

**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