

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

Office: Membership Chair

Basic Function: Welcomes new members, maintain chapter membership list, provides information about the club

Major Responsibilities:

- Welcomes new members and provides them with the current issue of the Breeze
- Maintains Chapter membership list.
- Provides information about the club to prospective members;
- Furnishes membership roster to other committees
- Represents the chapter to the club's Board of Membership; coordinates membership services with Joy St. personnel
- Prepares an annual report to the Executive Board with membership statistics
- Before the January meeting prepares and submits a budget