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

Membership Chair
Term: 3 years, renewed annually

Major Responsibilities

• Welcome new members and provide information about the Chapter. Be an enthusiastic promoter of the Chapter and the Appalachian Mountain Club

• Promote/organize regular (e.g. monthly, quarterly) activities geared toward new Members. These can include but are not limited to new member hikes, speakers, presentations, potlucks.

• Responsible for accessing and providing a Chapter membership roster and statistics when requested by other SEM Board members. Membership information is maintained by Headquarters.

• Maintain confidentiality of AMC Member information, ensure the security of both internally generated AMC lists and lists created through other web services.

• Assist with Chapter annual meeting: Registrations, payments, registration table, greeters to welcome guests, provide list of 10-25- and 50-year members.

• Assist with other major event registrations (such as spring open house) and other promotional opportunities. Welcome table, registration table, name tags.

• Coordinate with the Chapter Webmaster to maintain accurate and up to date information in the Membership section of the Chapter website.

• Attend Chapter Executive Committee meetings. (Great opportunities to coordinate with other committee chairs).

• Prepare an annual report to the Executive Board with membership statistics

• Prepares annual budget for Membership Committee

Revised 9/28/20
Ellen Thompson