



*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 for regular walks 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. The source of updating for ad hoc longer walks is the official Mailchimp email notifications about long walks sent out in advance of each longer walks (normally two weeks in advance of the 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) plus 10 minutes per longer walk email notification.

This information is correct as at May 2024