

Bristol Ramblers Committee Roles October 2025

The Bristol Ramblers Committee

The Bristol Ramblers Committee aims to represent the interests of the majority of our members and potential members. The Role of the Committee is to ensure that we provide a programme that meets the needs of members, keep our members safe, and attract new members to the group.

Get involved!

If you would like to volunteer and be part of the work of the Committee, do get in touch with the Chair. We currently have a Publicity Officer vacancy and would love to hear from you if you are interested.

The Roles of the Committee

Role	Name	Summary of role
Chair	Ceiswyn (Ky) Blake	• Chair meetings • Produce agendas • Ensure the Committee has agreed priorities/direction • Ensure there is an appropriate response to area, legal, and national requirements and requests • Help us work together as a committee • Facebook moderator
Secretary	Carew Reynell	• Booking venues and meetings including the AGM • Oversight of governance requirements • Administrative tasks as necessary • Central storage of relevant information
Treasurer	Bob Gibson	• Work with the other members of the committee to plan the group budget for the year, to ensure the group activities will be appropriately funded • Manage the group reserves and expenditure in the approved Ramblers bank accounts • Ensure all the group financial activities are line with policies and procedures • Keep accurate records of the financial reserves, and all income and expenditure • Present information on the group finances to local meetings • Create annual accounts, and ensure that they are independently examined and presented to the group AGM • Provide formal financial returns to the Ramblers Head Office for audit • Coordinate with the Area treasurer regarding budgeting, income from Head Office, and annual returns

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Webmaster	Tony Parsons Sarah Marshall	Design and maintain the website to publicise the group, to display forthcoming walks and to give advice for new walk leaders. Make sure that the details of volunteers are only published if they have given formal permission
Walks Editor	Tony Parsons Sarah Marshall	- Adding and editing walks on Ramblers Walk Manager - Update Assemble with new leaders and their GDPR details
Walk Co-ordinator	Bob Gibson, Paula Cannings, Margaret Ruse, Aubrey Newport	- Work with your group to put together a rolling programme of weekly group walks - Use Ramblers Walk Manager to ensure walk details are available to the group, and promoted to non-members - Encourage members of your group to become Walk Leaders - Maintain records of numbers attending walks - Maintain a contact list of Walk Leaders
Wed & Sat Walks Liaison	Sue Fox	- Representing the views of Wednesday and Saturday walkers on the Committee - Liaising and co-ordinating with the Wednesday and Saturday Walk Co-ordinators
Webpage Editor	Tony Parsons Sarah Marshall	Keeping the local and national (local page) website current and up to date, in content and structure, working with fellow volunteers, collect relevant stories, information and messages to publish on the website
Footpath officer	Keith Budd	- Advise and direct members who have queries about footpath issues - Support and oversight of signage - Support and engage with waymarking of new footpaths - Advising Committee on footpath issues - Providing the Committee with feedback from the Public Rights of Way Liaison Group
Newsletter Editor	Ceiswyn (Ky) Blake	- Working with other group volunteers, write interesting and engaging news articles for the group's newsletter - Keeping up-to-date with local stories and news about the Group's activities - Working with the Ramblers' offices, keep up-to-date and fully informed of key policies and initiatives - Working with the Membership Secretary, make sure that members receive their newsletter, following the permissions they've given - Work with the Area Newsletter Editor to keep the area up-to-date with the work of the Group

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Membership Secretary	Julie Westgarth	• Welcome new members to the Group and follow-up with lapsed members (within agreed timescales) • Making sure that all members are kept informed and up-to-date with the walks and social events programme • Working with the other group volunteers, keeping members informed of local issues and developments around walking, footpaths and access • Being the lead volunteer for the Group for data protection, making sure that volunteers know how to use data and being responsible for keeping members' data safe • Review the group membership levels, working with other membership secretaries to recruit new members; e.g. by going to community events
Minutes Secretary	Tony Parsons	• Take minutes and action notes at Committee meetings and AGM • Circulate draft minutes to the Chair and Committee and agree any changes • Send agreed minutes to Webmaster for storage on Group website
Projects Officer	Graham Symonds	• Linking, liaising and working with walk coordinators with respect to common issues such as first aid training, walk leader training, campaigns and events • Setting up and leading any sub meetings if required • Undertaking any reviews if requested by the committee and reporting back to the committee, eg the use of social media or sharing track logs • Helping coordinate the AGM, eg liaison with guest speakers/activities and venue liaison • Attending Area meetings or liaising with other groups and networks (depending on the outcome of the national review which is currently underway)
WalkFest Coordinator	Carew Reynell Keith Budd	• Encouraging walk leaders to come forward with walks within the appropriate timescale with the help of the walk • Coordinators, including co-led walks (for insurance cover) Submitting (and checking) walks in the WalkFest format • Ensuring that WalkFest walks are included in the Ramblers Walks Manager • Collecting and submitting the information required by the WalkFest team (numbers on walks, feedback and comments) • Ensuring that requests for information about walks (and for bookings) are responded to of the • Participating in the WalkFest steering group and supporting the planning Festival.

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Publicity Office	Vacant	• Use social media to promote the offer of the Bristol Ramblers Group and attract new members • Create marketing opportunities with local newspapers, radio and TV • Design, create and distribute appropriate leaflets and posters in public areas such as libraries • Take opportunities to promote the Bristol Ramblers with local partners for example, Bristol Walk Fest and local authorities
Vice Chair	Vacant	• Supporting the chair in the leadership of the group committee, making sure it runs the group well, follows good practice and joins in national/local initiatives • In deputising for the Chair, make sure that policies and procedures are followed so that the group, its members and volunteers are kept safe and legal • Supporting the overseeing of the group's working relationship with local authorities, organisations and politicians • Supporting the chair developing activities in line with the priorities of the Ramblers' Area • Helping the chair by making sure that the group follows all of the required governance, including AGMs and attendance at area meetings • Supporting the chair while putting in place activities and initiatives so that belonging to the Ramblers in your group is enjoyable and welcoming
Planning and Environment Officer	Vacant	