



Appalachian Mountain Club – Berkshire Chapter **Volunteer Position Description**

Position: Chapter Vice Chair

Term of Office: 2 Years, with the expectation that the VC will be Chair after the term

Summary Description:

The Berkshire Chapter is looking for an organized and enthusiastic member to volunteer as Vice Chair. If you are good at managing meetings, networking and delegating, and you're interested in getting more involved with the Club, this position is for you! The Chapter Vice Chair, with the Chair, presides at Executive Committee meetings and the Berkshire Chapter Annual Meeting (the first Saturday in November). The Vice Chair works with the Chair to be an essential link between the Club and Berkshire Chapter members. They are encouraged to attend clubwide meetings and Chapters Committee (a committee of the Board of Directors) meetings—this is a wonderful opportunity to get more involved with the AMC and its inspiring mission to connect people to the outdoors and protect those outdoor spaces in our region that we all know and love!

Responsibilities:

- Work with the Chair to set the agenda for Executive Committee meetings. In the event of the absence or disability of the Chair, the Vice Chair will preside at Executive Committee meetings.
- Works with the Chair and the Nominating Chair to seek and develop individuals for roles of leadership within the Chapter. We are always looking for more people to get involved with us to help broaden the number and type of activities that we provide to our members!
- Establish a yearly calendar for the Executive Committee. Distribute the calendar and the full Executive Committee roster (names, addresses, etc.) to all members. Notify AMC Volunteer Relations Staff of any changes to the roster.
- Secure a location for the Annual Meeting and plan the event, including appropriate programs and preparation with the Nominating Chair of the Nomination Slate (to be ready for the Sept 1 deadline of the Berkshire Exchange). Encourage the Membership Chair to submit 25 and 50-year members to the Berkshire Exchange for fall publication. Help the Chair prepare the business portion of the meeting and ensure that all notifications of the meeting are prepared in a timely manner.
- With the Chair, represent the Berkshire Chapter at clubwide meetings and events, including the Fall Gathering, Annual Summit, and Chapters Committee Retreat.
- The Vice Chair assumes other responsibilities as may be delegated by the Chapter 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 automatically succeed to that office.

Preferred Qualifications/Skills:

- This should go without saying—the Chapter Vice Chair must be a member of the AMC!
- Have access to a computer with internet and some degree of computer proficiency in order to manage documents and information flow, or be willing to learn and utilize these resources.
- Be organized, a good communicator, and willing to work with a diverse group of individuals. Respond promptly to email and voice communications. The Vice Chair should work with a high level of attention to detail while maintaining a broad view of Chapter and Club needs.
- Be an enthusiastic promoter of the Berkshire Chapter and the Appalachian Mountain Club! While all of the above skills are preferred, what is most important is that the Chair is a member of the Berkshire Chapter who is willing to give as much as they can to further the Berkshire Chapter and the AMC!