

2010

New York-North Jersey Chapter Handbook for Officers & Committee Chairs



BIRD'S EYE VIEW OF THE CLUB

HISTORY

The AMC was founded in 1876 by college and university professors from the Boston area who enjoyed climbing in the White Mountains. Their purpose was to further their outdoor enjoyment and also to preserve the mountains as wilderness. Their efforts helped create the White Mountain National Forest.

Prior to the mid-1970's, a prospective member needed two sponsors to join the AMC. Since then, membership is open to all and is actively promoted to outdoor-interested persons such as those who use the AMC Huts in the White Mountains.

CHAPTERS

The Club is divided into Chapters; currently there are 12 individual Chapters that are grouped into five regions.

<u>CHAPTER</u>	<u>REGION</u>	<u>MEMBERS, 12/02</u>
Maine	North	3,813
New Hampshire	North	10,345
Boston	East	22,807
S.E. Massachusetts	East	3,626
Narragansett	East	2,724
Worcester	Central	2,663
Berkshire	Central	3,154
Connecticut	Central	9,884
New York-No. Jersey	Mid-Atlantic	16,197
Mohawk Hudson	Mid-Atlantic	768
Delaware Valley	South	5,602
Washington, D.C.	South	2,397
Unaffiliated	--	6,369
Total Club	--	90,341

The **New York Chapter** was the first "Chapter" recognized by the Club on November 20, 1912. In 1983 the Chapter name became **New York-North Jersey Chapter** to recognize the fact that a large number of members lived in the northern New Jersey portion of the New York City metropolitan area.

BOARD OF DIRECTORS

The Club is managed by a Board of Directors which is made up of 18 to 24 volunteer members and usually meets 4 or 5 times a year. The President and 6-8 Directors form the Executive Committee that meets monthly.

2010



Each region is represented on the Board by a Regional Director and one Regional Director, who is appointed by the President as Chair of the Chapters Committee and a Vice President, is also a member of the Executive Committee.

Some Board members have a great deal of Chapter or Club experience; others may be selected for the board for the special skills (examples: fund-raising, organizational management, environmental law) which they bring to the Club.

Chapters are encouraged to suggest Board candidates to the Nominating Committee. If you know of any Chapter members with impressive qualifications, please tell the Chapter Chair.

STAFF

The Club employs a staff to administer the major Club operations. While most of the staff people work at AMC Headquarters at 5 Joy Street in Boston, some work at other AMC facilities, such as Pinkham Notch in New Hampshire and the Chapter office in New York City that is staffed by a Chapter Office Manager. For more information, see Chapter Office Manager. The staff people whom you are most likely to contact are (present job holders names are given to aid in recognition):

Executive Director - Andy Falender

Human Relations Director - Pat McCabe

Chapter Relations Director - Alex Kosseff

(The first contact for questions)

Director of Finance - Gary Walker

Controller - Henry Isaacson

(Where our treasurer sends the books each January.
Also the contact for insurance or legal questions.)

The staff is responsible for the daily implementation and administration of the goals and policies set by the Board of Directors. The Executive Director is in overall charge.

Among the jobs staff perform are:

- Managing the membership data base
- Publishing *AMC Outdoors*
- Development: membership drives and fund-raising
- Conservation: researching issues, representing AMC to government agencies, leading and coordinating volunteer efforts.
- Trails: organizing seasonal trail crews in the AMC territory and out west, training, handbooks, regional trails efforts
- Publications: books, trail guides, maps
- Facility management: (a few Club facilities are still volunteer-run)
- Education

CLUB-WIDE MEETINGS

There are 3 Club-wide meetings a year which Chapter officers and committee chairs are encouraged to attend:

- Annual Meeting - January/February
- Spring Gathering - late April
- Fall Gathering - late October

The Annual Meeting is held someplace in Massachusetts and concludes with a dinner featuring Club awards and recognitions.

The chapters rotate as hosts for the Spring and Fall Gatherings (meetings) and usually choose a site in their area. These meetings include Club-wide committee meetings and an Open Forum where members may ask questions of Club officers, Board members and staff. Most of the committee meetings are open - anyone may sit in and listen and perhaps comment.

The host chapter plans evening entertainment and outdoor activities for those with time off from meetings. Long term members sometimes refer to these meetings as "Town Meetings", which was their original name.

CLUB AND INTERCHAPTER COMMITTEES

As a part of their jobs, the following Chapter officers and chairs are members of certain Club Committees:

CHAPTER POSITION COMMITTEE

Chapter Chair	Board Chapter's Committee
Chapter Vice Chair	Board Chapter's Committee
Conservation Chair	Conservation Subcommittee
Trails Chair	Trails Subcommittee
Fire Island Chair	Volunteer Managed Facility Committee
Canoe Chair	Interchapter Canoe Committee

In addition, Chapter volunteers may serve on numerous Club-level committees, including:

- Board Conservation Programs Committee
- Board Education & Leadership Committee
- Board Finance Committee
- Board Nominating Committee
- Major Excursions Committee
- August Camp Committee
- Outdoor Leadership Development Committee
- Facilities Subcommittee

PUBLICATIONS

1. **AMC OUTDOORS** is the Club magazine sent to all members. Non-members may NOT purchase a subscription. It is published ten times a year with combined issues for January/February, and for

July/August.

2. **APPALACHIA JOURNAL** is one of the oldest mountaineering journals in the country, published twice a year, members must subscribe to receive it. Subscriptions are available for non-members.
3. **AMC GUIDES** for trails and rivers. For a current list, see **AMC OUTDOORS**.
4. **VOLUNTEER HANDBOOK** is a booklet listing all members of Club level committees; all chapters' officers and committee chairs and staff. It also includes a copy of the Club By-Laws and Club Operating Rules, Policies and Procedures. The last half is an address and telephone directory of all volunteers listed in the beginning. It is updated annually and mailed to each person listed in the directory.
5. **FACILITIES AND PROGRAMS** is a guide to all the Club's full and self-service facilities and brochures describing the programs and workshops offered.

TRIPS

It is important that Chapter activity committees not inadvertently authorize any outing which is considered a Club activity that requires approval by one of the Club's Excursions Committees.

1. Any trip lasting ten or more days and/or taking place more than 500 miles from any AMC chapter - Must be approved by the appropriate Chapter activity committee and the Major Excursions Committee.
2. Any non-canoe activity that lasts less than 10 days and has a destination within 500 miles of any AMC chapter, that the leader wants advertised as an Interchapter Excursion in **AMC OUTDOORS** - Must be approved by the appropriate Chapter activity committee and the Chapter's Interchapter Excursions Chair, who submits the trip notice to the Club Interchapter Excursions Chair for publication.
3. A canoe trip that lasts less than 10 days and has a destination within 500 miles of any AMC chapter, that the leader wants advertised as an Interchapter Canoe Excursion in **AMC OUTDOORS** - Must be approved by the Chapter Canoe & Kayak Committee and the Interchapter Canoe Committee, which submits the trip notice for publication.



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Chapter Handbook for Officers and Committee Chairs

The purpose of this Handbook is to give new Chapter officers and Committee Chairs an overall view of how the Club and Chapter work, the responsibilities of Chapter Officers and Chapter Committee Chairs, and their relationship to the membership, Club Officers and Club Committees.

Because of the differences between the numerous Committee activities and services, each Committee operates in its own fashion which has evolved to suit its particular needs. The intent of this manual is to offer general guidelines for all the Committees and then guidelines for the specific Committees. Being aware of how the Club, Chapter and other committees function, may make your job less intimidating.

- [Read more](#)

Bird's Eye View Of The Club

HISTORY

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- [Read more](#)

Chapter Organization

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The government of the Chapter is vested in the Chapter Executive Committee and is made up of the Chapter officers who include of the Chair, Vice Chair, Secretary, Treasurer, and three members at large who represent the Chapter Committees. The Club Regional Director, in whose region the Chapter falls, is a non-voting advisory, (ex-officio) member of the Executive Committee.

- [Read more](#)

Chapter Policies

STANDARD OPERATING PROCEDURES

In what follows, "Committee" means any Activity or Service committee listed in the Chapter Schedule of Activities. It does not include the Chapter Executive Committee. Similarly, "Chair" means the Chair(s) of Activity or Service committees, not the Chapter Chair.

- [Read more](#)

Guidelines For All Committees

GUIDELINES FOR ALL COMMITTEES

All Chapter Committees have some common functions and activities. The guidelines below apply to most of the committees. Some of the following guidelines are more appropriate for some committees than others, but most of them apply to more than one committee.

- [Read more](#)

New York-North Jersey Chapter By-Laws

APPALACHIAN MOUNTAIN CLUB NEW YORK-NORTH JERSEY CHAPTER

BY-LAWS

(as Amended October 18, 1993)

Article I - Purpose

Section 1: The purpose of the New York-North Jersey Chapter of the Appalachian Mountain Club is to promote the purposes of the Club in the New York and Northern New Jersey area.

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Join the AMC

- [JOIN US](#)
- [RENEW MEMBERSHIP](#)
- [DONATE](#)
- [MEMBER CENTER](#)

Support Conservation -- Support the AMC

Upcoming Events

Next ORIENTATION – Thurs, Dec. 16 at 6PM at AMC Office

Next OPEN HOUSE - Mon, Dec. 20 at 6PM at AMC Office

Chapter Annual Dinner - January 22, 2011

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AMC-NY Chapter Handbook for Officers & Committee Chairs : Chapter Organization

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The government of the Chapter is vested in the Chapter Executive Committee and is made up of the Chapter officers who include of the Chair, Vice Chair, Secretary, Treasurer, and three members at large who represent the Chapter Committees. The Club Regional Director, in whose region the Chapter falls, is a non-voting advisory, (ex-officio) member of the Executive Committee.

1. The Executive Committee is directly responsible to the membership of the Chapter and makes a yearly report to the membership at the Annual Meeting on the state of the Chapter.
2. The Executive Committee approves and controls the Chapter budget.

At the present time, the Club returns the following portion (11.5%) of members dues to the chapters:

Individual member	\$4.50
Family	\$6.75
Senior, Junior, Life	\$1.50

The Chapter Executive Committee uses these funds for:

- A. The Activity Schedule and **TRAILS & Waves**.
- B. Membership services (phone, postage, etc.)
- C. Funding Service Committees
- D. Chapter administrative expenses
- E. The office rent and the Chapter Office Manager's salary

3. The Executive Committee is responsible for maintaining two-way communication with the membership through various committees, publications and meetings.

4. The Executive Committee is responsible to the Club for ensuring that all activities are kept within the Club and Chapter By-Laws.
5. The Executive Committee is the chief operating and policy making body of the Chapter. No Committee may decide upon Chapter policy or represent the Chapter without the express approval of the Executive Committee.
6. The Executive Committee represents the Club on all local matters.
7. The Executive Committee appoints all Committee Chairs, guides the functions of all Committees, and oversees Chapter publications.
8. The Executive Committee generally meets at 7:00 PM in the Chapter Office on the second Tuesday of the month except for July and August.
9. The members of the Executive Committee serve for one year and generally are nominated for a second year. The officers are recommended by the Nominating Committee. If the nominations are contested, a mail-in ballot is published in the **TRAILS & Waves**. The results of the votes are announced at the Annual Dinner. If uncontested, the Chapter Secretary casts one vote at the Annual Dinner.

RESPONSIBILITIES OF THE CHAPTER OFFICERS

CHAPTER CHAIR

1. The Chapter Chair is the governing officer of the Chapter.
2. The Chair presides at the Chapter and Executive Committee meetings.
3. Together with the Treasurer, the Chair develops the Chapter budget.
4. The Chair develops agenda for the Chapter and Executive Committee meetings with the assistance of the Secretary.

5. The Chair ensures that all Chapter activities are conducted in accordance with the Chapter and Club by-laws.
6. The Chair works with others to develop long range plans for the approval of the Executive Committee.
7. Between Executive Committee meetings, the Chair manages the Chapter and makes all decisions necessary to accomplish the purposes of the Club and reports back to the Executive Committee.
8. The Chair represents the Chapter to outside agencies and organizations.
9. The Chair maintains liaison with the Club Officers, Board of Directors and Administrative Staff.
10. The Chair is a member of the Club's Chapters Committee representing the New York-North Jersey Chapter.

B. Mairs, 3/2000

VICE CHAIR

1. The Vice Chair assumes all duties and responsibilities of the Chair in absence or disability of the Chair.
2. The Vice Chair performs any tasks that may be assigned by the Chair or the Executive Committee.
3. The Vice Chair serves as ex-officio non-voting member of the Chapters Committee.
4. Assists in Chair's liaison role at Club-wide meetings.
5. The Vice Chair is traditionally nominated as Chapter Chair following a two-year term as Vice Chair.
6. The Vice Chair is responsible for updating the **HANDBOOK FOR OFFICERS & COMMITTEE CHAIRS**.

J. Bradley 3/2000

TREASURER

1. The Treasurer is the Chief Financial Officer of the Chapter.
2. Develops the Chapter budget.
 - A. Obtains goals of the Executive Committee at the October meeting.
 - B. Presents draft budget to Executive Committee for approval at the November or December meeting.
3. Advises and recommends Chapter Committees on financial matters.
4. Pays bills and administers funds for the Chapter.
5. Pays bills and administers funds for Committees whose funding is included in the Chapter budget. In the absence of a budget item, or if funds requested exceed budgeted amount, refers item to the Executive Committee prior to payment.
6. Analyzes the financial status of the Chapter and reports monthly to the Executive Committee.
7. Acts as liaison with the Club Treasurer and Director of Administration and Finance and cooperates with the Club Treasurer and Auditors for the annual audit of Club funds.
8. The Treasurer sends an Annual Financial Report to the Club Director of Finance by February 1 of each year.

M. Bowen 3/7/2000

SECRETARY

1. The Secretary is the Recording Officer of the Chapter and keeps the records of all important correspondence, minutes, proceedings and other legal documents with the help of the office staff.

2. The Secretary conducts general correspondence for the Chapter.
3. The Secretary takes minutes of all Chapter Executive Committee meetings and distributes them to Executive Committee members and Committee Chairs eight to ten days prior to the next meeting.
4. On request, the Secretary assists the Chapter Chair in preparation of the agenda.
5. During Executive Committee meetings, the Secretary obtains approval of minutes of previous meeting and uses minutes and other records to follow-up unfinished business.
6. The Secretary notifies Officers and Committee Chairs of their election or appointment and thanks the out-going officers and Committee Chairs for their service.
7. The Secretary maintains the roster of Chapter Officers and Committee Chairs and sends the roster to the Club's Chapter and Chapter Relations Director and the Editor of the Club's Magazine following the announcement of the new officers at the Annual Meeting. The Secretary also notifies Club officials of any changes in Committee Chairs that may occur during the year.
8. Prepares Chapter Annual Report
 - A. Requests summary report of the year's activities from the Chair, the Treasurer, and each Chapter Committee.
 - B. Compiles summary reports into a Chapter Annual Report for distribution, usually at the Annual Dinner.
 - C. Sends copies of the Chapter Annual Report to the Club President and Executive Director.
9. Chapter Annual Meeting Responsibilities
 - A. Sends the date and location for the Annual Meeting to the Club's Chapter and Member Relations Director no later than July 1.
 - B. Obtains the names of Chapter Fifty-year members from Club Director of Membership.
 - C. Arranges for the purchase of Fifty-Year pins and any other gifts or awards.
 - D. Sends invitations to the Annual Meeting to other Chapter Chairs, Club officials, Fifty-year members, and any others whom the Executive Committee invites at least four months in advance.
 - E. Coordinates with Hospitality Committee in arranging tickets and seating for all guests.
 - F. Takes minutes of Annual Meeting.
 - G. Sends any necessary thank you notes after the meeting.

REPRESENTATIVE EXECUTIVES

Three Members of Executive Committee are responsible for representing the Chapter membership and all of the Chapter activities and interests. Through their assignments, they represent all Chapter Committees on the Executive Committee. In addition, they represent the Executive Committee to their areas of responsibility. Their specific areas of responsibility are listed below.

They are strongly encouraged to take an active role in the activities of the Committees they represent and to frequently attend their meetings.

They may be called on to help with other Executive Committee tasks as needed.

JOB DESCRIPTION FOR REPRESENTATIVE EXECUTIVES

In connection with his/her ongoing responsibilities as committee liaison, each of the committee liaison executives ("Executives") is responsible for performing an annual review of each Chapter committee. The purpose of the review is to:

- a. identify any areas where the committee might desire assistance from the Executive Committee
- b. bring to the committee chair's attention any observations that the Executive Committee might have regarding the committee's structure and function.

The Executive should perform this annual review by updating his/her understanding of the committee's mission, its general structure (e.g., how many committee volunteers there are, what they do, whether or how the chair succession takes place) and its principal issues and concerns. If the committee chair has been in place in excess of two years, the Executive should discuss the committee chair's succession plans, if any. (While the term of committee chairs is not fixed, the Executive Committee recommends that most committee chairs serve two to three years.)

This review is normally accomplished by interviewing the committee chair (in person or by telephone) and such other steps as the Executive considers necessary. The Executive should attend a meeting of the committee in question and may also participate in one of its events. Because of the larger number of committees reporting to the Activities Executive, he/she may enlist other Executives or Chapter officers to assist with respect to specific committees.

The Executive may use judgment to decide the extent and depth of the review. For example, when a relatively comprehensive review is held in one year, a less extensive review might be held the next year. Where a committee has relatively limited activity or responsibilities, the review might also be less extensive. If all members of the executive committee are already familiar with the committee from personal knowledge, a less extensive review might be appropriate.

Each Executive may set up an annual schedule at his/her discretion. However, there should be no more than three reviews scheduled in any given month. Where there are few issues, the review may take only a few minutes of an Executive Committee meeting. The Executive responsible for the presentation should discuss his or her observations with the committee chair prior to presenting the review to the Executive Committee. Following discussing the review with the committee chair, the Executive should provide a brief summary of his/her findings to the Executive Committee in advance of the review at the Executive Committee meeting.

The Executive Committee encourages committee chairs to attend this annual review, particularly where the committee chair does not have other ongoing contact with Executive Committee members during the year.

The responsible executive should maintain a record of the review and maintain it in that executive's manual, to facilitate its use by future executives.

EXECUTIVE FOR ACTIVITIES

1. The Executive for Activities represents and is the Executive Committee liaison to the following Committees:

Backpack, Bicycle, Canoe, Climbing, Hiking, Inter-Chapter Excursions, Sailing, Singles & Sociables, Ski, Softball, Walks & Outings and Family Sub-committee.

2. Helps with the New Members Get-Acquainted nights.
3. Is encouraged to attend the Club-wide meetings to have an input and commiserate with other Chapter Activity Chairs.

EXECUTIVE FOR FACILITIES AND SERVICES

1. The Executive for Facilities and Services represents and is the Executive Committee liaison to the following Committees:
Advisory, Archives, Fire Island, Hospitality, Membership, Newsletter, Nominating, Publications (Newsletter, Schedule & Web Site), Safety, Wilderness First Aid.
2. Helps and arranges the refreshments for the Spring and Fall Chapter Town meetings.
3. Is encouraged to attend the Club-wide meetings to have impact on Club programs to fulfill the liaison role with Club and other Chapter's Service Chairs.

EXECUTIVE FOR PUBLIC SERVICE

1. The Executive for Public Service represents and is the Executive Committee liaison to the following committees:
AMC Outings for Urban Kids, Conservation, Programs, Trails, Environmental Advocates and New York-New Jersey Trail Conference.
2. Is encouraged to attend the Club-wide meetings to have impact on Club conservation programs and to fulfill the liaison role with Club and other Chapter conservation officials.

RESPONSIBILITIES OF THE AMC MID-ATLANTIC REGIONAL DIRECTOR

1. The AMC Mid-Atlantic Regional Director is an elected member of the AMC Board of Directors and not actually a Chapter Officer. The AMC's Mid-Atlantic Region includes the New York-North Jersey Chapter and the Mohawk Hudson Chapter. The Mid-Atlantic Regional Director has the responsibility of representing those Chapters' interests to the Board of Directors and the Board's interests to those Chapters. As specified by each Chapter's By-Laws, the Regional Director is a non-voting (ex-officio) advisory member of the Executive Committees of these two Chapters.

2. There are currently five Regional Directors, each with the responsibility for representing two or three chapters. One of these Directors is appointed by the Club President as a Club Vice President and Chair of the Board of Directors Chapters Committee, and a member of the Club Executive Committee. All Regional Directors and all Chapter Chairs are members of the Board of Directors Chapters Committee.
3. Regional Directors are usually selected because they have an extensive knowledge of the chapters in their region and how they operate. Usually they are former chapter chairs of a chapter in their region. At the present time all five Regional Directors are former chapter chairs of a chapter in their region.
4. Just like all members of the Board, Regional Directors are nominated by the Club Nominating Committee to serve a term of office of two years. They are elected by the Club membership, usually by the single vote of the Club Secretary at the Club Annual Meeting. They can be renominated for two additional terms. Generally, Directors serve a total of 6 years on the Board, unless they resign.
5. Regional Directors have the same responsibilities as other Directors, and they serve on the Club's standing committees as appointed by the President. They are the only Directors who are members of the Chapters Committee. The current Mid-Atlantic Regional Director also serves on the Conservation Programs Committee and the Outdoor Leadership Development Committee (a Task Force of the Board).
6. The Board of Directors makes the policy decisions that determine how the Club operates. Each Regional Director brings the characteristics, opinions and nature of their Chapters into those discussions so that they can influence those policy decisions. The New York-North Jersey Chapter is unique in several ways and the Regional Director is the only avenue for making the Board aware of how a policy may affect the Chapter or be interpreted by the Chapter members. For example; The NY-NoJ Chapter:
 - A. Is the largest chapter not co-located with the Club Headquarters
 - B. Is the only chapter with a chapter office
 - C. Is the only chapter with an employee.
 - D. Has the only pocket-size schedule booklet separate from their newsletter.
 - E. Has the highest number of activities per member of any chapter.
 - F. Has the highest percentage of members without a personal vehicle.
 - G. Has the highest incidence of "Show-&-Go" activities of any chapter.
 - H. Is the first and oldest chapter
 - I. Is the only chapter that makes none of their activity/service committee chairs a member of the Executive Committee as a part of their job.

A. Braley, Mid-Atlantic Regional Director March 15, 2000

NEW YORK-NORTH JERSEY CHAPTER OFFICE MANAGER

1. The New York-North Jersey Chapter's Office Manager is an AMC staff member whose salary is paid by the Chapter.

2. Staffs the office. The office is staffed on rather flexible hours, usually Tuesday, Thursday and Friday, 10:00 AM - 5:30 PM. Messages can be left by phone any time. 212-986-1430
3. The Chapter Office Manager assists the Chapter in the following ways:
 - A. Provides information to the general public about the AMC in general and in the New York/New Jersey area. This is done by both mailings and public appearances.
 - B. Answers members' questions regarding activities, policies, and other matters.
 - C. Orders supplies and AMC stationery as needed and provides same to Committee Chairs on request.
 - D. Maintains current addresses and telephone numbers of NY-NoJ Chapter members as provided from the data base kept by the Club in Boston.
 - E. Sends out membership applications, as well as Chapter and Club brochures.
 - F. Sends out duplicate Activity Schedules and Newsletters and provides new members with schedules and other information on Club activities. Also maintains a limited over-the-counter sales operation providing AMC patches, car decals and some books and trail maps.
4. Receives monthly a NY-NoJ Chapter figure representing the number of members affiliated with the Chapter.
5. Places orders for mailing labels and corresponding lists, excluding the Executive List for newsletters and schedules.
6. Maintains the schedule of office use for Chapter and/or Committee related meetings.
7. Administers committee use of the office equipment:
Projectors and Screen, Personal Computers, Postage Meter - Report usage for proper billing, Copier & Fax Machine.

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AMC-NY Chapter Handbook for Officers & Committee Chairs : Guidelines For All Committees

GUIDELINES FOR ALL COMMITTEES

All Chapter Committees have some common functions and activities. The guidelines below apply to most of the committees. Some of the following guidelines are more appropriate for some committees than others, but most of them apply to more than one committee.

COMMITTEE PURPOSE:

To provide a specific function, activity, or service for the members of the Chapter.

TERMS OF OFFICE/SUCCESSION:

1. Committee Chairs are appointed by the Executive Committee, usually for a two year term.
2. One of the first obligations of a new Committee Chair is to develop a potential successor for the job. Several months in advance of leaving office, the outgoing Chair is encouraged to submit to the Executive Committee a recommendation for a successor and the individual's qualifications for appointment. (See [Standard Operating Procedures](#) for more information.)
3. Committee members should be rotated with members leaving the Committee in 2-4 years. For continuity, no more than 50% of the Committee members should be replaced each year. The Committee Chair may rescind the appointment of any committee member on their Committee at any time for any reason.

COMMITTEE MEMBERS:

1. The Chair
 - A. General responsibilities
 - I. It is the Chair's responsibility to see that the Committee's purpose is carried out according to general Club guidelines. Sometimes two people divide the Chair's job (co-chair), each

responsible for certain areas. (See Standard Operating Procedures, page 21 for further details.)

II. The Committee Chair represents their Committee to the Chapter and Club.

B. Participation in Chapter/Club meetings and Communication

I. Committee Chairs are encouraged to attend Chapter Executive Committee meetings and are sent the minutes of each meeting; however, they are NOT members of the Executive Committee. Committees are represented on the Executive Committee by an Executive Committee Member who represents several Committees and keeps the Committee Chair informed on how the issues being discussed at Chapter Executive Committee meetings affect the Committee.

II. Committee Chairs are encouraged to attend Club-wide meetings to exchange ideas with Committee Chairs of other Chapters and are encouraged to attend Chapter events to develop a rapport with other Committee Chairs.

III. Committee Chairs are encouraged to become aware of the activities of other organizations with similar goals and activities and to work with them to accomplish the shared goals.

IV. The Chapter requires each Committee to submit a short summary of the year's programs to the Chapter Secretary by mid-October for inclusion in the Annual Report which is distributed at the Annual Meeting.

V. All Committee Chairs are expected to attend the semi-annual Committee Chairs meetings. Attendance at the Annual Dinner is encouraged for all Committee Chairs and members.

C. The frequency, purpose and place of Committee meetings is determined by the Chair. It is suggested that the first meeting of the year be a joint meeting of the outgoing and incoming Committee members.

2. Secretary

Each Committee should have a Secretary to record the Committee's activities. It is usually the job of the Secretary to:

- A. Seven to ten days prior to the next meeting, send the Committee members the minutes of the last meeting and the current meeting agenda and tell them of the time and place of the next meeting.
- B. Maintain complete file of Committee minutes and send the Chapter Archivist copies of anything that might be of interest for the Chapter Archives.
- C. Performs follow-up function on all pending items by using meeting Minutes or pre-meeting agendas.

3. Treasurer - Committee Funds

Most Service Committees are primarily funded from general Chapter funds. A budget request must be submitted in September or October for the following year for approval by the Executive Committee. All expenses must be within the approved budget. Activity and Facility Committees are expected to be self-supporting and should appoint a Treasurer.

- A. Monies held by a Committee are limited to those required for Committee needs. The Committee Treasurer should consult with Chapter Treasurer as to the disposition of any excess.
- B. Where applicable, both a savings and a checking account should be established with three signatories for these accounts. It is suggested the signatories be the Committee Treasurer and the Committee Chair or another Committee member. A third signatory must be from the AMC Boston Staff (currently Gary Walker).

For auditing purposes, the Treasurer should be prepared to submit bankbooks and statements to the Club Financial Officer at the end of the year.

- C. Banks will require Chapter Identification Number to open an account and may require an Executive Committee resolution authorizing the account. The number and resolution can be obtained from the Chapter Treasurer.

- D. Committees should establish a yearly budget. If the Committee has any equipment, repairs and/or replacement costs should be considered when planning the budget.
- I. Trip or activity fees may be charged to members participating to cover committee overhead. If fees are assessed to participants, the leader must prepare a report itemizing the income and expenses and mail a copy to the Activity Chair within two weeks.
 - II. A Committee short of funds can raise money through a special money-raising event or, failing that, review the financial picture with Chapter Treasurer. There are Club restrictions on fund raising - consult the Chapter Treasurer or Chair.

4. Other jobs that may be assigned to Committee members are:

- A. Activities: Scheduling, Preparation of write-ups for publication in the various schedules, Reporting of participation, Recording of individuals participating, Leader Procurement and Training, Equipment needs, Instruction, Safety, and Committee publications (newsletter).
- B. Liaisons: to Interchapter Meetings; to represent your Committee at the New Member Orientation Night and other Chapter events; to like activities in outside organizations.
- C. Any other job which the Chair feels is necessary.

PURCHASES AND EXPENSES:

1. State Sales Tax Exempt Forms are available for Chapter and or Club purchases in New Jersey and New York. The seller will require the official form. If copies of these forms with the Chapter's numbers are not in the Committee files, copies may be obtained from the Chapter Treasurer.

The use of these forms will exempt Club purchases from New York and New Jersey State Sales Tax. For Club purchases in other states, contact that Chapter for their State's Sales Tax Exempt Form. This exemption is to be used only for items or services purchased for Club use.

2. Out-of-pocket expenses, such as postage, phone calls, mileage and tolls incurred for Committee business may be reimbursed from the Committee funds when properly documented.

Note that many expenses incurred by individuals in support of Committee activities may be considered tax deductible contributions to the AMC. Some members may prefer to take these expenses as personal income tax deductions rather than be reimbursed.

3. Some expenses for Committee members' transportation to Club-wide meetings outside the New York area may be reimbursable from the Chapter treasury if they are authorized in advance by the Executive Committee.

PLANNING ACTIVITIES, EVENTS, AND FUNCTIONS:

1. When setting up the Committee schedule, try to avoid conflicts with annual Chapter and Club events, such as:
- New Member Orientation Nights.
 - Club-Wide Gathering Weekends (Spring and Fall).
 - Chapter Annual Meeting - late January or early February
 - Club Annual meeting - February

2. Make certain that the Committee's schedule is submitted on time and in the format requested by the Schedule Chair. (See SCHEDULE for details). A printed copy and any computer diskette should be kept for reference.
3. When planning an event requiring scheduling cooperation from other committees, the Schedule Chair should be contacted well in advance of the Schedule deadline.
4. When planning an event or meeting for the Chapter office, the date should be reserved with the Chapter Office Manager.

RECORD KEEPING:

Within two weeks after any trip or activity, the leaders are required to send to the Committee Chair a list of the names of the participants in the activity. This list will be used to determine the level of participation during the calendar year and the names, addresses and phone numbers may be kept in a data base which is used to distribute a Committee newsletter, to help identify potential leaders, and to update other Committee records.

TRIP LEADERS:

1. Since only AMC members may lead trips, the list of leaders should be periodically checked against the Chapter membership data base.
2. Leaders should be encouraged to identify trip participants who show leadership potential.
3. Be prepared to provide a substitute in the event of leader cancellation.
4. An experienced co-leader should be appointed to accompany first-time leaders on trip.
5. Develop list of leaders who are experienced and capable with a knowledge of:
 - First Aid
 - Route (trail or river)
 - Map and compass (where applicable)
 - Mechanics of group leading
6. Hold training sessions for potential leaders and encourage them to co-lead on a trip with experienced leaders.

EQUIPMENT:

1. If the Committee has its own equipment, an inventory should be kept with the following information for each item:
 - Description: manufacturer, model, year and serial number
 - Date of Purchase and Purchase Price
 - Estimated present value & replacement cost
2. The inventory should be up-dated yearly and a copy sent to the Club Director of Finance (Gary Walker) and/or Club Accounting Manager in January. They need this information for insurance itemization.
3. The equipment should be inspected frequently for breakage or maintenance needs and repairs.

PROBLEMS:

Contact the Chapter Chair if the problem appears to have Chapter or Club-wide implications. (For further information on resolving problems, see Standard Operating Procedures.)

CLUB/CHAPTER AIDS AVAILABLE:

1. Mailing labels can be obtained from the Club office for a modest charge. They can be selected by Zip Code, date of joining, etc., but other information (such as an expression of interest in hiking, canoeing, etc.) is not in the data base. If you wish labels from the Club, make the request at least a month in advance of when you will require them and be very specific as to the selection criteria.
2. The Chapter office has available a copier, projector and screen, Personal Computer and postage meter (your Committee will be billed for this service). It is also possible to bulk mail (minimum of 200 pieces). For further information on these, consult the Chapter Office Manager.

SAFETY:

1. Report all accidents promptly in writing to the Chapter Chair. An accident should be reported:
 - A. When it results in serious bodily injury or death.
 - B. When it is an unusual event (lost hiker, altercation, etc.) that involves outside agencies (police, hospitals, emergency response or rescue, etc.)
 - C. In the leader's opinion, it may have the potential of causing legal action against the Club. In this instance, the leader must report such event as soon as possible to the Chapter Chair and the Club Executive Director.
2. Trip leaders are covered under the Club's liability policy and they should be informed of that coverage.

3. Trip leaders are encouraged, and may be expected, to know:

- A. First Aid. Hold First Aid seminars with emphasis on the particular safety problems of your activity; for instance, hiking and canoeing - hypothermia.
- B. Mechanics of group leading. Trip leader checklist: i.e., weather, emergency procedures for incidents occurring at the beginning, middle or the end of trip, car shuttles, etc.

4. The Chapter believes that each person should be primarily responsible for any health problems.

However, leaders should ask prior to the start of a trip if anyone has a health condition that he or she feels may be a problem. At their discretion, the leader can refuse to take the person on the trip. In any event, the leader should inform the person and the others on the trip that neither the leader nor anyone else is required to deal with another person's health condition and the individual must take responsibility for himself.

5. The Committee should develop the minimum requirements for a First Aid kit to be carried by trip leaders.

◁ [AMC-NY Chapter Handbook for Officers & Committee Chairs : Chapter Policies](#) up [AMC-NY Chapter Handbook for Officers & Committee Chairs : New York-North Jersey Chapter By-Laws](#) ▷

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Upcoming Events

[Next ORIENTATION](#) – Thurs, Dec. 16 at 6PM at AMC Office

[Next OPEN HOUSE](#) - Mon, Dec. 20 at 6PM at AMC Office

[Chapter Annual Dinner](#) - January 22, 2011

[Climbing Training Class Application Now Open](#) - Deadline Feb 28, 2011

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