

AMC Chapter Secretary

The Chapter Secretary is a key member of the Chapter Executive Committee (ExComm) and maintains records of the Chapter's official business including meeting minutes, the committee roster, and the Chapter annual report. The Secretary position has a term of two years and is elected annually. The Secretary works in close collaboration with the Chapter Chair and Vice Chair to prepare and distribute meeting agendas and materials.

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:

- Record minutes of all official meetings of the ExComm—distribute minutes to all ExComm members at least one week before the next meeting.
- Keep track of action items during ExComm meetings and read them to the committee at the beginning and end of each meeting – record items, assignees, and deadlines.
- Maintain a roster of Executive Committee members that includes name, position title, phone number, and email. Communicate any changes to the roster to the Volunteer Relations Department so they can update records at HQ.
- Maintain access to the Chapter's SharePoint intranet site—grant/remove permissions for new/outgoing ExComm members.
- Work with the Chapter Chair and Vice Chair to establish a yearly calendar for the ExComm with important dates and deadlines and distribute it to all committee members (or maintain the calendar in the Chapter's SharePoint intranet site).
- Solicit reports from all ExComm members and compile them into the Annual Report for the Annual Meeting in November. Work with the Web Editor to ensure that the report is posted online in a timely manner. Share the Annual Report with the Volunteer Relations Department.
- Perform other duties as designated by the Chapter Chair and/or the Executive Committee.

Preferred Qualifications/Skills:

- The Chapter Secretary 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.
- Have access to a computer and computer proficiency for document management and information flow and be willing to learn and utilize online resources.
- Time commitment: 1-2 hours per week
- Be an enthusiastic promoter of the Chapter and the AMC!

Resources, Training, & Benefits:

- The Chapter Secretary is supported by the Chapter Executive Committee and the Volunteer Relations Department.
- Online trainings and resources are available on [outdoors.org](https://www.outdoors.org) and on SharePoint (intranet).

- A monthly Volunteer Newsletter provides important updates and reminders to AMC volunteers—this includes upcoming events, guidelines, policy reminders, etc.

Points of Contact:

- Chapter Chair & Vice Chair
- Volunteer Relations Staff – volunteerrelations@outdoors.org