Local Trail Committee (LTC) Chair Job Description

Summary

The LTC Chair is the Trail Conference volunteer principally accountable for planning and reporting on the maintenance and development of the trail network in a defined LTC geographic area. The LTC Chair communicates and coordinates on a regular basis with agency partners and land managers, LTC Supervisors and Crew Chiefs, and the Regional Program Coordinator and other staff, to carry out this role. This position reports to the Executive Director through the Regional Program Coordinator.

Primary Responsibilities

1. Coordinate Volunteer Resources
   1. Oversee LTC activities to recruit, retain and recognize volunteers for Supervisor, Crew Chief and Trail Maintainer positions
   2. Coordinate scheduling of trail construction activities
   3. Monitor and evaluate LTC Supervisor and Crew Chief performance
   4. Report to the Regional Program Coordinator per established schedule on LTC developments and issues based on reports collected from LTC Supervisors and Crew Chiefs
   5. Identify volunteer training needs and facilitate training opportunities
   6. Develop succession plan for LTC Chair, Supervisor and Crew Chief positions
2. Promote Land Manager Relations
   1. Ensure LTC Chair or Supervisor meets with all agency partners and land managers at least twice each year to discuss and assess trail system needs and priorities
   2. Provide report from LTC Chair or Supervisor to each agency partner and land manager on activities within its trail system at least once each year
3. Identify Annual and Long-Term LTC Priorities
   1. Identify and prioritize LTC needs and resource requirements on annual basis based on discussions with agency partners and land managers, LTC Supervisors and Crew Chiefs, and the Regional Program Coordinator and other staff
   2. Assist with securing funding for LTC activities
   3. Ensure LTC attendance and active participation at all Regional Trails Council meetings; recommend annual plan and budget priorities for Board approval; obtain LTC trail approvals; identify opportunities to support Trail Conference strategic goals; and comment on proposed policies