

## RAMBLES SECRETARY'S ROLE

For more information on activities please visit our website - [www.wirralramblers.org.uk](http://www.wirralramblers.org.uk)

### PURPOSE OF ROLE

- (a) To prepare the Sunday walks programmes
- (b) To find leaders for the walks.
- (c) Liaison Role
- (d) To ensure the group is following GDPR guidance and is compliant with it.

### PROCESS

a) The programmes are prepared twice yearly. Over the years most of the suitable venues have been identified. To a large extent programmes can be determined by reference to previous years. However, an open mind should be kept about other suitable locations and members are encouraged to make suggestions.

When compiling the programme, it is important to maintain a balance between the various walking areas, to rotate the starting points of Heswall, Liscard and Toby Carvery and to try to select shorter distance venues when it's a 5.00pm departure time.

The draft programmes are submitted to the committee each year in April and October.

(b) Leaders are sought by circulating the programme via email, in the club room, around the coach and on the website.

(c) Liaise with Rambles Secretary and B+ leader regarding the coach route, journey time, coach parking etc. To liaise with Route Description Officer and Leaders in the preparation of a database to provide this information for future years. To represent the views of the Leaders at the committee.

AH/October 2017