

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

Office: Communications Chair

Basic Function: Coordinates intra-chapter and inter-chapter communications; promotes awareness of chapter activities to members; assists chapter chair and committee chairs in promoting activities to audiences outside the club.

Major Responsibilities:

- Creates/publishes monthly chapter electronic newsletter (e-Breeze)
- Creates/publishes monthly chapter electronic blast (e-Blast)
- Publishes/maintains chapter website (www.amcsem.org)
- Creates Annual Report
- Creates/maintains chapter brochures
- Supervises all chapter “social networking” (e.g., Facebook, Twitter, etc.)
- Supervises chapter Short Notice Email List (SNEL)
- Manages “Communications Committee” volunteer staff