

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

(The Companion Manual to the By Laws)

1. Membership (As per By Laws)

1.1. There are six categories of Membership in HOTRAK:

Full Member (see 1.5)

Associate Member (see 1.4)

Probationary Member (see 1.3)

Student Member (see 1.7)

Junior Member (see 1.8)

1.2. The Executive (normally in consultation with Full Members) may revoke any membership.

1.2.1. Examples of circumstances include; persistent disregard of the HOTRAK Handbook, or violation of the club's Code of Conduct

1.3. Probationary member:

1.3.1. A Probationary Member has a temporary membership designed to facilitate the assessment of the prospective member by the current Full Members.

1.3.2. To become a Probationary Member, an individual aged at least 18 years of age, must complete an Application for Membership by providing relevant information including the applicant's model railroading background, skills, and interests, to be brought to the club.

1.3.3. The start date for probation is flexible.

1.3.4. A Probationary Member pays Initial Fees as listed in Annex B.

1.3.5. At the first Executive Committee Meeting following receipt of the Application for Membership, the Executive shall discuss the application and either approve or reject the application.

1.3.6. If approved, the applicant becomes a Probationary Member and will be informed of such by the Membership Coordinator.

1.3.7. Probationary Members are encouraged to start the HOTRAK Orientation Program at the next operating session.

1.3.8. After successful completion of participation at three operating sessions, the Membership Coordinator will present the applicant's name for consideration as a Full Member by a secret vote conducted via e-mail of all Full Members through the Club Members e-mail list with responses directly and only to the Membership Coordinator.

1.3.9. The result of the vote will be reported to the Executive and the Probationary Member informed of the results. On acceptance as a Full Member the applicant will be required to pay the Initial Fee listed in Annex B and the balance of the Club dues for the current year.

1.4. Associate Member:

1.4.1. An Associate Member, as a Full Member, has decided to maintain a non-active role in the club and has paid the fee as prescribed in Annex B.

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

1.4.2. An Associate Member is a non-voting member of HOTRAK who is entitled to retain their Club engineering status, their place on the e-mail lists, and their decoder numbers on the locomotive registry, as well as the right to participate in any Club clinics and social events.

1.4.3. An Associate Member has the option to operate at a maximum of two HOTRAK operating sessions per Club year upon payment of a per session operating fee as prescribed in Annex B.

1.4.4. An Associate Member must have been a Full Member in good standing for at least two years prior to a change in status or upon approval of the Executive.

1.4.5. An Associate Member may return to Full Member status upon informing the Membership coordinator and upon payment of the prescribed annual Full Member dues. No new initial fee will be required.

1.5. Full Member:

1.5.1. A Full Member is one who has successfully completed a probationary period, has participated in a defined number of "operations" (set ups and take downs), has been accepted by the Full Members by way of a secret vote, and who pays the required annual dues as prescribed in Annex B.

1.5.2. Full Members may independently operate trains on club layouts subject to successful qualification as an Engineer or Journeyman (no dispatching).

1.5.3. A Full Member is entitled to participate in all Club activities including; standing for election to the Executive Committee, voting on changes to the Club By-laws, voting on the annual budget and other financial plans exceeding the Executive's authority, voting on the club standards and voting on any Probationary Member becoming a Full Member.

1.6. Student Member:

1.6.1. A Student Member is an individual aged 15 to 25 years of age who is in full-time attendance at a recognized educational institution. A Student Member must have completed the requirements needed to reach Full Member status. They pay the prescribed fee as listed in Annex B.

1.6.2. Student Members will be required to provide their month and year of birth in order to provide tracking of their membership status going forward.

1.7. Junior Member:

1.7.1. Any youth from ages 11 to 14 inclusive, and who is willing and able to participate in the HOTRAK Orientation Program, is eligible to be considered for sponsorship as a Junior Member as described in the HOTRAK Junior Engineer Development Program located on the Club website. Junior Members are not required to pay membership fees and have no voting rights.

1.7.2. Junior Members will be required to provide their month and year of birth in order to provide tracking of their membership status going forward.

2. Dues and Fees:

2.1. Annual Dues and Fees are approved by the membership at the Annual General Meeting and are described in Annex B to this manual. Annual dues are payable at beginning of each fiscal year. Annual Dues for persons joining the club in mid-year are pro-rated based on the remaining number of operating sessions.

2.2. There is an Initial Fee, as described in Annex B to this manual, which is payable upon becoming a Probationary Member.

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

- 2.3. The Club will levy an “Operating Session Fee” on certain members attending an operating session as further described in Annex B to this GP&P.
- 2.4. Payment of dues is required prior to the operation of a train at an operating session.
- 2.5. Non-payment of dues for a period of three months shall result in the suspension of all Member rights and privileges.
- 2.6. If a Member has not paid the applicable membership fee in four months, it will be deemed that the Member has resigned from HOTRAK.
- 2.7. Reinstatement of membership might require the payment of all outstanding Dues.

3. Club Executive Committee (See Annex A in this manual)

- 3.1. The Executive may make rules to guide its meetings and deliberations.
- 3.2. Management of Club rules: the Executive shall normally take the lead in keeping the rules which guide the Club relevant and up-to-date. When a change is judged necessary, the Executive shall circulate its proposed revision at least two weeks prior to calling a member vote on the question, which may be held during a Special Meeting called for the purpose or via an e-mail vote, as is judged appropriate for the question. Members may also propose rule changes, following a practical approximation of the procedures laid down in By-law 5.0.
- 3.3. Members of the Executive will be expected to participate fully in Executive meetings. But, in exceptional circumstances, a member of the Executive may participate in an Executive meeting by electronic means.
- 3.4. In the event that an Executive decision is required and a meeting cannot be arranged for this purpose, the President may authorize the Secretary to organize a vote of Executive members by e-mail. Such an e-vote will respect Article 6.2 of the Club By-laws by ensuring a 50% quorum or participation.
- 3.5. The Executive shall keep Minutes of its meetings and decisions, which shall be posted on the Club website.
- 3.6. Properly authorized actions and decisions of the Executive Committee must be supported by all Executive Committee members. Those Executive Committee members who have abstained or voted against a motion must adhere to and support the decision of the Executive Committee. In this manner, the Executive Committee speaks with one voice. The only exceptions would be during a duly constituted meeting of the Executive Committee and during the two week notice period to a Special Meeting or an AGM.
- 3.7. An Executive Committee member who resigns their position shall not be bound by Section 3.5.
- 3.8. The members of the Executive are as follows; the duties of their positions are detailed in Annex A.
 - 3.8.1. President
 - 3.8.2. Secretary
 - 3.8.3. Treasurer
 - 3.8.4. Chief of Operations
 - 3.8.5. Road Foreman
 - 3.8.6. Membership Coordinator
 - 3.8.7. Special Advisor

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

3.9. Executive Support Functions

- 3.9.1. The Executive Committee may delegate specific duties to other members as Executive Support functions referred to in Annex C of the Governance Policies and Procedures Manual. Upon agreement of the Executive Committee, specific duties mentioned above may be delegated to other Club Members as Executive Support Functions referred to in Annex C.
- 3.9.2. Members providing Executive Support Functions are considered Ex-officio, non-voting members of the Executive Committee and may attend Executive Committee meetings when subjects relevant to their duties are being discussed.
- 3.9.3. These positions are staffed at the will of the Executive and based on Member interest and availability.

4. Standards and Modules: (See STANDARDS in the Handbook tab on the website)

4.1. Standards Group

- 4.1.1. Any Full Member may sponsor a proposal for amending or adding to the Standards at any time during the year. Proposals are to be submitted to the Standards Group, which is comprised of the Road Foreman, and 2 or more interested Full Members appointed by the Executive Committee.
- 4.1.2. The Standards Group and the Executive will examine and discuss the proposal and, in consultation with the Sponsor, determine the merit of the proposal. If the proposal is rejected then the Sponsor may seek approval at the AGM as per 4.1.9 below.
- 4.1.3. The Standards Group will work together with the Sponsor to draft the amendment or addition to the Standards.
- 4.1.4. The Standards Group will brief the broader membership about the reasons for the proposed changes and/or additions as well as the amended wording of the standard. Where possible, a physical example/demonstration or photo(s) of the proposal should be provided to the wider audience. The Standards Group may use pertinent feedback to develop the final wording of the amendment.
- 4.1.5. The Standards Group will then present the proposed amendment or addition to the Executive for their approval.
- 4.1.6. The Executive shall publish the final Proposal to the membership via e-mail through the Membership e-mail list. A review period of two weeks will take place to allow Full members to express their views in support of or against the proposal. Following the review period, the Standards Group, in consultation with the Executive Committee and any proposer, will have up to two weeks to determine if there should be changes to the Standards Proposal based upon the comments received. The Standards Group will then provide a revised Standards Proposal for Executive Review, approval, and subsequent release to the membership.
- 4.1.7. Within two weeks, the Executive will then publish the final wording of the Standards Proposal along with a summary of comments received during the Review Period and response/decision taken on each, including explanations where necessary to clarify the decisions. Voting will be conducted via e-mail (for a period of two weeks) using the Membership e-mail list; only Full Members' votes cast this way will be counted.
- 4.1.8. The success of a Proposal shall be determined by a majority of two-thirds (2/3) of the votes cast.
- 4.1.9. If the Standards Group and/or the Executive decide that a proposal does not have merit,

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

then the Sponsor has the option to seek approval by adding his/her proposal to the Agenda of the Annual General Meeting (AGM) for open discussion.

4.1.10. The Executive will accept any proposals tabled on the Agenda and accepted by a majority vote of two-thirds (2/3) of the votes cast by Full Members attending the AGM. In order for the proposal to be added to the Agenda in this way it must have been submitted to the Standards Group for consideration and been rejected.

4.2. Module Design Approval Group

The purpose of the Module Design Approval Group is to ensure module inter-operability.

4.2.1. The Module Design Approval Group is chaired by a Member appointed by the Executive Committee. As well as the Chairman, it is made up of the Freight Operations, Passenger Operations, the Road Foreman and two members at large selected by the Executive Committee.

4.2.2. Before construction begins, proposed new modules will be designed to scale on paper or computer, and the plan with supporting documentation must be forwarded to the Chairman of the Module Design Approval Group.

4.2.3. The Chairman will forward the design to the Ops Group for comment and discussion.

4.2.4. After appropriate feedback and discussions between the MDAG and the OPS Groups, the feedback will be provided/discussed with the module designer.

4.2.5. The module designer can revise the design, incorporating feedback as desired, and provide a final design to the Module Design Approval Group. The final design will be reviewed by the Module Design Approval Group to determine the acceptability of the module.

4.3. Operations Group

The purpose of the Operations Group is to review layouts for planned operations session to identify potential issues and improvements with a view to interesting operations and avoiding bottlenecks.

4.3.1. The Operations Group is chaired by the Chief of Operations. Permanent members of the Operations Group are Road Foreman, Freight Operations Design and Passenger Operations Design. Any interested member may join the Operations Group if they wish to contribute, at the will of the Chief of Operations.

4.3.2. Road Foreman: Determines the build-ability of the Layout, positioning in the room and Track Powering of the Layout.

4.3.3. Freight Ops Design: Develops freight operations for each operating session including engineer instructions in car card holder for each possible train.

4.3.4. Passenger Ops Design: Develops passenger operations for each operating session including engineer instructions in car card holder for each possible train.

5. Operations:

5.1. The model railroad operations which are the purpose of HOTRAK are complex and therefore require considerable coordination between the club members who are either facilitating or engaging in such operations. HOTRAK may therefore find it expedient to establish, from time to time, procedures and guidelines which all members will be expected to follow when setting up, operating and taking down club model railroad layouts.

5.2. Established in 1996, HOTRAK has a considerable body of experience which is assembled in a variety of such procedures and guidelines. These are generally recorded in the Club Handbook,

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

which is available for review on the club website. Members are strongly encouraged to become familiar with this body of Club practice, upon joining and periodically thereafter.

- 5.3. Questions about the guidelines and procedures are welcome and should be addressed to either the member of the Executive Committee responsible or to the Executive as a whole via the Club Secretary.
- 5.4. Club procedures are established under the authority of the Club Executive, which will periodically review and, if necessary, revise and update them. Club members may, depending upon the nature and extent of proposed changes, be consulted. Revised guidelines and procedures will be communicated to the membership as and when they are approved by the Executive.

6. Code of Conduct Policy:

6.1. Definition:

Unacceptable behavior involving HOTRAK members is any offensive, hurtful or malicious comment or conduct by a member towards another member or guest that is known or ought reasonably to be known to be unwelcome. It includes any behavior which is perceived by a member or guest to deny them their self-esteem, dignity or respect and is found to be offensive, embarrassing and humiliating. It may be verbal or physical and may be one incident or a series of incidents. It may include, but is not limited to:

- a. verbal abuse, abusive language or threats;
- b. unwelcome remarks, jokes and innuendos or taunting about a person's body, attire or sexual orientation;
- c. practical jokes that cause awkwardness or embarrassment;
- d. unwelcome invitations or requests, whether indirect or explicit or intimidation;
- e. leering at a person's body or other gestures;
- f. condescension that undermines self-respect;
- g. unnecessary physical contact such as touching, patting, pinching, punching;
- h. sexual assault.

- 6.2. Unacceptable conduct is NOT disagreement over policy or philosophy when done in a non-personal and respectful manner as part of constructive discussion. Club By Laws, rules and policies must still be obeyed.

6.3. Process:

If you believe that you are being subjected to unacceptable conduct you should not assume that the problem will go away by itself. You should not assume that the behavior has to be endured because of possible retaliation, nor should you feel guilty or embarrassed. The following steps should be followed:

- a. Make your disapproval known immediately to the person behaving unacceptably. He or she should cease immediately and apologize promptly.
- b. Keep a record of dates/times, the nature of the behavior and any witnesses.
- c. If the offender refuses to apologize, or if the incident has already escalated to unacceptable conduct, then the action moves to the Impasse Resolution stage. If the apology is accepted then the matter is considered closed and no further action is taken.

- 6.4. If any other member observes a situation as described in 6.1, he or she should step in and advise the offender that his or her behavior is unacceptable and that the offender should cease

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

immediately and apologize promptly to all affected. If the apology is accepted then the matter is considered closed and no further action is taken. If the offender refuses to do so, the observing member should report the incidence to the Executive and action moves to the Impasse Resolution stage.

6.5. Impasse Resolution:

- a. When a matter has reached the Impasse Resolution stage, the Executive will inform the membership that they are investigating a case of possible breach of Code of Conduct. They will not give details, including the names of those involved.
- b. A subcommittee of three members of the Executive will investigate the incident or series of incidents by seeking members who may have witnessed the incident (s) and report back to the Executive as a whole.
- c. If the Executive as a whole believes that unacceptable conduct has occurred, The Executive may temporarily suspend the offender's membership privileges or revoke the offender's membership.
- d. Where an Executive member is directly involved in the incident, they will excuse themselves from this process.
- e. Both the offended member and the offender will discuss the complaint only with the members of the Executive undertaking the investigation. The Executive will refrain from discussing the complaint beyond those involved in the investigation. The Executive and the parties involved shall keep the matter confidential.
- f. If reasonable doubt remains after the Executive has investigated, all parties involved will be advised and the offender warned that his/her behavior is deemed as unacceptable by the offended member and any future incidents may result in an investigation under this policy.

Annex A – HOTRAK Executive Committee Offices with Duties and Responsibilities

POSITION	DUTIES and RESPONSIBILITIES
3.8.1 President	<p>3.8.1.1 Leadership & overall co-ordination of Executive and of club activities.</p> <p>3.8.1.2 Chair Executive Committee meetings</p> <p>3.8.1.3 Call and chair the AGM and special Members' meetings</p> <p>3.8.1.4 In cooperation with all other Executive Committee members, strengthen the sustainability of the Club through on-going and continuous improvements</p> <p>3.8.1.5 Assign a member to preside over the conduct Club Elections.</p> <p>3.8.1.6 Strengthening Club operations including the identification of gaps in the Club's physical or human resources, or available skills for continuing Club activities.</p> <p>3.8.1.7 Ensure the continued appropriateness of all Club By Laws, Standards, Procedures, Policies and Publications</p> <p>3.8.1.8 Support Club executives in efforts to provide skill development within the membership and all Club functions.</p> <p>3.8.1.9 Promulgate Exec meeting agenda no later than 1 week prior to the Executive meeting date.</p>
3.8.1 Secretary	<p>3.8.2.1 In consultation with the President, prepare and circulate agendas for Executive meetings maintaining for this purpose a record of action items arising or outstanding from previous minutes.</p> <p>3.8.2.2 Accurately record Executive meeting proceedings and decisions; prepare draft minutes for timely Executive approval and publish such minutes once approved.</p> <p>3.8.2.3 Act as keeper of key club documents, minutes, By-Laws, including any electronic archives the Club may maintain.</p> <p>3.8.2.4 Promulgate the draft minutes of Executive meetings no later than one week after an Executive meeting. Finalise the meeting minutes no later than two weeks after an Executive meeting.</p>
3.8.3 Treasurer	<p>3.8.3.1 Oversight, planning and delivery of all functions related to Club finances.</p> <p>3.8.3.2 Prepare the annual HOTRAK budget and updates as required for review by the Executive and approval by the membership at the AGM or special financial meeting.</p> <p>3.8.3.3 Manage club finances, including collection of revenues, payment of expenses.</p> <p>3.8.3.4 Ensure a reasonably up-to-date inventory of assets and recommend appropriate insurance of club assets and operations.</p> <p>3.8.3.5 Provide regular financial reporting to the Executive Committee and the membership.</p>

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

POSITION	DUTIES and RESPONSIBILITIES
<p>3.8.4 Chief of Operations</p>	<p>3.8.4.1 Ensure timely preparation of freight and passenger operations plans for each operating session.</p> <p>3.8.4.2 In cooperation with the Road Foreman and other interested Club members, review layout designs for each operating session and provide recommendations to ensure smooth operations.</p> <p>3.8.4.3 Lead occasional reviews of both overall Club operational concepts and plans and more specific dimensions of Club operations, such as:</p> <p>3.8.4.4 Layout design guidelines as concerns operations;</p> <p>3.8.4.5 Freight operations;</p> <p>3.8.4.6 Passenger operations;</p> <p>3.8.4.7 Yard operations;</p> <p>3.8.4.8 Operations under RTC and make recommendations to the Executive.</p> <p>3.8.4.9 Establishing member satisfaction with operations.</p> <p>3.8.4.10 Entertaining possibilities for operational improvements which may increase member satisfaction</p> <p>3.8.4.11 Organize mentoring and skills development for members to ensure the Club always maintains the skills required for ongoing operating sessions, layout design, freight, passenger, yard and other operations.</p> <p>The following is moved from the former Operating Sessions Coordinator role:</p> <p>3.8.4.12 Development and implementation of procedures, standards and tools enabling successful operating sessions including:</p> <p style="padding-left: 40px;">3.8.4.12.1 Propose the annual operating season, and, when approved by membership at the AGM, liaise with host site manager to confirm dates; review dates periodically;</p> <p style="padding-left: 40px;">3.8.4.12.2 Identify club members to take responsibility for roles necessary for each operating session, including layout designer, set-up, take-down and storeroom chiefs, yardmasters and traffic supervisors;</p> <p style="padding-left: 40px;">3.8.4.12.3 Arranging for layout set-up, tear-down & storage;</p> <p style="padding-left: 40px;">3.8.4.12.4 Manage storage of club modules & infrastructure.</p> <p>3.8.4.13 Lead occasional reviews of Club Operating Session practices and documentation such as duties, checklists & schedules key to duties, checklists & schedules key to each operating session, and make recommendations to the Executive thereon</p>
<p>3.8.4 Road Foreman</p>	<p>3.8.4.1 Provide Club inspiration, coordination and, in certain instances, direct leadership to teams and individuals providing the 'hardware' aspects of Club operations, that is:</p> <p>3.8.4.2 Testing and trouble-shooting the technical and infrastructure</p>

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

POSITION	DUTIES and RESPONSIBILITIES
	<p>aspects of all operating sessions;</p> <p>3.8.4.3 Overseeing the development and application of club technical standards;</p> <p>3.8.4.4 Ensuring compliance of all new member modules to Club standards prior to their use in operating sessions;</p> <p>3.8.4.5 Providing technical advice to Club bodies such as the Module Standards Group.</p> <p>3.8.4.6 Lead occasional reviews and make recommendations to the Executive thereon of overall Club technical concepts, plans and more specific dimensions of Club operations infrastructure, such as:</p> <p>3.8.4.7 Electrical and command control;</p> <p>3.8.4.8 Track and turnouts.</p> <p>3.8.4.9 Organize mentoring and skills development for members to ensure the Club always maintains the technical and electrical skills required for its ongoing operating sessions.</p>
<p>3.8.6 Membership Coordinator</p>	<p>3.8.6.1 Oversight, planning & delivery of all functions related to Membership, including membership rules and approval procedures, and reporting to the Executive as required.</p> <p>3.8.6.2 Management of the Membership list and membership email lists.</p> <p>3.8.6.3 Leadership & reporting to Executive on the HOTRAK Orientation Program.</p> <p>3.8.6.4 Responding to any Membership enquiries.</p> <p>3.8.6.5 Oversight and Coordination of the clinics program.</p> <p>3.8.6.6 Oversight and coordination of Club list of DCC decoder addresses.</p> <p>3.8.6.7 Leadership of internal commemorative and social activities as required.</p> <p>3.8.6.8 Lead occasional reviews of rules, procedures and documentation in area of responsibility, and make recommendations to the Executive thereon.</p>
<p>3.8.8 Special Advisor (1)</p>	<p>3.8.8.1 Represent member views at Executive meetings.</p> <p>3.8.8.2 Actively participate in Executive discussions to stimulate new ways of meeting club objectives.</p> <p>3.8.8.3 Promote discussions and new ideas in the context of the Hotrak Two Year Plan.</p> <p>3.8.8.4 Identify issues within the club that require resolving.</p>

Annex B – HOTRAK Dues and Fees

The purpose of this Annex to the Governance Policies and Procedures Manual is to list the specific amounts of HOTRAK Annual Dues, Initial Fee, and Operating Session Fees that are all subject to change. These amounts are reviewed regularly at the Club's Annual General Meeting and adjusted as required.

HOTRAK Dues and Fees (2022)					
	Member	Associate	Probationary	Student	Junior
Initial Fee	none	none	\$30.00	\$30.00	none
Annual Dues	\$100.00	\$30.00	none	\$30.00	none
Operating Session Fee	none	\$15.00 / Session Maximum two per year	none	none	none

Annex C – HOTRAK Executive Support Functions

Position	Reports to	Brief Description
Freight Ops Design	Chief of Operations	Develops freight operations for each operating session including engineer instructions in car card holder for each possible train. Provides assistance with spotting cars at the beginning of each operating session.
Passenger Ops Design	Chief of Operations	Develops passenger operations for each operating session including engineer instructions in car card holder for each possible train.
Assistant to Road Foreman – Electrical & LocoNet	Road Foreman	Back-up to Road Foreman; provides assistance with all aspects of electrical and LocoNet equipment and connections to ensure successful HOTRAK operating sessions; tests electrical and LocoNet systems and troubleshoots, as required; assists with testing and acceptance of new modules, as required.
Assistant to Road Foreman – Physical Infrastructure	Road Foreman	Provides assistance related to HOTRAK module standards; assists during Friday set-up procedures with any physical problems with module set-up or connections; troubleshoots physical aspects of the layout during the operating session, as required; assists with testing and acceptance of new modules, as required.
HOTRAK Orientation Program Coordinator	Membership Coordinator	Administers the HOTRAK Orientation Program; briefs new Members on same; monitors the progress of Program participants and takes corrective action as required; advises the Executive (through the Membership Coordinator) of the completion of the Program by new Members.
Clinics Coordinator	Membership Coordinator	Plans and develops the Clinics Program for each operating year by soliciting Members' interests and needs; contacting possible clinicians; arranging all details of clinics; and obtaining feedback from members on each clinic.
Decoder List Coordinator	Membership Coordinator	Maintains the HOTRAK Decoder List and publishes updates in the Members' Section of the HOTRAK website; receives requests for decoder numbers from Members and assigns numbers as appropriate.
Email List Manager (s)	Membership Coordinator	Maintains HOTRAK email lists for Membership, Executive Committee, Ops Group, Module Design Approval Group, Layout Design Group, and Standards Group by making additions, deletions and corrections as required.
XTrackCad Manager	Chief of Operations	Maintains HOTRAK XTrackCad parameter files and

Ottawa Valley HOTRAK Governance Policies and Procedures (GP&P)

Position	Reports to	Brief Description
		publication on the HOTRAK website.
Webmaster	President	Maintains the HOTRAK website; makes updates to documents or adds new documents as required; monitors website content for appropriateness, aging, and relevance.
Deputy Webmaster	President (through the Webmaster)	Back-up to Webmaster with similar duties as agreed to with the Webmaster. This position will be vacant unless explicitly required.
Photographer	President	Maintains the HOTRAK Flickr site; takes photographs at HOTRAK operating sessions and uploads them to the HOTRAK Flickr site; obtains photographs taken by other Members for the HOTRAK Flickr site or establishes linkages between the HOTRAK Flickr site and members media sites. This position will be vacant unless explicitly required.
Videographer	President	Films and produces videos of HOTRAK operating sessions for uploading to HOTRAK's YouTube site; obtains videos taken by other Members for the HOTRAK YouTube site or establishes linkages between the HOTRAK web and YouTube site. This position will be vacant unless explicitly required.