

# AMC Chapter Chair

The Chapter Chair leads the Chapter Executive Committee (ExComm) and is a key member of the AMC Board of Directors Chapters Committee. The Chapter Chair is elected annually, and serves a term of one year that can be renewed for one additional term (i.e., a two-year term limit). This position serves as a liaison between the Chapter and the larger organization of AMC—they represent the organization at the local level and are an essential link between the Staff, the Board, and the local Chapter members and volunteers.

AMC's 12 chapters, run by volunteer Executive Committees, support the organization's mission on the ground by leading trips, offering outdoor skills and leadership training courses, and creating opportunities for conservation action and stewardship at the local level. These dedicated volunteers help activate their communities, often launching people on a path toward greater engagement with AMC's mission of protecting and enjoying the outdoors.

## Responsibilities:

- Set the agenda and preside at ExComm meetings and the Chapter Annual Meeting (early November each year). Meetings are held monthly from January through October, with a planning meeting in December after the November Annual Meeting.
- Work with ExComm members to ensure they are on track to meet stated goals, objectives, and deadlines. Ensure alignment of Chapter activities with AMC's Mission, Vision, safety guidelines, and AMC policies and procedures.
- Maintain regular and effective communication with members of the ExComm, and review roles periodically with them. Troubleshoot with committee members if they need support and bring in Volunteer Relations Staff or the Regional Director if help or advice is needed.
- Work with the Nominating Chair to seek and develop individuals for leadership roles within the Chapter. Ensure that all ExComm members assist with the volunteer recruitment process.
- Represent the Chapter at Chapters Committee meetings—these take place at events that include Annual Summit (January), Chapters Retreat (May/June) and the Fall Gathering (October). These meetings allow Chairs to network, learn from each other, and collaborate. If unable to attend any of these meetings, the Chair should designate a delegate (usually the Vice Chair).
- The Chair has the responsibility to appoint certain committee chairs/positions as specified in the bylaws. If mutually agreeable, the Chair may delegate some responsibilities to the Vice Chair.
- Serve as backup signatory for the Treasurer on the Chapter bank account. Any expenses between \$2,500-\$9,999 require two volunteer signatures (above that they must be approved by Staff or the Board of Directors—information available in the Finance & Admin Manual).
- Prepare the business portion of the Annual Meeting. Work with the Communications Chair and Vice Chair (or Annual Meeting organizer) to ensure that all proper notifications and publications of the meeting are prepared and distributed in a timely manner.
- Maintain regular communications with the AMC Volunteer Relations Department and the Regional Director who represents the Chapter's region on the Board of Directors.

## Preferred Qualifications/Skills:

- The Chapter Chair must be a member of the AMC.

- Be organized, a good communicator, and willing to work with a diverse group of individuals. Respond promptly to email and voice communications.
- Be a team player, which includes a willingness to delegate
- Attention to detail while maintaining a broad view of Chapter and AMC goals and needs
- Have access to a computer and some degree of computer proficiency for document management and information flow—or be willing to learn and utilize online resources.
- Time commitment: 5-10 hours per week
- Be an enthusiastic promoter of the Chapter and the AMC!

### Resources, Training, & Benefits:

- The Chapter Chair is supported by the Volunteer Relations Department, Regional Directors, fellow members of the Chapters Committee, and members of the Chapter ExComm.
- A Volunteer Orientation geared toward Chapter and Committee Chairs is offered on Sunday at Annual Summit—attendance is highly encouraged for new Chapter Chairs and Vice Chairs.
- Online trainings and resources are also available on [outdoors.org](http://outdoors.org) and on SharePoint—AMC's intranet. Volunteer Relations manages these resources for volunteers.
- A monthly Volunteer Newsletter provides important updates and reminders to AMC volunteers—this includes upcoming events, guidelines, policy reminders, etc. A monthly Volunteer Newsletter provides important updates and reminders to AMC volunteers—this includes upcoming events, guidelines, policy reminders, etc.
- Travel and lodging to Chapters Committee meetings is covered by the Chapter if desired.

### Points of Contact:

- Other members of the Chapters Committee
- Volunteer Relations Staff – [volunteerrelations@outdoors.org](mailto:volunteerrelations@outdoors.org)
- Regional Director – Each Chapter is represented by a volunteer on the Board of Directors called a Regional Director. [What is a Regional Director?](#)