



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE COMPILER OF WFP COMMITTEE DECISIONS

Primary duties and responsibilities:

- Examine, after approval, Minutes of Committee and General Meetings.
- Add Decisions to the Committee Decisions Excel File
- Rename the file *20220713* to *YYYYMMDD Committee Decisions*
- Ask the Webmaster to upload this file to the CMS at Files/Downloads/Committee-Decisions then add to Members/Members Only Area/Committee Decisions after removing the earlier version.

Knowledge and skills required:

Ability to analyse Minutes, understand the essence of a Decision, and insert it into the Excel Spreadsheet.

Estimated time commitment required:

Approximately 15 minutes per set of Meeting Minutes.

This information is correct as at May 2024.