

Functions and Responsibilities  
Board of Directors  
Southeastern Massachusetts Chapter  
Appalachian Mountain Club

Office: Chair, Bike Committee

Basic Function: Coordinates all bike activities. Represents members of the Bike Committee at the Executive Board meetings. Serves as role model by encouraging and developing new bike leaders.

Major Responsibilities:

- Establish and chair the Bike Committee.
- Approves and oversees the coordination of all bike trips.
- Ensures that bike leaders meet qualifications to lead trips according to ability, training and certification level. Enlists new potential leaders.
- Runs bike committee meetings, providing leadership and assistance to those planning trips.
- Ensures that all pertinent information on upcoming bike trips is provided to the Breeze and the Outdoors within appropriate time limits.
- Coordinates and actively participates in bike education programs and workshops/clinics.
- Regularly leads bike trips.
- Serves as mentor and support person for new leaders.
- Prepares an annual report for the Bike Committee, which is presented at the Chapter Annual Meeting.
- Prepares an annual budget for the Bike Committee.