

Twin Rivers BCH Trail Boss Duties

I. ALWAYS BE ENTHUSIASTIC ABOUT THE PROJECT II. BEFORE THE PROJECT

1. Contact the chapter liaison for the agency as far in advance as possible prior to the project and make sure cost share agreement (Forest Service) is signed and available by project date.
2. Find out who will be in charge of the project for the agency and exchange contact information with him/her and review the project.
3. Ascertain project needs; materials, equipment, stock, etc.
4. Discuss trailhead or camp location facilities; feed bunks, feed, hitchrails, stock water, potable water, toilets, etc.
5. Discuss time and location to meet on project date and starting time.
6. Enlist other members interested in the project to assist you. These people can help cover specific responsibilities of the project – this can range from trail work to camp helpers. Coordinate the project with these people.
7. Preride and or visit the project site with agency personnel if needed. Reimbursement from chapter for travel expenses may be approved.
8. Submit article to newsletter editor two weeks prior to general membership meeting preceding the project with brief description of project, directions, dates, start time, etc.
9. Prepare what is needed for the project and make arrangements to get them to the project:
 - A. Phones or radios
 - B. Awning
 - C. Equine first aid kit
 - D. people first aid kit
 - E. BBQ, cook stove
 - F. fire wood, propane
 - G. chapter toilet
 - H. Chapter power tools, gas, oil
 - I. Camera
 - J. Volunteer Hours Report
 - K. purchase meat for potluck
(Chapter pays for this)

III. PROJECT DAY

1. Place directional signs to camp location. (storage shed)
2. Sign up all workers on BCH of America Volunteer Hours Report for the project, number of stock, and round trip travel time in hours and round trip vehicle mileage.
3. Have Safety Meeting and discuss work plan with all present.
4. Announce time for potluck
5. Pick up directional signs on your return trip home.

IV. AFTER PROJECT

1. Check that equipment is clean and ready to go for next project and return to storage shed promptly.
2. Do the paper work. Fill out BCH of America volunteer hours report and follow up with chapter liaison on Cost Share Agreement and payment, if applies.
3. Provide Newsletter Editor, web site person, and agency contact with project report, include photos if available.
4. Give a wrap up report at next general meeting