

## **AMC Forty Plus Leadership Requirements and Responsibilities**

### **A prospective leader needs to:**

1. Have a current membership in the AMC.
2. Have satisfactorily completed a Leadership Training courses given by any chapter of the AMC. The AMC Boston Chapter offers a fall and spring leadership training program.
3. Show proficiency in the activity for which he/she wishes to be a leader. The level of proficiency will be determined by the coordinator of the activity:

Hiking Coordinator: hiking, backpacking, walks, snowshoeing

Biking Coordinator: biking

Skiing Coordinator: cross-country skiing.

4. Co-lead three 40+ trips within two calendar years in the chosen activity, gaining experience in trip planning, organization, registration, screening, leading and reporting. We recommend that the candidate take full responsibility for a trip that he/she proposes, co-leading with an experienced leader. At the discretion of the Forty Plus Executive Committee, some or all of these requirements may be waived for leaders already approved by other AMC committees or chapters, experienced in the above trip-leading activities, and known by at least three active 40+ leaders.
5. Exhibit good judgment, positive attitude, organizational skills, and people management skills.
6. Be currently certified in Wilderness First Aid (WFA) or a higher level of First Aid, if leading any trip where participants are more than one hour away from medical aid. Forty Plus will reimburse the participant for part of the training cost.
7. Submit an application for leadership to the appropriate Activity Coordinator. The Forty Plus Executive Committee then votes on the candidate's application, based on input from Forty Plus leaders who know the candidate. Leaders of other AMC chapters or committees or those with extensive leadership experience in other organizations may be certified as Forty Plus leaders by approval of the Forty Plus Executive Committee.

### **To retain leadership status you should:**

1. Keep your membership in the AMC up-to-date.
2. Lead or co-lead at least one trip in your chosen activity at least once every two years.
3. Maintain certification every two years in Wilderness First Aid (WFA) or a higher level of First Aid, if leading any trip where participants are more than one hour away from medical aid.

### **The responsibilities of a leader are to:**

1. Learn to use the Online Trip Listing (OLTL) system, using the guide found on the Forty Plus website leaders' page: <http://amcboston.org/forty/site/>. Your trip description will be automatically reviewed by the Forty Plus Activity Coordinator before publication. You may also submit the trip description directly to the Activity Coordinator.

- 2.. Submit a trip report for all trips to the Activity Coordinator, even if the trip is canceled. Complete the financial section of the trip report form for any trip where money is collected. **All forms may be downloaded from the Forty Plus website leaders' page.**
3. Use the Advanced Funds Request Form if you need to obtain an advanced deposit for lodging for a weekend trip.
4. Cancel a trip ONLY in these circumstances:
  - Serious weather conditions, making the trip unsafe.
  - Insufficient interest. (You can decide on a minimum number.)
  - You are unable to attend due to illness or emergency. It is your responsibility to find another leader, with the help of the Activity Coordinator if necessary.
5. At the beginning of the trip, obtain signatures from all trip participants on the AMC Volunteer Release Form. Keep a copy of the form and mail the original to the Joy Street address at the bottom.
6. Obtain an Outfitter Guide Contact Card every year when leading any hike in the White Mountain National Forest (required by the National Forest Service), not only wilderness areas. Leaders without a card may be subject to a heavy fine. Hikes are limited to 10 people, including the leader. You may obtain the guide card from the Hiking Activity Coordinator.
7. Complete a WMNF Summary of Use Report after leading a trip in the White Mountain National Forest, and submit it to the Hiking Activity Coordinator.
8. Inform the Activity Coordinator or Forty Plus Chair of any change in your address, e-mail or telephone number.

**Complete information on AMC leadership requirements and guidelines can be found on the Boston Chapter Volunteer Resources webpage:  
<http://www.outdoors.org/volunteers/forms/index.cfm>**