

## **Boston Chapter Family Outings Volunteer Positions – 2018**

### **Chair \***

The Family Outings Chair is the primary liaison with AMC staff and the Chapter, along with the help of the vice chair. The chair is responsible for ensuring the committee is responsible for staying on track with the strategy and vision. The chair defines agendas, runs committee meetings and works with others in the committee to make decisions. The chair delegates the work of the committee to existing volunteers as a way to extend our impact and engage more people in our work. He/ she actively participates in annual planning that engages members and volunteers in long term success while fostering the spirit of volunteer recruitment amongst all volunteers in the committee. The chair oversees the other roles within the committee alongside the vice chair and also addresses complaints and concerns where needed. Finally, the chair mentors the vice chair as primary candidate to take over that position.

*Approximate: 10-20 hrs/ month*

### **Vice Chair \***

The vice chair's role is to shadow the chair and also act as the liaison for specific committee roles and/ or subcommittees. He/ she is responsible for reviewing and approving all proposed trips in ActDb and REGI, and ensures that we do not have too many trips/ activities at one time. The vice chair helps to oversee all other roles in the committee and helps foster the spirit of volunteer recruitment. The vice chair also shares attendance with the chair at the Boston Chapter Executive Committee meetings. The Vice Chair would potential chair the Planning Committee (with trip coordinators under them, gear captain).

*Approximate: 8-10 hrs/ month*

### **Treasurer \***

The treasurer prepares and gets FO approval for the annual budget. The treasurer manages all bank transactions including cash income and expenses. He/ she supports leaders in their proposed trip budgets and reconciliations as well as assures they are trained in these matters. The treasurer (along with Executive Committee) sets up systems and rules for leaders to use on their trips. After a trip, the treasurer reconciles a trip, reimburses leaders and responds to any refund requests from participants. The treasurer complies with all guidelines and rules including submitting an annual report for AMC audit in accordance with the *Volunteer Finance and Administration Manual*. *Approximate: 8-10 hrs/ month*

### **Leader Development \***

The leader development coordinator recruits leaders, educates them about the path towards leadership and keeps track of their progress, including WFA and AMC membership. The coordinator also defines leader categories (if not dictated by chapter) and defines and helps organize committee specific training. He/ she publicly updates a current leadership list a few times a year and disseminates that list to the Communications Committee.

*Approximate: 8-10 hrs/ month*

### **Secretary \***

The secretary is responsible for scheduling Executive Committee Meetings, booking and confirming physical (room) or digital (conference call) venue, sending out agenda and reminders, taking minutes, sending out for review and posting minutes and agendas online.

*Approximate: 4-6 hrs/ month.*

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### **At Large Member \***

At Large members act as advisors to the Executive Committee both during meetings and through emails. They support the committee efforts through troubleshooting, acting as a go-between between committee and participants and helping with special projects as needed.

*Approximate: 4-6 hrs/ month.*

### **Gear Captain**

The gear captain maintains and stores the Family Outings group camping gear. He/ she is responsible for upkeep, alerting the committee when an item needs replacement and coordinating with trip leaders for access to the gear. The gear captain maintains a list of all gear accessible to Family Outings leaders.

*Approximate: 0-2 hrs/ month*

### **Web Content Manager**

The web content manager updates the content on our website, reviews usability as well as troubleshoots problems and answers questions pertaining to the website.

*Approximate: 0-4 hrs/ month*

### **Trip Coordinators**

A trip coordinator reserves trips typically at a hut, lodge or campsite for the committee's use for the year. He/ she establishes a budget, finds and mentors leaders, researches new locations for trips and acts as a liaison between property managers and leaders. After a trip, trip coordinators check-in with the leaders to discuss how the individual trip went. There are several trip coordinators, each responsible for one location for the year.

*Approximate: 0-4 hrs/ month*

*\*All positions are a recommended 3-year term.*