

**DUTIES OF OFFICERS  
AND  
COMMITTEE CHAIRS**

**of the Adirondack Mountain Club  
Schenectady Chapter**

**as amended on April 28<sup>th</sup>, 2020**

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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.

The duties of the Chair are:

1. Preside over all general membership meetings and all Chapter Board meetings and assure the orderly and effective conduct of these meetings.
2. Maintain an annual Chapter Calendar of all Chapter Board Meetings, the Annual Meeting/ Dinner and all chapter-wide socials and events.
3. Act as chair ex-officio of all committees (except the Nominating Committee).
4. Appoint the chairs of all Standing Committees, subject to the approval of the Chapter Board.
5. Assign duties to Project Coordinators as needed and appropriate.
6. Appoint the chair and members (3 minimum) of the Nominating Committee by May 1.
7. 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.
8. Present an annual Chapter report at the Annual Meeting / Dinner held between October 15 and November 15.
9. Write a Chair's Update for each edition of *The Lookout*.
10. Maintain a file of incoming and outgoing Chapter correspondence.
11. Assure that the general conduct of the Chapter is maintained at a dignified and professional level.
12. Examine the Annual Budget with the Vice-Chair and sign-off on approval of the Annual Audit of the Financial Records.
13. 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.
14. Secure a room for the monthly Chapter Board meetings.

## **VICE-CHAIR**

It is the responsibility of the Chapter Vice-Chair to 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.

The duties of the Vice-Chair are:

1. Attend Chapter Board meetings.
2. In the absence of the Chapter Chair, the Vice-Chair will perform the duties of the Chair.
3. 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.

## **ALTERNATE DIRECTOR**

The sole responsibility of the Alternate Director is to carry out all the responsibilities as outlined in the "Director" duties above in the case of the Director's absence from a Main Club Board of Directors meeting. Unless reporting back on an attended Main Club Board of Directors meeting, the Alternate Director is not required attend regular Chapter Board meetings.

# 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 participate in decisions regarding general Chapter Board and Main Club business. The Project Coordinators shall perform duties as requested by the Chapter Chair.

In addition to attending regular chapter board meetings and performing other duties as requested, permanent duties of the four Project Coordinators are:

1. Conduct an annual inventory of Chapter supplies and equipment.
2. Organize regular Chapter picnics and social gathers for all members and friends on at least an annual basis.
3. Administer the scholarship awarded to a HS senior from one of the eight area high schools. A notice should be posted in the *Lookout* regarding the Schenectady Chapter ADK HS Scholarship. The areas schools are contacted as well so the scholarship may be added to their websites and distributed to their students. The Chapter website should have the announcement placed and an email blast should also be distributed. The amount and number of scholarships awarded is voted on during annual budget negotiations.
4. Organize the Schenectady ADK Speaker Series (SASS) for chapter members and the general public (formerly called "innings.") These activities can be performed by the Project Coordinate with assistance from Committee Members if a committee is formed and board members.
  - a. Set schedule for SASS;
  - b. Secure venue for SASS;
  - c. Secure speakers for SASS;
  - d. Communicate with venue personnel as required, e.g., provide advance information regarding speaker for their public relations people, coordinate AV needs of speaker, coordinate details of event;
  - e. Communicate SASS information to Board;
  - f. Communicate SASS info to Schenectady ADK Publicity Chair, Lookout Editor, and others in a timely fashion for PR purposes;
  - g. Communicate SASS info to committee (if it exists) and board members to solicit assistance for these duties;
  - h. Ensure audio-visual needs are met for speaker and venue;
  - i. Secure snacks, beverages, and other items required for the event;
  - j. Show up to event early to greet speaker and venue personnel;
  - k. Set up snack/beverage table for event;
  - l. Introduce speaker, moderate any discussion if necessary;
  - m. Break down snack/beverage table for event and clean;
  - n. Send thank you notes to speakers and venues within one week of event.

- o. Organizer should also take care to notice what speakers seem to be popular, reflect ADK values, and choose future speakers accordingly.
- p. If possible, it may also be appropriate to plan events that have the primary speaker preceded by an educational speaker. For example, have someone talk about backpacking fundamentals followed by a primary speaker.

# SECRETARY

The duties of the Secretary are:

1. Attend Chapter Board meetings.
2. Take minutes of Chapter Board meetings. These are typed and emailed to all members of the Chapter Board. Minutes should be emailed seven to ten days prior to the next Chapter Board meeting.
3. In conjunction with the Chair, maintain a current *Chapter Board Roster* including names, positions, preferred phone numbers (with home, work or mobile indicated) and email addresses. Notify the *Lookout* Editor of any changes.
4. In conjunction with the Chair, maintain a current set of the *Bylaws*, *Board Duties*, *Chapter Trip Leader's Guide* and any other official policies, procedures or forms of the chapter. Forward PDFs of all updated documents to the *Publicity Chair* for posting on the chapter website.
5. In conjunction with the Chair and the Historian, maintain a cloud-based and hard copy file of all Annual Budgets, Treasurer's Reports, editions of *The Lookout* and Chapter Board Minutes.

# TREASURER

It is the responsibility of the Treasurer to conduct the financial affairs of the Chapter. Duties of the Treasurer are:

1. Attend Chapter Board meetings.
2. Prepare a draft budget for consideration at the annual Budget Meeting in December for the upcoming year.
3. Arrange for an audit of the books from the previous year by an independent auditor.
4. Receive membership dues from the Main Club and deposit them in the checking account.
5. Pay any and all miscellaneous bills of the Chapter Officers.
6. Prepare a Treasurer's Statement for each Board meeting and for presentation at the annual meeting in October/November.
7. Prepare and send annual Financial Statements to the Main Club.
8. Keep accurate records of all expenses and income.
9. Serve as a member of the Finance Committee.
10. 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. Attend Chapter Board meetings.
2. Maintain relationships and actions in accordance with ADK Main Club policies and positions.
3. Get on the mailing list for Main Club conservation meetings and attend them throughout the year.
4. Obtain and know the Main Club conservation policies.
5. Adopt a program of activities which relates to conservation, both in the Forest Preserves of the Adirondacks and Catskills, and on local issues.
6. 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.
7. 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.
8. Report Chapter conservation activities in The Lookout and elsewhere as appropriate. Prepare an annual summary for the Chapter Chair.
9. Seek out interested Chapter members to develop expertise in conservation concerns which require long-term study to achieve competence.
10. Prepare conservation activities of an educational nature which are of interest to members and/or the public.
11. Mileage and food cost to represent Schenectady Chapter at meeting and hearings shall be allowed within the budget maximum.

# HISTORIAN

The Historian has the responsibility of collecting and maintaining records pertaining to the history of the ADK Schenectady Chapter, searching these records to provide historical information to chapter officers, committee chairs and others.

Records shall be kept in an organized and secure fashion, allowing easy access for searching and transfer to future chapter Historians.

Records may be kept in paper and/or electronic formats. Electronic formats shall be in commonly used formats (e.g., PDF, WORD, Excel, PowerPoint, etc.).

Electronic records shall be backed up at least quarterly on standard media such as external hard drives, thumb drives or compact discs.

In conjunction with the Secretary, records to be kept shall include (but are not limited to):

1. Editions of *The Lookout*
2. Minutes of monthly chapter board meetings
3. Membership lists
4. Biographies, obituaries and other information on prominent chapter members
5. Articles and photographs pertinent to Schenectady Chapter and ADK history
6. Schenectady Chapter By-Laws and Board Duties
7. Chronological listing of Schenectady Chapter Officers and Committee Chairs
8. Annual inventory of Schenectady Chapter equipment
9. End-of-year chapter financial reports and audits
10. List of ADK Presidents
11. List of ADK Awards received by Schenectady Chapter members
12. Schenectady Chapter Trip Leader Guides

The Historian is not required to attend all Chapter Board meetings.

# LOOKOUT EDITOR

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 general format:
  - a. Front cover;
  - b. Front inside cover, which generally includes the names and phone numbers of the Board Officers and Committee Chairs;
  - c. Five to six double-sided pages of outings, articles, announcements, etc. All items of Chapter interest will generally follow with Main Club information being on the last page, providing there is space available.
5. Back inside cover which may include information that appears each month and a Membership Application.
6. Back cover which should include the Chapter's return address, postal indicia and space to apply member's address label.
7. 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.
8. Deliver a PDF via email of the *Lookout* to the printer designated by the Board.
9. Submit a copy of the *Lookout* to the Web Master on a disk or as an attachment in an e-mail.
10. 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.

# 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.

Duties of the Membership Chair are:

1. Attend Chapter Board meetings.
2. Maintain all brochures and other publicity materials as supplied by the ADK Main Club.
3. Inform the main club at Lake Gorge of changes of addresses and other pertinent information.
4. Provide the Chapter Board with a monthly (September – June) listing of new members and membership numbers. Current numbers are obtained from the list sent by the ADK Main Club.
5. Organize regular contact with recently lapsed members and soon to be lapsed members of the chapter. Names of these individuals and their contact information is obtained from a list sent by the ADK Main Club.
6. Represent the Schenectady Chapter at various public promotion functions.
7. Conduct presentations on ADK to the public – on equipment, ADK background, wilderness ethics, etc.
8. Send new members a welcome letter 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 135-mile trail.

Duties of the Northville Placid Trail Chair are:

1. Attend Chapter Board meetings.
2. 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 (\$5). 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.
3. Directing applicants to the Schenectady Chapter website to locate the "Record of Trip" form for those who apply for patches.
4. Sending out patches to those who return the "Record of Trip" form with the current fee (\$5).
5. Ordering and stocking the cloth patches and forms.
6. Answering letters and phone calls about the trail.
7. Purchasing appropriate mailing envelopes and stamps.
8. Attending Chapter Board meetings and providing accounting to the Chapter for patches distributed and monies received.
9. Reporting annually about the status of the awards to the Chapter Chair.
10. Maintaining files so that any statistical information can be given to either the Chapter or ADK Main Club.
11. Coordinating with the Main Club storage of old records.

## 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

Duties of the Outings Chair are:

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. These trips should not include published meeting time or place to ensure participant screening by the trip leader.
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.
7. Review submitted outings for meeting ADK guidelines for insurance purposes(e.g., no rock scrambles, no zip lines, etc.)
8. Try to get a variety of outings - short/local as well as long difficult trips.
9. Attempt to expand trip leader base.
10. Collect filled out Liability Sheets from leaders and send to main club.
11. Make available information on First Aid Classes or other training for trip leaders and get at least partial funding from Chapter funds for participants.

## PRINTING/MAILING CHAIR

Duties of the Printing/Mailing Chair are:

1. Attend Chapter Board meetings.
2. Prepare hardcopies of *The Lookout* and other mailings for distribution to members who have requested paper copies. Deliver thirty additional copies to the Membership Chair.
3. Maintain a list of members who have requested hardcopies.
4. The ADK Main Club sends members' addresses labels for the *Lookout* to the printer electronically. These are sent bi-monthly (January, March, May, July, September and November). To receive addresses for other mailings, a special request must be made to the ADK Main Club.
5. Pick up printed editions of the *Lookout* from the printer with newsletters already addressed.
6. After First Class stamps are applied, take copies of the *Lookout* to the Post Office.
7. Deliver 30 extra hardcopies of the *Lookout* to the Membership Chair.

# PUBLICITY CHAIR

The duties of the Publicity Chair are:

1. Attend Chapter Board meetings.
2. Send out (at minimum) monthly email news updates to the chapter using Mailchimp.
3. Publicize speakers, outings and socials as requested by the Chapter Board.
4. Publicize other special events as requested by the Chapter Board.
5. Select and maintain web hosting services.
6. Maintain the chapter website at [www.adk-schenectady.org](http://www.adk-schenectady.org).
7. Maintain the chapter Facebook Page at @schenectadyadk.
8. Ensure the chapter email forwarding system is up to date.
9. Advise the Board on best practices for publishing material on the chapter website, Facebook, Mailchimp and all relevant digital platforms.
10. Post PDFs of *The Lookout*, official policies and forms to the chapter website.
11. Assisting in graphic design efforts as requested by the Chapter Board.
12. Verify link from ADK Main Club website has the correct link to the chapter website.

# TRAILS CHAIR

The duties of the Trails Chair are:

1. Attend Chapter Board meetings.
2. The Trails Committee shall assist the DEC to develop the North Country National Scenic Trail (NCNST), focusing on the eastern Adirondacks from near Thirteenth Lake to Crown Point. This includes exploring potential routes, working with DEC on defining and flagging 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 North Country Trail Association (NCTA), the ADK Trails Committee, the ADK Pro Crew, and other ADK chapters and non-ADK groups interested in trail development.

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

1. Bailey Pond Trail (1.0 miles, 1.6 km), from Loch Muller trailhead to Bailey Pond (NCNST section; part of ADK Trails Stewardship program).
2. Hoffman Notch Trail (1.2 miles, 2 km), from Loch Muller trailhead to Big Pond Trail junction (NCNST section; part of ADK Trails Stewardship program).
3. The Sunrise Trail to Mt. Gilligan (1.2 miles, 2 km), from Scriver Lane to lookout (on private lands; listed and marked by Champlain Area Trails (CATS)).

The Trails Committee will see that these trails are:

1. Cleared of downed trees, brush, and side growth.
2. Protected from erosion by proper trail maintenance. Establishing and cleaning of water bars are to be done in conformance with ADK and DEC standards.
3. Marked with DEC or CATS trail markers and other trails signs as appropriate. (DEC trail markers are obtained from the DEC Forester, Warrensburg, NY. CATS trail markers are obtained from the CATS office, Westport, NY.)

The Trails Committee will organize and schedule trail maintenance trips:

1. The Committee Chair will prepare a schedule of the trail maintenance trips and promote these trips as Chapter Outings in *The Lookout*.
2. The trail maintenance trips on the Bailey Pond and Hoffman Notch Trails are done twice per year, typically in May/June and September/October. Advance notice of each maintenance trip and a subsequent summary report (including the DEC VSA (Volunteer Stewardship Agreement) Appendix IV form) are sent by e-mail to the DEC Forester for the Hoffman Notch Wilderness.

3. The trail maintenance trip on Mt. Gilligan is done annually and can be planned for any month (typically late summer).
4. The Trails Committee will keep a record of each trip, submit reports for *The Lookout*, and may present a summary of the year's activities at the annual dinner.

# 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 Trip Leader and 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 duties of the Young Members Chair are:

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 Main Club events such as Winterfest, National Trails Day, etc. and/or encourage other young members to volunteer.
6. Supplement the work of the Publicity Chair 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.