ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE COMPILER OF AD HOC WALK DETAILS

The Compiler of Ad Hoc Walk Details is a volunteer of ACT Walking for Pleasure Inc. (the Club).

Primary duties and responsibilities:

- Update the database of **ad hoc walk leaders** each time an ad hoc walk is advertised. This database is stored on an Excel spread sheet. It has separate chronological lists for short and longer walks. The source of updating is the official Mailchimp email notifications about ad hoc walks sent out in advance of each walk (normally two weeks in advance of the walk).

- Update the database of **ad hoc walk details** each time an ad hoc walk is advertised. This database is stored in a Word document. It records ad hoc walk details in reverse chronological order (most recent first). The source of updating is the official Mailchimp email notifications about ad hoc walks sent out in advance of each walk (normally two weeks in advance of the walk). The details can be cut and pasted directly from each Mailchimp email.

- Immediately after the release of each new newsletter, email an up-to-date version of the **leaders' database** to the Compiler of Walk Leaders Database, so they can add the ad hoc walk statistics to their grand totals.

- Immediately after the release of each new newsletter, email up-to-date versions of **both databases** to the Webmaster for archiving.

- Act as supplementary contact point for personal locator beacon, available to be contacted by Australian Maritime Safety Authority in the event that the beacon is activated on a longer walk.

Knowledge and skills required:
Basic computing skills to update an Excel spread sheet and Word document (using either Microsoft or Apple software).

Estimated time commitment required:
Fifteen minutes per ad hoc walk notification.

This information is correct as at July 2024.