

Appendix Summary of Job Duties

Officers:

Chapter Chair

1. Chair the meetings of the Executive Committee.
2. Chair the general meetings of the Chapter.
3. Appoint all non-elected positions, including Nominating Committee.
4. Coordinate the work of the various Committees.
5. Insure that the requirements of the chapter Bylaws are carried out.
6. Meet requests from the Main Club.

Chapter Vice Chair

1. Assist the Chapter Chair on all matters of interest to the Chapter.
2. Fill in for the Chapter Chair at meetings when the Chapter Chair is unavailable.
3. Handle special projects as delegated by the Chapter Chair.
4. Give advice and council to other officers and assist on ad-hoc committees when required.
5. Attend Executive Committee meetings and participate as member of the team.

Secretary

1. Take minutes at all Executive Committee meetings and at the annual meeting.
 - a. The minutes should include attendees, summaries of discussions, resolutions and action items, and information about future meetings.
 - b. If unable to attend meeting, recruit another person to take minutes.
2. Provide a copy of minutes or an electronic version to the chapter chair and provide an electronic copy for inclusion on the chapter web page.
3. Compose letters for the Executive Committee as needed.
4. Retain recent copies of minutes and important handouts from the Executive Committee meetings.
5. Immediately following their election, inform the Main Club of the current Chair, Vice-Chair, Treasurer, Secretary and Directors, including telephone numbers, and street and e-mail addresses.
6. Attend Executive Committee meetings and participate as member of the team.

Treasurer

1. Maintain accounts of all Club monies, including depositing checks, writing checks based on voucher information, posting interest, and reconciling accounts.
2. Report bimonthly account activities at Executive Committee meetings and yearly account activities at the Annual Dinner.

3. Prepare year end financial reports and send to the Main Club.
4. Attend Executive Committee meetings and participate as member of the team.

Chapter Director

1. Be informed about Main Club mission, goals, programs, policies and procedures and all concerns of the Chapter.
2. Attend meetings of the Board of Directors, having reviewed the agenda and supporting materials prior to the meetings.
3. Represent the concerns of the Chapter and work with the Board of Directors to determine the path of the Main Club policies, procedures, budgets, expenditures, and use of property.
4. Report to the Executive Committee and Chapter all significant events which take place at the Board of Directors meetings.
5. Keep up to date on developments in other like organizations.
6. Attend Executive Committee meetings and participate as member of the team.

Chapter Advisors

1. Help oversee the operation of the Chapter and aid in making policies and decision.
2. Attend Executive Committee meetings and participate as member of the team.

Committees:

Conservation Committee

1. Study and evaluate environmental and conservation issues. Recommend conservation policy issues to the Executive Committee for consideration.
2. Promote and encourage environmental consciousness among the members.
3. Coordinate environmental cleanups, such as Adopt-a-Highway, and encourage member participation.
4. Attend Executive Committee meetings and participate as a member of the team.

Education Committee

1. Coordinate with Trails and Conservation Committees and seek input from members for workshop topics.
2. Solicit volunteers and presenters for educational workshops geared toward helping members and the public gain skills to promote and enhance their enjoyment of the outdoors.
3. Attend Executive Committee meetings, report future workshop topics and participate as a member of the team.

Membership Committee

1. Respond in a timely manner to inquiries concerning Black River-ADK membership by mailing membership pamphlet and information about the Chapter, including information on upcoming meetings and/or outings.

2. Send a copy of the most recent issue of *Currents* and a welcoming letter to all new members. During summer, send copy of outings schedule.
3. Keep a complete membership list of the Chapter as received from the Main Club. Record any change of name/address to keep files updated.
4. Publish new member updates in *Currents*.
5. Coordinate with Publicity Committee to solicit volunteers and provide informational material at special, non-ADK events.
6. Attend Executive Committee meetings and participate as a member of the team.

***Currents* Committee**

1. Following guidelines for content as discussed and recorded in minutes of the Executive Committee, gather and receive information for publication in *Currents*.
2. Format the articles and prepare the layout.
3. Submit the material to the publisher for printing and retrieve the printed copies.
4. Prepare mailing labels from information provided by the Main Club.
5. Affix the labels and sort by zip code.
6. Deliver to the Post Office for mailing.
7. Attend Executive Committee meetings and participate as a member of the team.

Publicity Committee

1. Publish information about the club in newspapers and outside publications.
 - a. Monitor the publications for inclusion and accuracy of published materials.
 - b. Correct problems when published information is not congruent with Chapter policy.
2. Attend Executive Committee meetings and participate as a member of the team.

Trails Committee

1. Submit articles to *Black River Currents* to promote Trails activities.
2. Coordinate trail work for the Chapter.
3. Attend Executive Committee meetings and participate as a member of the team.

Outings Committee

1. Develop the Trail Outings Schedule and publish in *Currents*.
2. Recruit and develop qualified outings leaders.
3. Insure that outings leaders use the liability form.

4. Accept suggestions and feedback about hiking activities from members.
5. Attend Executive Committee meetings and participate as a member of the team.

Special Committees:

Nominating Committee

1. Identify members willing to assume leadership roles within the Chapter.
2. Determine possible candidates from among Chapter membership.
3. Assess the willingness of the possible candidates to fill the duties described in the Appendix to the Bylaws.
4. Report to the Executive Committee by their September meeting.
5. List the names of the candidates in the announcement of the Annual Dinner for future voting by the membership.
6. Maintain a list of untapped leadership resources and forward it to the next Nominating Committee.

Webmaster

1. Maintain Web Page for the Chapter.
 - a. On a monthly basis, update the information on Chapter meetings and Chapter news.
 - b. As the occasion demands, update information, such as By-laws, Chapter goals, officers, budgets, and volunteer opportunities.
 - c. When pertinent, include and update information, such as activity guide, Chapter alliances, hyperlinks to other organizations and information of possible interest to Chapter members.