

DUTIES OF OFFICERS
AND
COMMITTEE CHAIRS

Adirondack Mountain Club – Schenectady Chapter

Dedicated to the preservation, protection and
enjoyment of the Forest Preserve

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Foreword

The following job descriptions for Board Members of the Schenectady Chapter were developed to provide basic guidelines for new Board Members. These guidelines are flexible and are geared to that individual's ingenuity, enthusiasm and time constraints.

The positions of Committee Chairs are leadership positions. If feasible, it is intended that the individual accepting one of these positions may form and may work with a committee. Our hope is to broaden the base of active members through these committees.

The goal of all Chapter Board Members should be to develop a viable, active membership that contributes to Chapter goals which in turn supports the ADK Main Club goals. This can only occur if we have an involved membership.

CHAIR

It is the responsibility of the Chapter Chair to assure that the activities and business of the Chapter are conducted in accordance with the Bylaws of the Chapter.

These duties are described in part below:

1. Preside over all general membership meetings and all Chapter Board meetings and assure the orderly and effective conduct of these meetings.
2. Act as chair ex-officio of all committees (except the nominating committee).
3. Appoint the chairs of the Standing Committees, subject to the approval of the Chapter Board.
4. Assign duties to Project Coordinators as needed and appropriate.
5. Appoint the chair and members (3 minimum) of the Nominating Committee by May 1.
6. Be familiar with the duties of the other officers and members of the Chapter Board and assure that their duties are being performed in the best interest of the Chapter.
7. Present an annual Chapter report at the Annual Business/Dinner Meeting held between October 15 and November 15.
8. Maintain a file of incoming and outgoing Chapter correspondence.
9. Assure that the general conduct of the Chapter is maintained at a dignified and professional level.
10. Examine the Annual Budget with the Vice-Chair and sign-off on approval of the Annual Audit of the Financial Records.
11. Appoint a three-member Finance Committee (Treasurer and present or former Chapter Board members) to review spending and make recommendations on financial matters to the Chapter Board.
12. Secure a room for the monthly Chapter Board meetings.

VICE-CHAIR

It is the responsibility of the Chapter Vice-chair to plan and direct the Chapter innings consisting of at least four programs per year. These programs must be consistent with the ideals of the club. In addition, the Vice-chair may conduct a spring picnic, a fall “steak bake” and arrange for the annual membership dinner meeting between October 15 and November 15. This includes all annual meeting arrangements i.e., but not restricted to locating and securing a restaurant, deciding on menu selection, setting price, securing tickets, sale of tickets, arranging for speaker, and arranging overall program. The Chair will preside as master of ceremonies.

1. The Vice-Chair shall attend monthly Board meetings.
2. In the absence of the Chapter Chair, the Vice-chair will perform the duties of the Chair.
3. The Vice-chair will prepare advance write-ups of innings or events for *The Lookout* and generally help publicize the event. Additionally, the Vice Chair may prepare a write-up after particularly noteworthy events
4. The Vice-chair, with the Chair, will examine the Annual Budget, and also sign-off on approval of the Annual Audit of the Financial Records.

DIRECTOR

The primary responsibility for the governance of ADK is vested in the Main Club Board of Directors, which is composed of the chapter/member-at-large Directors and ADK Officers. A Director is the elected representative of the Chapter. Directors must act in ADK's interest in ways consistent with its Certificate of Incorporation and Bylaws. The duties of the Board of Directors include adoption of ADK's budget, authorization of capital expenditures, and establishment of ADK policies.

According to the ADK Bylaws, Directors are elected by their Chapters to serve for a term of two years. No Director shall serve on the ADK Board for more than six consecutive years. Following six consecutive years on the Board, that Director's position shall be vacated and that person shall not be eligible to serve in the capacity of Director until one year shall have passed.

It is the responsibility of the Chapter Director(s) to attend Main Club Board of Directors meetings as a voting representative(s) of the Chapter. It is the Director's responsibility to insure that the Chapter Board is aware of the goals of both the Chapter and the Main Club and to make sure that Chapter business is conducted within the organizational framework set forth in the Bylaws of the Club. In this capacity, the Director(s) shall do the following:

1. Attend four Main Club Board of Directors meetings each year, generally held at ADK Headquarters in Lake George in March, June, September and December. The chapter may elect up to two Alternates for each Director. Alternates may be any Chapter member, including elected officers of the Chapter, e.g. Chapter Chair. If a Chapter Director is unable to attend a Board of Directors meeting, an elected Alternate may attend in the Director's place. In such case, the Director must submit a proxy statement, in writing, to the Main Club Secretary prior to the meeting. It is also the Director's responsibility to brief the Alternate on the issues to be discussed and to make any pre-meeting materials available to that person.
2. Attend Chapter Board meetings and bring to the Chapter Board those items that will be discussed and voted on at the next Main Club Board of Directors meeting in order to learn the views of the Chapter on pertinent issues.
3. Present the views of the Chapter at the Main Club Board of Directors meeting and vote on issues, taking into account both the views of the Chapter and the long term good of the Club.
4. Submit a detailed written report to the Chapter Board on what transpired at the Main Club Board of Directors meeting, including issues discussed and actions taken.

PROJECT COORDINATOR

The terms of office of the four Chapter Project Coordinators overlap each other and the terms of other Board members. This overlap insures a measure of stability to the Chapter Board and insures that oncoming programs will be brought to the attention of the Board. The Project Coordinators shall attend Board meetings and participate in decisions regarding general Chapter Board and Main Club business. The Project Coordinators shall perform duties as requested by the Chapter Chair.

The responsibilities to be covered by the four Project Coordinators are:

1. Insure that information pamphlets on the Adirondack Mountain Club are distributed to area locations i.e. libraries, sporting goods store, etc. This should be accomplished every spring and fall.
2. Conduct an inventory of Chapter supplies and equipment.
3. Organize a yearly Chapter picnic.
4. Organize new member programs and call new members to welcome them to the Chapter and answer any questions they may have about the ADK.
5. Organize a Chapter basket for the yearly Main Club 'Black Fly' event. This is normally done in the April/May time frame.
6. One Project Coordinator is needed as a New York State Department of Environmental Conservation (DEC) Camp Coordinator. The Chapter sponsors two youths by paying their fees to DEC's Environmental Education Camps. The Camps: Camp Colby, DeBruce, Rushford and Pack Forest Camp, are for youth from 12 to 17 years of age. The time table requires:
 - a. In November, prepare an announcement for the Dec/Jan *The Lookout*, calling for applications from children of members. Contact New York State DEC, (518)402-8029, for information regarding dates and forms. The Chapter representative will inherit a DEC website or establish a new website. On this website the chapter can later buy 'sponsor codes', one for each applicant. Applicants will be requested to provide a one-page essay explaining why they want participate in a camp and what they hope to gain. The essay will be used in the selection process if there are more than two applicants. Choose two to sponsor, one boy and one girl, if possible.
 - b. In January, buy a 'sponsor code' for each youth selected. The parents of the applicant must then log onto the DEC website with the 'sponsor code' and fill out an application form.
 - c. Post-Camp Season - Obtain a report from the youth(s) on their experiences at Camp and transmit reports to the Chapter Board.

7. One Project Coordinator is needed for the ADK Teen Trails Program Scholarship for youths between the ages 14 and 17. Check the Main Club website for details and call (518) 523-3441 for more information about the program. An application form must be sent to Wes Lampman, Director of Field Programs, Adirondack Mountain Club, P.O. Box 867, Lake Placid, NY 12946 by June 1. Put a notice about this event in the February/March issue of *the Lookout* when descriptions of the different options are available from the Main Club. The deadline for applications from local youths should be around the middle of March. In the past, contacting local schools has been the best way of getting youths for this program.

8. If a Project Coordinator has sufficient interest: Arrange for a Chapter Loj weekend to be held in winter, preferably on the fourth weekend in January (make reservations at least eleven months in advance)

SECRETARY

The duties of the Secretary include:

1. Attend Chapter Board meetings.
2. Take minutes of Board meetings. These are written up, duplicated and sent to all members of the Chapter Board plus all Committee Chairs. Minutes should be mailed seven to ten days prior to the next Board meeting.
3. Maintain a list of Board members and committee Chairs including names, addresses, phone numbers (home and work) and E-mail addresses. This should be a joint effort with *The Lookout* Editor.
4. Keep an up-to-date set of the By-laws.
5. Write letters for the Chapter. Most are done by the appropriate activity Chair or Chapter Chair. (Board members with access to personal computers are encouraged to type their own.)
6. Keep a file of the Budget, Treasurer's reports and copies of *The Lookout* together with the minutes.

TREASURER

It is the responsibility of the Treasurer to attend Chapter Board meetings and conduct the financial affairs of the Chapter, including, but not necessarily limited to:

1. Prepare an Annual Budget in January.
2. Arrange for an audit of the books from the previous year by an independent auditor.
3. Receive membership dues from the Main Club and deposit them in the checking account.
4. Pay any and all miscellaneous bills of the Chapter Officers.
5. Prepare a Treasurer's Statement for each Board meeting and for presentation at the annual meeting in October/November.
6. Prepare and send annual Financial Statements to the Main Club.
7. Keep accurate records of all expenses and income.
8. Serve as a member of the Finance Committee.
9. Make sure that the cash reserve is more than 75% of the annual budget (Board resolution February 8, 2005)

CONSERVATION CHAIR

The duties of the Conservation Chair are:

1. Maintain relationships and actions in accordance with ADK Main Club policies and positions:
 - a. Get on the mailing list for Main Club conservation meetings and attend them throughout the year.
 - b. Obtain and know the Main Club conservation policies.
2. Adopt a program of activities which relates to conservation, both in the Forest Preserves of the Adirondacks and Catskills, and on local issues.
3. As a voting member of the Chapter Board, attend meetings and present new conservation issues and projects for approval. Also investigate conservation issues as directed by the Chapter Board.
4. Represent the Chapter at various hearings and meetings related to issues of Chapter concern. The Chair or other delegated person will make statements at such hearings in line with issues or topics previously approved by the Chapter Board, but such statements need not be reviewed in detail.
5. Report Chapter conservation activities in *The Lookout* and elsewhere as appropriate. Prepare an annual summary for the Chapter Chair.
6. Seek out interested Chapter members to develop expertise in conservation concerns which require long-term study to achieve competence.
7. Prepare conservation activities of an educational nature which are of interest to members and/or the public.
8. Mileage and food cost to represent Schenectady Chapter at meeting and hearings shall be allowed within the budget maximum.

MEMBERSHIP CHAIR

The Membership Chair has the responsibility for supplying information on the Adirondack Mountain Club to prospective members, inviting guests to membership, informing the Chapter Board and *The Lookout* Editor of new or reinstated members and maintaining a current mailing list as follows:

1. When an individual requests information on joining ADK, an “information package” is sent to the person. This packet consists of a current copy of *The Lookout*, a form letter stating the objectives of the Chapter and the application pamphlet: “This Is The Adirondack Mountain Club”.
2. Inform the main club at Lake Gorge of changes of addresses and other pertinent information
3. Attend Chapter Board meetings and provide the Chapter Board with a monthly (September – June) listing of new members and numbers. Current numbers are obtained from the individual at Lake Gorge who manages the Chapter member database, or from the list sent by the Main Club.
4. Provide an updated membership list monthly through e-mail to Schenectady Chapter Board Members.
5. May represent the Schenectady Chapter at various functions such as Eastern Mountain Sports (EMS) Club Day promotions, etc. to promote the Chapter.
6. May do presentations on ADK to the public – on equipment, ADK background, wilderness ethics, etc.
7. Membership application forms are obtained from the Main Club in Lake George. Chapter stationery is obtained from the Chapter Chair. Receipts for postage are sent to the Chapter Treasurer for reimbursement. Additional copies (up to 30 per printing) of *The Lookout* are obtained bi-monthly from the Printing/Mailing Chair. More copies of *The Lookout* may be printed for special events.
8. The Main Club sends membership labels directly to the Printing/Mailing Chair.
9. Every new voting member receives a welcome notice and a Schenectady Chapter Patch. The Membership Chair holds and orders these patches.

NORTHVILLE PLACID TRAIL CHAIR

A committee was formed in 1971 as authorized by the Main Club to award a patch for those who have completed the 117-mile trail. The responsibilities of the Committee Chair are:

1. Keep NPT page of the Schenectady Chapter website up-to-date. The website contains the form 'Record of Trip for Northville-Placid Trip Award'. Make sure the form contains the Chapter's post office box address and instructions for mailing as well as the current fee for purchasing the patch (\$3). A Northville-Lake Placid Trail web page is currently linked to the Chapter's page. No named point of contact should be provided on the web page. This will prevent future problems with changes in either the person or the address to be referenced. The form can be downloaded directly and printed by the applicant.
2. Directing applicants to the Schenectady Chapter website to locate the "Record of Trip" form for those who apply for patches.
3. Sending out patches to those who return the "Record of Trip" form with the current fee; presently three dollars (\$3).
4. Ordering and stocking the cloth patches and forms.
5. Answering letters and phone calls about the trail.
6. Purchasing appropriate mailing envelopes and stamps.
7. Attending Chapter Board meetings and providing accounting to the Chapter for patches distributed and monies received.
8. Reporting annually about the status of the awards to the Chapter Chair.
9. Maintaining files so that any statistical information can be given to either the Chapter or ADK Main Club.
10. Working with the Silver Lake Wilderness Chair for that portion of the NP Trail that passes through the Silver Lake Wilderness Area.

Procedure:

1. Applicant downloads the “Record of Trip” form from the Schenectady Chapter web site and sends the completed form to the Chapter’s post office box address, as listed on the form.
2. The telephone number of the Committee Chair, as well as an e-mail address, should be provided to the applicant.
3. The applicant completes the trip and returns the completed ‘Record of Trip’ form to the Chapter’s post office box address as listed on the form, along with a check made out to the Chapter or cash to cover the cost of processing the patch award.
4. The Chair receives the completed “Record of Trip” form from the applicant.
5. The Chair sends the patch and a congratulatory letter to the applicant.
6. Patch donations are turned over to the Chapter Treasurer for processing. Reimbursement for any out-of-pocket program costs shall be accomplished by submitting receipts and/or documentation to the Treasurer.

Miscellaneous duties:

1. Main Club needs to be kept advised of the point of contact information. This information should be provided to Publications, as well as to any other headquarters’ staff that would be in a position to provide the information in response to public inquiries.
2. Incoming mail to the Chapter post office box is forwarded to the Committee Chair. The overwhelming bulk of this correspondence is received between April and October, a 6-month period. To assure timely turnaround and prevent backlogs, at least a weekly pickup/delivery/forward cycle is recommended.
3. Funds received should be transmitted to the Treasurer approximately every one to two months to assure applicants’ checks clear in a timely fashion.
4. Annual numbers of patches awarded should be reported to the Board in time for the annual meeting and dinner.
5. When the supply of patches nears exhaustion, approximately every two to three years, a new order should be placed with the current supplier. A supply of 300 patches will last roughly three years, at a cost of between \$300 and \$400. The Treasurer should be advised at the beginning of the fiscal year that this expense will be incurred in the coming year.

OUTINGS CHAIR

The duties of the Outings Chair include:

1. Attend Chapter Board meetings.
2. Organize outings. This is accomplished by securing volunteers to lead day hikes, backpacking trips, or flat-water canoe trips. In winter, this includes cross-country ski and/or snowshoe trips. Planning should be at least two months ahead to allow publishing in *The Lookout*.
3. Present a clear, chronological list of these trips, with leader's name, phone number and difficulty rating, to *The Lookout* Editor.
4. Collect and present to *The Lookout* Editor a copy of trip tales from completed trips.
5. Maintain a list of possible outings' leaders for fill-in when needed.
6. If any outings-related safety problems are brought to the attention of the Chair, said problems should be presented to the Chapter Board. Any injuries shall be reported to ADK Main Club using their form.

PRINTING/MAILING CHAIR

The duties of the Printing/Mailing Chair are:

1. Attend Chapter Board meetings.
2. Prepare *The Lookout* and other mailings for distribution to members.
3. ADK Headquarters sends members' address labels for *The Lookout* to the Printing/Mailing Chair's address. These are sent bi-monthly (January, March, May, July, September and November). To receive address labels for other mailings, a special request must be made to Headquarters.
4. (Optional) Call members to assist in preparing *The Lookout* for mailing, and set time and place for preparation of mailing.
5. Count address labels and report the number of *Lookouts* to be printed to the Editor before the current issue is sent to the printer. Add an extra 30 copies for the Membership Chair.
6. Pick up the printed *Lookout* from the printer, presently Nott Street Office, 2215 Nott Street, Niskayuna, NY 12309, 518-382-2663.
7. Separate address labels into zip code categories.
8. Apply address labels to *The Lookout*.
9. Sort for bulk mailing and bundle. Apply appropriate mail stickers.
10. Count sorted *The Lookout* and record on US Post Office form, 3602-NZ.
11. Take the sorted, bundled *The Lookout* and form to the Karner Road Post Office Business Mailing Center for weighing and submission.
12. Deliver 30 extra *Lookouts* to Membership Chair.

PUBLICITY CHAIR

The duties of the Publicity Chair are:

1. Attend monthly meeting of Chapter Board.
2. Send out monthly email news releases concerning outings to The Daily Gazette (Schenectady). for publication in their weekly sporting activities section.
3. Publicize innings as requested by Chapter Board.
4. Publicize other special events as requested.
5. Keep a file of publicized information

THE LOOKOUT

The duties of *The Lookout* editor are:

1. Attend Chapter Board meetings.
2. Collect from officers and Committee Chairs all articles that are to appear in *The Lookout*.
3. Determine the deadline date for submission of articles.
4. Prepare *The Lookout* for publication using the following format:
 - a. Front cover;
 - b. Front inside cover, which shall include the names, addresses and phone numbers of the Board Officers and Committee Chairs;
 - c. Five to six double-sided pages of articles, announcements, etc.
 - The first page should list new and reinstated members' names and should contain announcements of special events, innings or outings in the issue, followed by a chronological listing of Outings and Innings, advanced outings and trip tales. All items of Chapter interest will follow with Main Club information being on the last page, providing there is space available.
 - d. Back inside cover which may include information that appears each month and a Membership Application.
 - e. Back cover which should include the Chapter's return address, postal indicia and space to apply member's address label.
5. Determine the number of newsletters to be printed from a count of member address labels provided by the Printing/Mailing Chair and additional copies requested by the Membership Chair for new members and special events.
6. Deliver a PDF via email of *The Lookout* to the printer designated by the Board; presently Sir Speedy, 2005 Western Avenue, Albany, NY.
7. Submit a copy of *The Lookout* to the Web Master on a disk or as an attachment in an e-mail.
8. Expenses incurred by the Editor for preparing a hard copy of *The Lookout* shall be submitted to the Treasurer using the current "Request for Payment" form with receipts attached.

TRAILS CHAIR

The Trails Chair shall attend Chapter Board meetings.

The Trails Committee shall assist the DEC to develop the North Country National Scenic Trail (NCNST), focusing on the section in the eastern Adirondacks from near Thirteenth Lake to Crown Point. This includes exploring potential routes, working with DEC on defining and marking specific routes, assisting DEC trail builders in trail construction, marking existing and new trails, and assisting with trail maintenance. In this effort, the Trails Committee will work with other groups such as the ADK Pro Crew, other ADK chapters and committees, and non-ADK groups interested in trail development.

It is also the duty of the Trails Committee to maintain the following trails:

1. The Sunrise Trail to Mt. Gilligan (1.25 miles) (2.01 km). (Part of the Trails Steward program of ADK)
2. Other trails that serve the Chapter or public such as the Schenectady portion of the Mohawk Hudson Bike Hike Trail.

The Trails Committee will see that these trails are:

1. Well marked with ADK trail markers and other trails signs as appropriate. ADK trail markers are obtained from the Main Club Trails Committee Chair.
2. Cleared of all brush, side growth and downed trees.
3. Protected from erosion by proper trail maintenance. Establishing and cleaning of water bars is to be done in conformance with ADK and DEC standards.

The Trails Committee will organize and schedule several trail clearing outings:

1. The Committee Chair will prepare a schedule of the year's trail clearing trips in advance and promote these trips in *The Lookout* and on the Chapter Website.
2. The trail clearing trip on Mt. Gilligan can be planned for any month.
3. The Schenectady Bike Path cleanup is generally scheduled in early June, on or about National Trails Day. Co-sponsored by the Friends of the Mohawk Hudson Bike Hike Trail.

The Trails Committee will keep a record of each trip, submit reports for *The Lookout*, and present a brief summary of the year's activities at the annual dinner

WEBMASTER

The Webmaster duties on the Chapter Board include:

1. Attend Chapter Board meetings.
2. Select Web hosting site(s); presently at Google Sites. This could include registering domain name, if desired by the Chapter Board.
3. Maintain and develop the front page and overall structure of the Chapter Web site, presently at <http://www.adk-schenectady.org>.
4. Advise the Board and Chapter members on good practice for publishing material on the Web site.
5. Deal appropriately with E-mail sent to schdyadk@gmail.com.
6. Post *The Lookout* on our Web site, as Adobe PDF (using Acrobat).
7. Verify link from ADK's Web site (<http://www.adk.org>) has the correct link to the Schenectady Chapter site.

WHITEWATER CHAIR

The duties of the Whitewater Chair are:

Organizational:

1. Attend Chapter Board meetings.
2. Send information to *The Lookout* and to Publicity Chair for press releases. Answer correspondence regarding whitewater activities for the Chapter. Serve as representative to American Whitewater, if appropriate.
3. Maintain an electronic whitewater contact list. Keep the white water section of the Chapter Trip Leader's Guide up to date and make sure that every trip leader has a copy.
4. Appoint members of the Whitewater Committee and consult with them on Whitewater plans. This usually starts with a meeting in February to plan the yearly trip schedule. The duties of Whitewater Chair can (and should) be delegated to members of the white water committee where appropriate.

White water activities:

1. Send out weekly E-mail reminding members about upcoming trips.
2. Organize Whitewater activities for the Chapter. Include international classification on all trips. If in doubt, use American Whitewater's website to determine ratings.
3. Prepare write-ups for trips and Whitewater notices for *The Lookout* as well as posting the trips on the Chapter Website. Do not include a meeting time and place in the trip notice. This information is deliberately withheld for screening purposes. Include a signup deadline so that the leader can arrange partners and other logistics in the last few days.
4. Arrange weekend outings and organize scouting trips of unfamiliar streams.

Education and Training:

1. Hold annual trip leader training sessions and actively encourage appropriate paddlers to become trip leaders.
2. Promote cultivation of new whitewater paddlers by offering a broad range of low level introductory trips.
3. Arrange for annual rescue training and training classes in kayaking and canoeing. Promote ACA instructor training if appropriate.
4. Plan and schedule other educational events such as First Aid Training, Wilderness Stewardship, Leave No Trace Behind, etc. if needed

YOUNG MEMBERS CHAIR

The Young Members Chair has the responsibility of promoting the recruitment, engagement and retention of younger members (ages 18 - 39 and their children) in the chapter and the wider Adirondack Mountain Club.

The specific duties of the Young Members Chair are as follows:

1. Act as a liaison between the chapter, members, other Young Members Committees in the Greater Capital Region and ADK's Young Adult Outreach Coordinator.
2. Assist the Chapter Board in developing ideas; seeking support and funding as needed to strengthen programming for young members.
3. Supplement the work of the Membership Committee where applicable in the following ways:
 - a. Help with membership drives by covering shifts and/or recruiting young members to cover shifts.
 - b. Help with organizing and speaking/tabling at new member orientations, open houses, or other chapter functions aimed at recruitment of new members.
4. Organize social and informational events, as well as lead outings for young members and potential young members in coordination with other Young Members Committees in the Greater Capital Region and ADK's Young Adult Outreach Coordinator.
5. Volunteer for ADK events such as Winterfest, National Trails Day, Ididaride!, etc. and/or encourage other young members to volunteer as well.
6. Supplement the work of the Publicity Committee and the Webmaster in coordinating chapter communications in a way that reaches young members and potential young members using the following platforms:
 - a. MailChimp
 - b. Chapter Website
 - c. ADK Schenectady Chapter Facebook Page
 - d. ADK Capital District Younger Members Facebook Group
7. Identify and develop young members for future leadership positions in the chapter and the wider Adirondack Mountain Club.