

# **Bradford Senior Wayfarers**

## **Guide to the responsibilities of Group Leaders.**

Each walking group is virtually autonomous; sorting out who does what is primarily a matter for each group however here is a guide as to what responsibilities may fall to the Group Leader, or, someone else on behalf of the Group Leader. This role may of course be split between different people in the group

1. To ask group members to come up with walks for the next syllabus and collect the walk details. This may involve maintaining a list of walk leader's contact details.
2. Prepare and type up the syllabus for your group and email or post a copy to the secretary in time to meet the next deadline. This may involve checking of the details - such as post-codes, grid references and travel details.
3. Sort out a substitute walk leader if necessary. Group leaders may wish to publicise a mobile number that latecomers may contact.
4. Keep a running total of the number of walkers on each walk so average numbers may be reported to the AGM held in March; group Leaders normally come to the AGM to give a very short report about their group. Group Leaders also notify the secretary of any deaths in the group so that they may be reported at the AGM.
5. Obtain a supply of the new syllabus and hand one out to those who want it. Collect the money for the syllabus and send to the Treasurer (by cheque) the amount received each syllabus period. Monies from the December to March syllabus must be sent in by mid-December (our financial year ends in December). The money so collected is the Club's main source of income.
6. Act as a point of contact for new starters and make them welcome and ensure members receive a Senior Wayfarers badge in due course. Attached is the information we give to people who ask about the Club.
7. Act as a focal point for deciding if a walk should be cancelled in case of such things as bad weather.
8. Some Group Leaders use the club's leaflets, posters and display boards to publicise the Senior Wayfarers.
9. Some Group Leaders find it useful to maintain a list of contact details for members who walk regularly with their group.

## **Guidance to walk leaders**

The role of the walk leader is to:

plan a walk and the route,  
provide the group leader with the information required to complete the syllabus;  
familiarise yourself with the route beforehand;  
be a point of contact for queries about the walk (primarily for any new members);  
meet with walk members on the day, welcome any new walkers and guide the group along the planned route;  
alert walkers to unusual hazards;  
liaise with the Group Leader should circumstances require changes e.g. cancellation because of bad weather.