

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

Secretary

Records and distributes minutes of all Executive Board meetings;
conducts chapter correspondence

Major Responsibilities:

- Records, prepares and distributes the minutes of the Board meetings for review and approval
- Assists Chapter Chair with Chapter administration as needed
- Conducts correspondence on behalf of the chapter
- Files with AMC Club headquarters copies of Chapter documents

Revised 3/31/20
Len Ulbricht