

**LOCAL WALKS & HIKES (LWH) COMMITTEE**  
**Boston Chapter, Appalachian Mountain Club**  
**Standing Rules for 2021-2022**  
**Approved August 30<sup>th</sup>, 2021**

**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. Committee Officers & Members:**

- The officers of the committee shall be the Chair, Vice Chair (if active) and Secretary.
- Active committee members are the Leader Recruitment, Leader On-Boarding, Trip Approver, Website & Data Manager, Social Media, Corporate Liaison, Chair Emerita(us), Boston Chapter Chair (ex-officio).
- Non active but approved committee members are Vice Chair, Leader Recognition, Conservation Liaison, Diversity-Equality-Inclusion (DEI) Liaison.
- Members at Large may join the committee and be assigned special projects and/or non-active approved roles, as appropriate.

Committee member roles & responsibilities can be combined except for the officer positions.

Refer to Appendix A for detailed descriptions of the **Committee Member Roles & Responsibilities**.

**3. Appointment & Tenure:**

- The Chair is to be chosen by members of the Committee, subject to Chapter Chair approval. Term of appointment is one (1) year, with one (1) year extension possible pending approval of Committee and Chapter Chair. Limited to one (1) term with two (1) year extensions.
- Other Members are to be chosen by the LWH Committee. Term of appointment is concurrent with the Chair for up to three (3) years. This may be extended with the approval of the LWH Committee.

**4. Meetings**

The Committee shall hold at a minimum four meetings a year. Two meetings must be held in person (except in the case of a pandemic or other circumstances preventing safe gathering) with other meetings held in person or via video/conference call.

Other meetings may be called by the Chair or by a member of the Committee with the consent of the Chair.

## 5. 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 Walks & Hikes mentor, who has leadership status and will provide support and guidance.
- Assist leading two trips, ideally with the mentor and one other leader, and receive a recommendation from the mentor.
- Submit release forms to AMC Club Headquarters (if trip requires in-person registration) and trip reports to Trip Approver in a timely manner, no longer than one week after a trip.
- Adhere to AMC rules and regulations and LWH leadership guidelines
- Lead at least two (2) walks per calendar year.

~ If it is not possible to participate in the Boston Chapter leadership training (e.g., if the programs are not being held or there is insufficient availability), it is possible to qualify as a Leader if the individual can demonstrate sufficient hiking experience and/or is recommended by a member of the LWH Committee member, a leader with one of the other Boston Chapter Committees or known leader/Committee member from another Chapter. Qualification via this route requires review by the Chair and Leader Recruitment/Onboarding committee members.

The Standing Rules were discussed and approved by the Local Walks & Hikes Committee members at the August 30<sup>th</sup>, 2021 committee meeting.

### **Judith Watson**

Chair, Local Walks & Hikes  
Appalachian Mountain Club, Boston Chapter

***Active Committee Officers & Members***

**Chair:**

- Oversees the activities of the Local W/H Activity Committee, as reflected in the standing rules
- Schedules and presides over Committee meetings or designates an alternate Chair
- Represents the Committee at Boston Chapter Executive Committee meetings, prepares and submits goals & recommendations and an annual report to Executive Committee.
- Prepares an annual budget, approves expenses in advance and advises committee members on expense reimbursement

**Secretary:**

- Keeps and distributes minutes of all meetings.
- Maintains current Standing Rules and roster / contact details of Committee members.

**Trip Approver:**

- Reviews and approve Leader trip postings within the AMC's Activities Database
- Maintains and updates trip posting / approval checklists and coaches Leaders on their use, where required.
- Sends out trip report template and collects/maintains an archive of trip reports to validate against the annual analysis of trip locations/participation.

**Leader Recruitment:**

- Recruits Leaders via the Boston Chapter Leadership program and encourages other methods of recruitment e.g., informal networking
- Maintains the "Prospective Leader" worksheet and the roster of qualified Leaders/Co-Leaders including contact information

**Leader Onboarding**

- Moves prospective Leaders through the onboarding process including being paired with a mentor, AMC and Committee specific training, trip co-leads, being granted Leadership status and leading initial trips.
- Maintains Mentoring Guidelines to ensure Co-Leaders receive consistent information and training, including topics mandated by the AMC and Boston Chapter.

**Website & Data Manager:**

- Ensures the Committee's pages within the Boston Chapter website are complete, accurate and reflect current activities.
- Act as point person in the event of change requests from the Chapter and other Committee members.
- Uses the data available within the AMC's Activities Database and other sources to create reports and analysis of trips and Leader activity.

**Social Media:**

- Creates and manages social media channels e.g., Facebook, Instagram, and Twitter, to encourage participation.

- Works with the Website Manager to ensure the integration of social media into the Committee's website

**Corporate Liaison:**

- Creates and promotes joint activities with the Committee hospitality partner, Fjallraven, to recognize their support

**Chair Emerita:**

- Ensures continuity over time for the Committee and provides advice/guidance to current Committee members

***Non-Active (Approved) Committee Officers & Members***

**Vice Chair:**

- Assumes Chair's duties in Chair's absence and undertakes special project(s) at the request of the Chair
- Works with Chair to fully understand the standing rules, processes and procedures of the Committee in anticipation of taking over as Chair; this may include taking on responsibilities etc. not currently assigned to a Committee member.

**Leader Recognition:**

- Develops and/or oversee Leadership recognition activities e.g., annual recognition gifts/cards and hike/lunch.
- Uses the annual analysis of Leader trip activity to support recognition and identify / encourage lapsed Leaders

**Conservation Liaison:**

- Scope to be defined by Boston Chapter Conservation Committee chair, once recruited (Summer 2021)

**Diversity, Equality & Inclusion (DEI) Liaison:**

- Scope to be defined by Boston Chapter Executive Committee once the DEI Plan developed (October 2021)