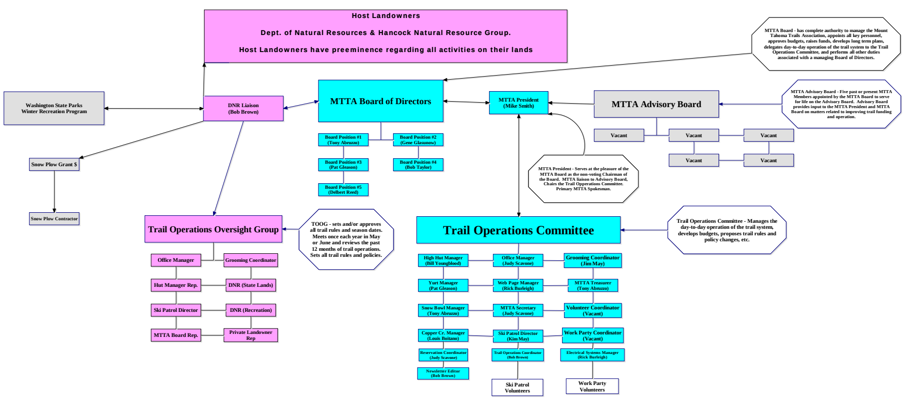
Organizational Structure of the Mount Tahoma Trails System



Key MTTA Position Descriptions

Ski Patrol Director supervises and manages the MTTA Ski Patrol. Duties include; recruiting volunteers, patrol scheduling, training volunteers, equiping ski patrol members, and other duties as assigned by the MTTA Board. Ski Patrol Director is a member of the Trail Opperations Committee and submits a yearly ski patrol budget to that committee.

Hut Managers have the primary responsibility of maintaining their huts/yurt in a sound and safe condition. They develop maintenance plans for work to be preformed by volunteers at summer work parties and budgets to purchase the necessary supplies. Hut Managers are members of the Trail Opperations Committee, they submit a yearly hut maintenance budget to that committee.

MTTA Treasure is responsible for depositing donations, grants, membership dues, and other funds in the MTTA General Checking account. Responsible official for keeping balance sheets and filling tax returns. Pays all approved expenditures (MTTA Board Approval or Executive Committee approved expenditures with prior MTTA Board approval). MTTA Treasure is a member of the Trail Operations Committee.

MTTA Secretary is responsible for maintaining all MTTA records, recording minutes at the following meetings: MTTA Board, TOOG, and the Executive Committee. In addition MTTA Secretary files necessary forms in order to meet requirements of a tax exempt, non profit corporation. MTTA Secretary is a member of the Trail Operations Committee and submits a yearly budget to that committee.

Office Manage maintains the MTTA office in a clean, safe and organized condition. Schedules necessary maintenance work including landscaping adjacent to the Office. Maintains good relations with FPD #23 related to MTTA office operations. Submits a yearly ski office budget to the Trail Operations Committee and is a member of that committee.

Volunteer Coordinator is the primary MTTA Official responsible for recruiting volunteers for the MTTA Ski Patrol and summer work parties. An additional function of the volunteer coordinator is increasing MTTA membership. Volunteer Coordinator is a member of the Executive Committee and submits a yearly budget to that committee each year.

Trail Operations Coordinator Maintain a current knowledge base related to the condition of the trails (snow, etc.),huts/yurt, MTTA Office, signs/trail post, and equipment. Collects and distributes MTTA mail and deposits funds in the MTTA general account. Helps coordinate work parties, insures DNR waivers are signed, and records volunteer hours. Identifies local funding and other resources which might be useful to MTTA. Informs Key MTTA personnel, officers, and board of issues related to safety. Notifies Key MTTA personnel, officers, and board of issues related to landowner and community relations. Assists Key MTTA personnel (Hut Managers, Web Page Manager, Ski Patrol Director, Reservation Coordinator, Grooming Coordinator, etc.) with issues needing prompt action, when they are unavailable. Provides Continuity and Coordination between MTTA volunteers, host landowners, and the local community. The Trail Operations Coordinator is a member of the Trails Operations Committee, has no supervisory roll, and reports directly to the MTTA Board.

MTTA President serves at the pleasure of the MTTA Board as the non-voting Chairman of the Board. MTTA liaison to Advisory Board, chairs the Trail Operations Committee. Primary MTTA Spokesman.

Reservation Coordinator is responsible for the professional operation of the Hut Reservation system. Deposits all reservation funds in the reservation account, refunds reservation depoaits as per reservation policies, transfers forfitures to the general account and uses processing fees to pay all reservation program cost. Works under TOOG approved rules and maintains reservation system records. Reservation Coordinator is a member of the Trail Operations Committee.

Web Page Manager develops and maintains a professional quality MTTA Web page that provides trail users all relevant trail information. Web Page Manager is a member of the Trail Operations Committee and submits a yearly web page budget to that committee. Another duty of the Web Page Manager is operation and maintenance of the MTTA Web Cam. Other duties as assigned by the MTTA Board!

Grooming Coordinator supervises and manages all facets of MTTA trail grooming operation. Duties include; maintenance and purchase of grooming equipment, scheduling of trail grooming, training volunteers, identification of vendors to perform maintenance on grooming equipment, and other duties as assigned by the MTTA Board. Grooming Coordinator is a member of the Executive Committee and submits a yearly Grooming budget to that committee.

Electrical Systems Manager approves electrical and lighting changes at the Huts. The Primary job of the ESM is to upgrade the electrical systems at the huts/yurt to address any safety issues and to standarize the electrical systems.