

Functions and Responsibilities
Executive Board
Southeastern Massachusetts Chapter
Appalachian Mountain Club

Office: Chapter Chair

Basic

Function: Executive and administrative officer of the Chapter and of the Executive Board, and representative to the Appalachian Mountain Club. Provides leadership and overall direction to all Chapter activities and operations.

Major Responsibilities:

- Conducts all Executive Board meetings - prepares agendas and chair report. Conducts the business meeting portion of the Annual meeting.
- Coordinates the four (4) major Chapter activities: Winter Festival, Spring Fling, Summer Picnic, and Annual Meeting.
- Represents the chapter by serving as a voting member of the Chapter Chairs Committee.
- Provides direction and leadership to standing committees. Assists board members in understanding and following chapter procedures and policies.
- Prepares and submits grant requests from special funds made available to the chapter
- Sets annual goals for the chapter and prepares an annual budget for Board approval
- Prepares an annual report and writes articles for the Breeze