



Appalachian Mountain Club – Berkshire Chapter
Volunteer Position Description

Position: Membership Chair

Term of Office: 1 year (multiple terms possible)

Summary Description:

The Berkshire Chapter is looking for an enthusiastic, welcoming member with good communications and event-management skills to volunteer as Membership Chair of the Chapter! The Membership Chair organizes and leads social programs and activities to benefit, engage, and retain new and existing Chapter members.

Responsibilities:

- Attend monthly Berkshire Chapter Executive Committee meetings. These are great opportunities to coordinate with other committee chairs on member-oriented events and communications.
- Organize the Chapter Annual Meeting and Dinner. Select venue, arrange catering, select speakers, plan the agenda, recruit and manage volunteers to assist with event preparation and cleanup.
- Work with AMC's Membership Department to keep new-member welcome letters and emails up to date with chapter information and events.
- Organize periodic Member Socials. These can include speakers, presentations, potluck dinners, etc. Organize events specifically for new Chapter members, such as new member hikes and dinners.
- Coordinate with the Chapter communications team to promote member programs and activities.
- Review monthly reports (Active Member List, New Member List, Monthly Member Graph) from the AMC Membership Department, and keep the Executive Committee informed of noteworthy changes and trends.

Preferred Qualifications/Skills:

- The Membership Chair must be a member of the AMC. They must have access to a computer with internet access in order to manage documents and information flow.
- Be welcoming and able to think outside the box—member numbers grow the most when the rate of retention goes up, so thinking of new and different ways to engage those new members is important.
- Be an enthusiastic promoter of the Berkshire Chapter and the Appalachian Mountain Club!