

**Functions and Responsibilities**  
**Executive Board**  
Southeastern Massachusetts Chapter  
Appalachian Mountain Club

**Chapter Chair**

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 major Chapter activities 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 jointly with Treasurer an annual budget for Board approval
- Prepares an annual report and writes articles for the Breeze
- Primary Chapter point of contact with the Club's staff