

Functions and Responsibilities

Board of Directors

Southeastern Massachusetts Chapter

Appalachian Mountain Club

Office: Chair, Ad-Hoc Nominating Committee

Basic Function: Coordinates searches for SEM Executive Board and Ad-Hoc Committees Vacancies

Major Responsibilities:

- Selects members (including Vice-Chair) for the Nominating Committee.
- Oversees the coordination of ExComm and Ad-Hoc Committee vacancy searches.
- Ensures that committee nominees meet the qualifications of the specific committee to which they are being nominated.
- Participates in many chapter activities to become familiar with numerous members.
- Regularly promotes the need for volunteers to assume committees' vacancies.
- Coordinates meetings of nominees with the specific committee and the chapter chair.
- Familiarizes self with key qualifications of prospective committee chairs and vice chairs.
- Attends ExComm meetings when a committee nominee is being considered.
- Prepares a list of current committee chairs and vice-chairs which is presented at the Chapter's Annual Meeting. This will include those stepping down and new nominees.
- Prepares an annual budget for the Nominating Committee.

KBC 03/24