

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

**Chapter Vice Chair**

Executive and administrative officer of the Chapter and of the Executive Board, and representative to the Appalachian Mountain Club. Provides back-up to Chapter Chair when representing the chapter, Executive Board or attending club-wide events. Assists with leadership and overall direction to all Chapter activities and operations.

**Major Responsibilities:**

- Conducts Executive Board meetings or Annual meeting in absence of the Chair.
  
- Assists with the coordination of major Chapter activities and Annual Meeting.
  
- Attends Chapter Chairs Committee meetings and, in the absence of the chair, represents the chapter as a voting member.
  
- Provides direction and leadership to standing committees. Assists board members in understanding and following chapter procedures and policies.
  
- Assists with development of annual goals, budget and special events.
  
- Performs other activities as assigned by the Chapter Chair or Executive Board

Revised 3/31/20  
Len Ulbricht