



*ACT Walking for Pleasure Inc.*

## **RESPONSIBILITIES AND GUIDANCE FOR THE COMPILER OF WALK LEADERS DATABASE**

The Compiler of Walk Leaders Database is a volunteer of ACT Walking for Pleasure Inc. (the Club).

### **Primary duties and responsibilities:**

- Update each quarter (season) a database of walks led by individual members. The database is stored on an Excel spread-sheet, sorted by given name (not surname). The source of updating is the seasonal (quarterly) program of scheduled walks i.e. as published in *The Capital Wanderer*, varied as necessary following advice from Walk Coordinators via the Vice-President when a substitute member leads a scheduled walk.
- Advise the President when members achieve the following 'walks led' milestones: 20, 50, 100, 200 walks.

### **Knowledge and skills required:**

Basic computing skills to update an Excel spread-sheet (using either Microsoft or Apple software).

### **Estimated time commitment required:**

2 – 3 hours per season (quarter)

This information is correct as at November 2018