

Adirondack Mountain Club
Mid-Hudson Chapter

Duties of the Officers
And
Chairs of Committees

Draft

Revision Level 5/15/05

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Foreword

The following job descriptions for Board Members of the Mid-Hudson Chapter were developed to provide basic guidelines for new Board Members. These guidelines are flexible and are geared to that individual's ingenuity, enthusiasm and time constraints.

The positions of Committee Chairs are leadership positions. If feasible, it is intended that the individual accepting one of these positions may form and may work with a committee. Our hope is to broaden the base of active members through these committees.

The goal of all Chapter Board Members should be to develop a viable, active membership that contributes to Chapter goals which in turn supports the ADK Main Club goals. This can only occur if we have an involved membership.

The owner and editor of this document is the Vice-Chair and should receive all suggested updates or corrections. The latest revision level resides on the Chapter website.

MHADK Chapter Chair

It is the responsibility of the Chapter Chair to assure that the activities and business of the Chapter are conducted in accordance with the Bylaws of the Chapter.

These duties include:

1. Preside over all general membership meetings and all Chapter Board meetings and assure the orderly and effective conduct of these meetings.
2. Act as chair ex-officio of all committees (except the nominating committee).
3. Appoint the chairs of the Standing Committees, subject to the approval of the Chapter Board.
4. Appoint the chair and members (3 minimum) of the Nominating Committee by May 1.
5. Be familiar with the duties of the other officers and members of the Chapter Board and assure that their duties are being performed in the best interest of the Chapter.
6. Present an annual Chapter report at the Annual Business/Dinner Meeting held between October 15 and November 15.
7. Maintain a file of incoming and outgoing Chapter correspondence related to Chair duties and containing Chair signature.
8. Assure that the general conduct of the Chapter is maintained at a dignified and professional level.
9. Examine the Annual Budget with the Vice-Chair and sign-off on approval of the Annual Audit of the Financial Records.
10. Appoint a three-member Finance Committee (Treasurer and present or former Chapter Board members) to review spending and make recommendations on financial matters to the Chapter Board.
11. Secure a room for the monthly Chapter Board meetings.

Information Requirements:

- Monthly membership updates from Lake George
- Quarterly Chapter Financial Reports
- Quarterly Chapter Membership Reports
- Monthly Chapter Program Reports
- Chapter Club Director Reports
- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Vice-Chair

The duties of the Vice-Chair include:

1. The Vice-Chair shall attend monthly Board meetings.
2. In the absence of the Chapter Chair, the Vice-chair will perform the duties of the Chair.
3. Assist the Chapter Chair on all matters of interest to the Chapter and perform duties assigned by the Chapter Chair and the Board of Trustees
4. The Vice-chair, with the Chair, will examine the Annual Budget, and also sign-off on approval of the Annual Audit of the Financial Records.
5. Responsible for keeping current the 'Duties of Officers and Chairs of Committees' document and that all Chapter leaders have a copy.
6. Assure that the Chapter leaders have appropriate operational procedures to manage their duties.
7. Coordinate any updates to the Chapter By-laws.
8. Maintain a file of Chapter correspondence related to Vice-Chair duties and containing Vice-Chair signature.

Information Requirements:

- Quarterly Chapter Financial Reports
- Quarterly Chapter Membership Reports
- Monthly Chapter Program Reports
- Chapter Club Director Reports
- Chapter member e-mail addresses

MHADK Chapter Directors

MHADK Chapter Club Director

It is the responsibility of the Club Director to attend Main Club Board of Directors' meetings as a voting representative of the Chapter. It is the Director's responsibility to insure that the Chapter Board is aware of the goals of both the Chapter and the Main Club and to make sure that Chapter business is conducted within the organizational framework set forth in the Bylaws of the Club. In this capacity, the Director shall do the following:

1. Attend four Board of Directors' meetings each year at ADK Headquarters in Lake George. If unable to attend, the Director may appoint an elected official of the Chapter as an alternate; the alternate must submit a written proxy from the Chapter Director before the beginning of the Board of Directors' meeting.
2. Attend Chapter Board meetings and bring to the Board those items that will be discussed and voted on at the next Main Club meeting in order to learn the views of the Chapter on pertinent issues.
3. Present the views of the Chapter at the Board of Directors' meeting and vote on issues, taking into account both the views of the Chapter and the long term good of the Club.
4. Submit a detailed written report to the Chapter Board on what transpired at the Board of Directors' meeting.

MHADK Chapter Alternate Club Director(s)

- Attend Club Board of Trustee meetings in the absence of the Club Director.
- Assume the duties of the Club Director as specified above for each Club Board of Trustee meeting attended.

MHADK Chapter Directors (2)

- Attend Chapter Board of Trustee meetings and Executive meetings.
- Handle special projects as delegated by the Chapter Chair.
- Provide input on all issues of concern to the Chapter.

Information Requirements:

- Quarterly Chapter Financial Reports
- Quarterly Chapter Membership Reports
- Monthly Chapter Program Reports
- Chapter member e-mail addresses

MHADK Chapter Secretary

The duties of the Secretary include:

1. Attend Chapter Board meetings.
2. Take minutes of Board meetings. These are provided to all members of the Chapter Board plus all Committee Chairs. Minutes should be sent seven to ten days prior to the next Board meeting. Include announcement of next meeting.
3. Maintain a list of Board members and committee Chairs including names, addresses, phone numbers (home and work) and E-mail addresses. This should be a joint effort with *Mid-Hudson Trails* Editor.
3. Keep an up-to-date set of the By-laws.
4. Write letters for the Chapter. Most are done by the appropriate activity Chair or Chapter Chair. (Board members with access to personal computers are encouraged to type their own.)
5. Keep a file of the Budget, Treasurer's reports and copies of the Board minutes.
6. Keep a supply of Chapter stationary and envelopes and provide them to Board members as required.
7. Maintain a calendar of Chapter events.
8. Maintain a file of Chapter correspondence containing Secretary on copy list.

MHADK Chapter Treasurer

The treasurer manages the Chapter financial affairs. The specific duties are as follows:

1. Maintain Chapter bank accounts and insure that they are under appropriate signature control (usually the Chapter Chair and Treasurer)
2. Manage the bulk mail account at the post office. Duties include paying the annual fee and ensuring that adequate funds are on deposit for newsletter and other mailings.
3. Receive all incoming Chapter funds and deposit in Chapter bank accounts
4. Receive and pay all Chapter bills
5. Invest any surplus funds in certificates of deposit or other – after obtaining board approval
6. Maintain records of all Chapter income and expenditures, preferably using a computer based system such as Quicken
7. Prepare a yearly budget and submit to board for approval
8. Prepare financial status reports for distribution at board meetings
9. Prepare an annual Chapter financial report for the Club
10. Handle funds for special events as needed (e.g. collect dinner payments from attendees at Chapter dinner meetings)
11. Handle the financial affairs of the Breakfree committee – including paying bills, submitting requests to the Club for reimbursement of expenditures, and preparing financial reports for the Breakfree committee.
12. Arrange a yearly audit of Chapter funds

Additional Information re Treasurer Position

- Estimated Time Required: average of 2 hours per week
- Needed Equipment: computer with e-mail capability
- Useful Software and Skills : computer spreadsheet – also computer money management system such as Quicken
- Receive Monthly membership reports from Club headquarters

MHADK Chapter *Mid-Hudson Trails* Newsletter Editor

The duties of *Mid-Hudson Trails* Newsletter Editor are:

1. Attend Chapter Board meetings.
2. Collect from officers and Committee Chairs all articles that are to appear in *Mid-Hudson Trails*.
3. Determine the deadline date for submission of articles and mailing of completed Newsletters.
4. Prepare *Mid-Hudson Trails* for publication using the following format:
 - Front cover
 - Front inside cover which shall include the names, addresses and phone numbers of the board Officers and Committee Chairs
 - Five to six double sided pages of articles, announcements, etc.
 - Back inside cover which may include information that appears each month and a Membership Application.
 - Back cover which should include the Chapter's return address, postal indicia and space to apply member's address label.
5. Determine the number of "*Mid-Hudson Trails*" to be printed from a count of member address labels provided by Club headquarters and additional copies requested by the Membership Chair for new members and special events.
6. Ensure the predetermined number of *Mid-Hudson Trails* hardcopies are printed and mailed by the deadline date.
7. Submit a copy of *Mid-Hudson Trails* to the Web Master as an attachment in an e-mail.
8. Expenses incurred by the Editor for preparing a hard copy of *Mid-Hudson Trails* shall be submitted to the Treasurer using the current "Request for Payment" form with receipts attached.

Information Requirements:

- Quarterly Chapter member mailing labels from Club headquarters.
- Estimated number of New Member and special request Newsletter copies from Membership Chair
- Quarterly Chapter survey data

MHADK Chapter Conservation Chair

The role of the Mid-Hudson Chapter Conservation Committee is to promote the involvement of Mid-Hudson Chapter members in conservation, advocacy and stewardship programs that include;

1. **Participation in conservation groups** such as;
 - ADK Conservation committee
 - ADK Catskill Conservation Subcommittee
 - NYNJ Trail Conference
 - Appalachian Trail Conference
2. **Participation in Open Space Planning activities** such as;
 - Reviewing and providing input to the NYS Open Space Master Plan, NYS Wild Forest Unit Management Plans, Catskill Park State Land Master Plan
3. **Promoting stewardship of public open spaces** through Trails committee activities such as;
 - Adopting NYS Wild Forest areas and leanto's
 - Balsam Lake Wild Forest adopters, Beaver Meadow Leanto adopters, Millbrook Ridge Trail maintainers
 - Maintaining NYS Trail systems
 - Monitoring the Appalachian Trail Corridor in Dutchess/Putnam Counties
 - Participating in Open Space improvement projects such as;
 - Black Creek Water Trail Project, Wappingers creek cleanup
4. **Advocating positions on environmental issues**
 - Respond to ADK 'Action Alerts' through the Conservation Associates program
 - Participate in public hearings and write letters regarding Conservation issues
5. **Educating members on environmental issues**
 - Provide articles in the Chapter newsletter
 - Promote chapter programs with conservation topics of interest

Chair Duties

1. Coordinate and oversee activities of the Conservation committee
2. Recruit committee members
3. Conduct committee meetings as needed
4. Provide periodic Reports to the Chapter Chair
5. Participate in Chapter Board Meetings
6. Communicate to the membership through the Chapter Newsletter
7. Promote involvement in local environmental issues

Information Requirements:

- Club Conservation Committee reports
- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Education Chair

The MH ADK Education Committee shall provide a variety of environmental/outdoor education programs to Chapter members and the community.

Program methods:

1. Education programs for all chapter members. An example would be instruction on using a compass; bird and tree identification; history of and types of geological formations, etc.. These education programs will all be offered in outdoor settings with a MH Chapter member as the instructor.
2. Two chapter education meetings. One will be a "How to" meeting such as how to use first aid, how to organize to influence political change, how to prepare for an extended backpack, etc. The second will be an environment information meeting such as the Health of the Hudson River, Acid Range, etc.
3. Youth outreach. This includes Breakfree and the training of ADK members for school presentations.
4. Community Outreach. MH ADK Black and Latino members will begin an education program to recruit members from a diverse community.

Chair Duties

- Coordinate and oversee activities of Education committee
- Recruit committee members to conduct specific education programs.
- Conduct committee meetings as needed
- Promote programs that fulfill the stated charter
- Provide periodic Reports to the Chapter Chair
- Participate in Chapter Board Meetings
- Communicate to the membership through the Chapter Newsletter

Information Requirements:

- Club Education Committee reports
- Chapter Breakfree meeting reports
- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Membership Chair

The Membership Committee shall seek applicants for membership; inform such applicants concerning the Club, supervise the mechanics of membership procedure, and keep records of all members. The Membership Committee shall be responsible for reports to the Club on membership changes.

Chair Duties

- Coordinate and oversee activities of Membership committee
- Recruit and orient team members
- Write Membership Report for newsletter and website – Quarterly
- Attend Chapter Board Meetings and report membership status
- Serve as ADK Membership Committee liaison to communicate issues and information

Committee Activities

1. New Prospect Coordination

- Take prospect phone calls and e-mails, and then mail them Member Packets

2. Data Base Coordination

- Update our chapter data base - Monthly
- Generate and send New Member List and Labels to the New Member Coordinator - Monthly
- Generate and send Overdue Member List to the Overdue Follow-up Person - Monthly
- Generate and send New Members List to our newsletter and website - Quarterly
- Generate and Print Member Roster for Chapter Board – Semi-annually
- Record Survey Results in Data Base - Quarterly
- Generate and send Survey Reports to Committee Chairs - as needed

3. New Member Coordination

- Mail Membership Packet, Survey, and Chapter Patches to New Members - Monthly
- Make welcome calls to new members and follow-up regarding missing or incomplete survey - Monthly

4. Overdue Member Follow-up

- Make follow-up calls to members whose membership renewal is overdue - Monthly

Information Requirements:

- Monthly Chapter membership changes from Club headquarters
- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Outings Chair

The role of the Outings committee includes:

1. Organize outings. This is accomplished by securing volunteers to lead day hikes, backpacking trips, or flatwater canoe/kayak trips. In winter, this includes cross-country ski and/or snowshoe trips. Planning should be at least two months ahead to allow publishing in *Mid-Hudson Trails*.
3. Present a clear, chronological list of these trips, with leader's name, phone number and difficulty rating, to *Mid-Hudson Trails* Editor.
4. Encourage outing leaders to submit a brief summary of outing tales to the *Mid-Hudson Trails* Editor.
5. Maintain a list of possible outings' leaders for fill-in when needed.
6. If any outings-related safety problems are brought to the attention of the Chair, said problems should be presented to the Chapter Board. Any injuries shall be reported to ADK Main Club using their form.
7. Provide a Outing Leader Signup form, Outing Leader Responsibility form, and Outing ratings
8. Screen prospective Outing Leaders using Outing Leader Criteria.

Chair Duties

- Coordinate and oversee activities of the Outings committee
- Recruit committee members to organize specific Outing types.
- Conduct committee meetings as needed
- Promote Outings that fulfill the stated charter
- Provide periodic Reports to the Chapter Chair
- Participate in Chapter Board Meetings
- Communicate to the membership through the Chapter Newsletter

Information Requirements:

- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Programs Chair

The role of the Program Committee is to plan and coordinate the development of Chapter programs that include:

- Chapter meetings
- Chapter events (e.g., Spring, Fall, Holiday, Annual Meeting,...)
- Special recognition events
- Social events
- Weekend Outings

Chair Duties

- Coordinate and oversee activities of the Programs committee
- Recruit committee members
- Conduct committee meetings as needed
- Promote programs that fulfill the stated charter
- Provide periodic Reports to the Chapter Chair
- Participate in Chapter Board Meetings
- Communicate to the membership through the Chapter Newsletter

Committee Activities

1. Develop a proposed calendar of Chapter Programs for approval by the Chapter Board;
 - Use annual planning session to solicit input and develop initial proposal
 - Complete program calendar by end of first quarter
2. Assign Program Coordinator for each chapter program
 - Responsible for coordinating the assigned chapter program event
3. Develop and manage Chapter program schedule and tasks
4. Coordinate with Publicity committee to communicate Program event
 - Determine publicity plan and provide information to Publicity committee

Information Requirements:

- Quarterly Chapter survey data
- Chapter member e-mail addresses
- Mailing labels

MHADK Chapter Publicity Chair

The role of the Publicity Committee is to communicate information about ADK and particularly the Mid-Hudson Chapter to the membership and the surrounding community. This information includes the following areas;

1. Preparing and distributing the Outing Schedules
2. Preparing and distributing Newspaper Announcements of Chapter events
3. Promoting the Chapter in activities such as;
 - a. distributing flyers to stores
 - b. group presentations,
 - c. staffing a booth at an event,
 - d. conducting media interviews and submitting articles to the media
 - e. updating the content of the Mid-Hudson Chapter website

Chair duties:

- Coordinate and oversee activities of the Publicity committee
- Recruit committee members
- Conduct committee meetings as needed
- Provide periodic Reports to the Chapter Chair
- Participate in Chapter Board Meetings
- Communicate to the membership through the Chapter Newsletter
- Keep a file of publicized information.

Committee Activities:

1. Send out weekly news releases concerning outings. Mail to the appropriate newspapers for publication in their weekly sporting activities sections.
2. Prepare an Activity Schedule flyer - Quarterly
3. Print Activity Schedule flyers - Quarterly
4. Mail Activity Schedules to Distributors - Quarterly
5. Edit and Mail Newspaper Announcements - Quarterly
6. Publicize weekly events via e-mails to membership.
7. Publicize other special events as requested.

Information Requirements:

- Chapter Outing schedules from Outings Chair
- Chapter Program schedules from Programs Chair
- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Balsam Lake Wild Forest Chair

The Mid-Hudson Chapter in cooperation with New York State Department of Environmental Conservation and the Finger Lakes Trail Conference has adopted Trails and a lean-to within the Balsam Lake Wild Forest area in the Catskills.

The duties of this committee chair include:

1. Monitoring of trail conditions.
2. Monitoring of lean-to conditions.
3. Monitoring area usage.
4. Organizing and conducting trail clearing, trash cleanup and lean-to maintenance activities.
5. Keeping the Chapter Board informed as to problems and successes in this specific area.

MHADK Chapter Trails Chair

The role of the MHADK Trails Committee is to promote the involvement of Chapter members in the development and/or maintenance of land and water trails in the Mid-Hudson Valley.

Chair Duties:

1. Serve as liaison with trail crew leaders and groups involved in land and water trails development and maintenance (e.g., NJ-NJ Trail Conference, DEC, Town of Lloyd Environmental Conservation Council, Hudson Valley Greenway Committee).
2. Communicate to the Chapter membership the need for the projects identified.
3. Recruit committee members.
4. Recruit a water trails chair.
5. Coordinate and supervise MHADK Trails Committee members' efforts in the projects identified.
6. Attend MHADK Chapter Board meetings to report on committee status, as necessary.

Committee Activities:

1. Select and prioritize projects involving the development and/or maintenance of land and water trails in the Mid-Hudson Valley.
2. Supply the physical labor to build new land and water trails in the Mid-Hudson Valley.
3. Supply the physical labor to maintain existing land and water trails in the Mid-Hudson Valley.
4. Promote the knowledge and skills necessary for committee members to develop and/or maintain land and water trails.

Information Requirements:

- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Webmaster

The webmaster should be familiar with Adobe GoLive, Dreamweaver or a similar program that facilitates both site design and maintenance. Proficiency in Photoshop, Acrobat and similar programs is also a prerequisite. They should be capable of uploading and implementing CGI server-side software including applications in PHP, Java and Perl (the ability to write in those languages is not necessary). Finally, they should be familiar with routine website operations, including (should the eventuality arise) how to move a site to a new hosting company, etc., etc. At least some very basic understanding of Unix is a given.

The Webmaster duties include:

1. Select Web hosting site. This includes registering domain name, if desired by the Chapter Board.
2. Coordinate the development and maintenance of the Chapter web pages and overall structure of the Chapter Web site, presently at <http://www.midhudsonadk.com>. Assign resources to perform duties that include:
 - Altering the index page as required to reflect current news, including changing the jump menu.
 - Creating PDF output of the Newsletter each quarter, and adding it to the existing archive,
 - Creating PDF output of the outings list each quarter, and adding it to the existing archive
 - Altering the Contacts page to reflect changes in officers, as that information is provided
 - Creating the SSS encoded job description links page (password.html) to reflect changes in job descriptions
 - The Forums should be monitored and maintained
 - The photography upload area should be monitored and maintained, and help given to hike leader wishing to upload images, including the creation of user names and passwords
 - Pages should be kept as current as possible, with mention of past events removed in a reasonably timely fashion
 - Webmaster should liaise with the board as required
3. Develop guidelines and monitor usage of any E-mail list (s).
4. Advise the Board and Chapter members on good practice for publishing material on the Web site.
5. Verify link from ADK's Web site (<http://www.adk.org>) has the correct link to the Mid-Hudson Chapter site.
6. Attend Chapter Board meetings.

Information Requirements:

- Website updates from Chapter officers and Committee Chairs
- Quarterly Chapter survey data
- Chapter member e-mail addresses

MHADK Chapter Young Members Chair

Young Members Group Charter:

“Young Members Group” or "YMG" events and activities would be open to all members of the Chapter. However, the Group will be geared to those members age 18-45.

Outdoor activities will be the primary focus of the Group’s endeavors. Besides hiking and biking, YMG events may also include other activities such as ice skating, rafting, skiing, picnicking, concerts and rock climbing.

YMG events are official ADK sanctioned events and will follow guidelines set forth by the chapter to make sure that events fall under the chapters insurance requirements.

YMG will develop a email based system for communication between members, such a system will address privacy concerns brought up by YMG members and open to all MH-ADK members who wish to receive such notices. A phone chain system may also be used for YM's who don't have/won't use email.

It is preferable, especially at the start that YMG events don't conflict with other YMG events.

YMG hikes will be led by younger members. YMG official ADK positions will be held by young members.

We will use a multi-pronged approach to reach potential younger members: notification of current MH-ADK younger members, YMG web site with a link on the MH-ADK home page, word of mouth of current ADK members to interest parties will be encouraged, colleges and other club groups that work closely with ADK will be notified of the YMG, Flyers will be posted in locations that would target potential new members, a YMG insert into the current ADK flyer.

Chair Duties

- Coordinate and oversee activities of the YMG
- Recruit and orient team members
- Promote programs that fulfill the stated charter
- Provide periodic Reports to the Chapter Chair
- Write YMG Report for newsletter and website – Quarterly
- Attend Chapter Board Meetings and report YMG status

Information Requirements:

- e-mail based system to communicate to YMG
- Quarterly Chapter survey data
- Chapter member e-mail addresses