extensive climbing experience
- b. Responsibilities:
 - i. Promote safe and ethical climbing practices.
 - ii. Organize and lead at least 1 outdoor trip and 1 indoor trip per semester under the direction of the Head Climbing Officer.
 - iii. Assist with Top Rope Tuesday or other on-campus events and help welcome new people into the sport
 - iv. Organize 4 social events per semester (Top Rope Tuesday counts)

10. Mountain Biking Officer (3)

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Extensive mountain biking experience
 - iii. Bike repair experience
- b. Responsibilities:
 - i. Promote safe biking practices to members
 - ii. Assist in gear repairs as needed
 - iii. Run at minimum 3-day trips or 1 overnight trip per semester
 - iv. Organize 1 social event per semester

11. Whitewater Officer (3)

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Extensive whitewater experience with rafting and/or kayaking
- b. Responsibilities:
 - i. To instill good technique in all other paddlers in the club. It is for this reason that the Whitewater Officers should, though are not explicitly required to, have taken ACA L4 paddling instruction and ACA L4 Swiftwater Rescue.
 - ii. To heavily assist with the planning and execution of 2 trips during the semester.
 - iii. To actively participate in and assist with the planning of Kayak Practices or their equivalent, attending at least 8 per semester
 - iv. Organize 1 social event per semester (Kayak Practice counts)

12. Winter Sports Officer (3)

- a. Prerequisites:
 - i. *Certified Trip Leader*
 - ii. Extensive winter sports experience including winter backpacking, snowshoeing, downhill skiing, and/or xc skiing
 - iii. Have an ability to deal with the cold and knowledge of winter clothing
- b. Responsibilities:
 - i. During the fall, plan at minimum one social event (movie night, bonfire, etc) + 1 overnight or two-day trips
 - ii. In the spring semester, run one overnight trip + 2 day trips or 2 overnight trips at minimum

13. Gear Gremlin (4)

- a. Prerequisites:
 - i. Basic understanding of club gear
- b. Responsibilities:
 - i. Have strong understanding of gear policies and enforce those policies on all members of the club
 - ii. Hold at least one 2-hour gear hours session per week
 - iii. Assist Gear Lord in managing assets such as inventorying, clearing, inspecting, and reorganizing gear
 - iv. Help General Members find the gear they are looking for

14. Data Analyst

- a. Prerequisites:
 - i. Coding experience
- b. Responsibilities:

- i. Maintain and improve club infrastructure
- ii. Create standardized processes, if required
- iii. Work with ITaP to make sure we are on top of security and stuff
- iv. Find interesting points of data from events and trips
- v. Report to the Secretary of Treasury recommendations for future funding
- vi. Create mid semester surveys for members

15. Assistant Climbing Team Captain

- a. Prerequisites:
 - i. Current member of the climbing team
- b. Responsibilities:
 - i. Assist in the management of the climbing team, as delegated by the Climbing Team Captain

Roles within the Club

1. Trip Leader

- a. Prerequisites:
 - i. Completed Trip Leader Training
 - ii. CPR / FA Certified
 - iii. Shadowed a trip led by a current Trip Leader or attended a Leader in Training Trip
 - iv. Endorsed by Head Sports Officer of choice
 - v. Approved by the Secretary of Sports
 - vi. Completed SFO / BBP training
- b. Responsibilities:
 - i. Represent both the club and Purdue on trips
 - ii. Guide and teach those on trips about the sport
 - iii. Managed by Head Sports Officer

2. Club Content Creators

- a. Prerequisites:
 - i. Be endorsed by the Media Coordinator and approved by the Secretary of Outreach
 - ii. Have an interest and creating content
- b. Responsibilities:
 - i. Use club or personal gear to create media for the club

3. Data Miners

- a. Prerequisites:
 - i. Be comfortable with coding and data analysis
 - ii. Be endorsed by the Data Analyst

- iii. Be approved by the Secretary of the Treasury
- b. Responsibilities:
 - i. Work on a side project relating to operations or data management given by Data Analyst or Secretary of Treasury
 - 1. Projects should be 5-6 weeks of gradual work.
 - ii. Maintain and update current data collection software and give updates on relevant trends in the club