

## LOCAL WALKS & HIKES COMMITTEE

Appalachian Mountain Club, Boston Chapter

Standing Rules-June 8, 2020

### 1. PURPOSE:

To provide day walks and hikes, outings and allied activities within the Boston Chapter area, specifically eastern Massachusetts and southern New Hampshire.

### 2. OFFICERS:

Shall be: a) Chair b) Vice-Chair c) Immediate Past Chair d) Secretary e) Leadership f) Trip Coordinator g) Leader Recognition h) Social Media i) Two (2) Members-at-Large. Members-at-Large handle special projects as determined by the Chair and approved by the Committee. j) Boston Chapter Chair, ex-officio.

The above offices may be combined, except for Chair/Vice-Chair, Chair/Secretary, Immediate Past Chair/Vice-Chair.

### 3. APPOINTMENT AND TENURE:

Chair: To be chosen by members of the Committee, subject to Chapter Chair approval. Term of office two (2) years, with one (1) year extension possible pending approval of Committee and Chapter Chair. Limited to one (1) term with one (1) year extension.

Other Officers: To be chosen by Local W/H Committee. Term of office is three (3) years, which may be extended with the approval of the Local W/H Committee up to 2 terms, social media to be determined, on completion of the Chapter website review.

### 4. MEETINGS:

The Committee shall hold at a minimum four meetings a year, two must be in person (except in the case of a pandemic and other circumstances preventing safe gathering) and others can be in person or via conference call. Other meetings may be called by the Chair or by a member of the Committee with the consent of the Chair.

### 5. COMMITTEE MEMBER DUTIES:

#### CHAIR:

- Oversee the activities of the Local W/H Committee and other officers.
- Represents the Committee at Boston Chapter Executive Committee meetings, and other meetings, if necessary.
- Calls Local W/H Committee meetings.
- Presides at Committee meetings or designates temporary Chair.
- Prepares and submits an annual report to Boston Chapter Executive Committee.
- All financial receipts are submitted to the Chair, who will forward to the Chapter Treasurer for reimbursement.

#### VICE-CHAIR:

- Assume Chair's duties in Chair's absence.
- Represents the Committee at Boston Chapter Executive Committee meetings, and other meetings, if necessary, at the request of the Chair
- Fills any office, except as noted in article 2, that becomes vacant, after consultation with officers.
- Available for special duties at request of Chair.

#### SECRETARY:

- Keeps and distributes minutes of all meetings.
- Keeps roster of Committee officers.

- Maintains current Standing Rules.
- Available for special duties at request of Chair.

#### LEADERSHIP:

- Recruit leaders through methods already in place, such as Boston Chapter Leadership training.
- Develop and/or oversee other recruitment efforts.
- Move potential leaders through the process of onboarding including training, being paired with a mentor, co-leads, being granted leadership status, and leader of initial trips.
- Keeps roster of leaders, co-leaders, and prospective leaders with contact information.
- Ensure Chapter guidelines on trip planning and management are properly reflected in leader training/information materials.

#### TRIP COORDINATOR:

- Review and approve leader trip plans prior to posting; create trip postings where necessary.
- Sends out release form and trip reports as needed to leaders of upcoming hikes and other activities.
- Collect and maintain archive of trip reports.
- In conjunction with committee member responsible for Data Management & Reporting, create annual analysis of trips locations/participation.

#### RECOGNITION:

- Develop and/or oversee leadership recognition, which encompasses a recognition gift in January and a hike/lunch in September.
- In conjunction with committee member responsible for Data Management & Reporting, create annual analysis of leader engagement/activities for purposes of recognition.

#### SOCIAL MEDIA:

- Oversee social media platforms, such as Facebook, Instagram, and Twitter, in order to encourage participation. Work with Chair to recruit a webmaster once the Club website is revised.

#### 6. LEADER QUALIFICATIONS:

- Be a current member of the AMC and maintain a member profile within the Activities Database.
- Complete AMC Boston Chapter Leadership training, either the day-long option or more extensive version.
- Be assigned a Local W/H mentor, who has leadership status, assist leading two trips with the mentor, and receive a recommendation from the mentor, OR obtain a recommendation from a Local W/H Committee member, a leader with one of the other Boston Chapter Committees, or known leader/Committee member from another Chapter.
- Submit release forms to Club Headquarters and trips reports to Trip Coordinator in a timely manner, no longer than one week after a trip.
- Adhere to leadership guidelines.
- Lead at least two (2) walks per calendar year.

#### 8. REVIEW OF STANDING RULES:

To take place within a year after a new Chair is inducted, and periodically at the discretion of the Chair. Any changes to the Standing Rules, must be approved by the Committee.

The Standing Rules were discussed and proposed by the Local W/H Committee members at the June 8, 2020 meeting. Lisa Fleischman, Chair