

# AMC Chapter Vice Chair

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The Chapter Vice Chair supports the Chapter Chair in leading the Chapter Executive Committee (ExComm) and participates in AMC Board of Directors Chapters Committee meetings (non-voting). The Chapter Vice Chair position serves for two consecutive years. This position is elected annually, with the expectation that they will step up as Chapter Chair upon the completion of the Chair's term. This position works in close collaboration with the Chapter Chair and serves as a liaison between the Chapter and the larger organization of AMC—with the Chair, 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:

- Work with the Chair to set the agenda for ExComm meetings—in the event of the absence or disability of the Chair, the Vice Chair will preside at ExComm meetings. Meetings are held monthly from January through October, with a planning meeting in December after the November Annual Meeting.
- 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.
- Advise the Chapter Chair on the organization of the Annual Meeting and assist with event coordination where needed. Work with the Nominating Chair on preparation of the Nomination Slate (to be distributed to Chapter members by the deadline specified in the bylaws). Help the Chair prepare the business portion of the meeting. Work with the Communications Chair to ensure that all notifications are distributed in a timely manner.
- With the Chair, 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). Unless delegated as the representative by the Chair, Vice Chairs are encouraged to participate but are not voting members of the committee.
- The Vice Chair assumes other responsibilities as may be delegated by the Chair. The Vice Chair serves as Chair in the absence or disability of the Chair. Should the position of the Chair be vacated prior to the end of their term, the Vice Chair shall succeed to that office in accordance with processes defined by chapter bylaws.
- Maintain regular communications with the AMC Volunteer Relations Department and the Regional Director who represents the Chapter's region on the Board of Directors.

[What is a Regional Director?](#)

## Preferred Qualifications/Skills:

- The Chapter Vice 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 hours per week
- Be an enthusiastic promoter of the Chapter and the AMC!

#### Resources, Training, & Benefits:

- The Chapter Vice Chair is supported by the Volunteer Relations Department, Regional Directors, the Chapter Chair, 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.
- Travel and lodging to Chapters Committee meetings is covered by the Chapter if desired.

#### Points of Contact:

- Volunteer Relations Staff – [volunteerrelations@outdoors.org](mailto:volunteerrelations@outdoors.org)
- Regional Director
- Chapters Committee members