

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

Office: Secretary

Basic Function: Records minutes of all Executive Board meetings; conducts chapter correspondence

Major Responsibilities:

- Records, prepares and distributes the minutes of the Board meetings.
- Gives notice of all Executive Board and Chapter meetings
- Conducts correspondence on behalf of the chapter
- Files with AMC club headquarters copies of Chapter publications.