

Functions and Responsibilities
Executive Board
Southeastern Massachusetts Chapter
Appalachian Mountain Club

Office: Chapter Vice Chair

Basic

Function: 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 the four (4) major Chapter activities: Winter Festival, Spring Fling, Summer Picnic, and Annual Meeting.
- In the absence of the chair 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.
- Assists with development of annual goals, budget and special events.
- Performs other activities as assigned by the Chair or Executive Board