

**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.

- Participates in monthly SEM Executive Board meetings
- Manages publication of monthly chapter electronic newsletter (e-Breeze) in conjunction with the Breeze Editor
- Manages publication of short monthly chapter e-mail Blast announcements to chapter members in conjunction with the Blast Editor
- Interfaces with chapter webmaster to help maintain chapter website ([www.amcsem.org](http://www.amcsem.org))
- Works with Chapter Chair and activity chairs to create chapter Annual Report (in PDF format) and provides copies to SEM headquarters
- Works with Chapter Treasurer to establish annual budget for Communications Committee
- Works with Membership Chair to create and maintain chapter brochures
- Interfaces with Social Media Administrator to support chapter-hosted social media (e.g., Facebook, Twitter, etc.)
- Interacts with AMC staff as needed to ensure compliance with applicable AMC policies
- Supports activities of Communications Committee volunteer staff (Breeze Editor, Blast Editor, Breeze Proofreader, Webmaster, Social Media Administrator, etc.) to help ensure timely completion of deliverables

Revised 1/2020 Paul Miller, Communications Chair