

**Glens Falls - Saratoga Chapter
Adirondack Mountain Club**

**Constitution & Bylaws
and Job Descriptions**

**MISSION STATEMENT
OF THE
ADIRONDACK MOUNTAIN CLUB, INC.**

The Adirondack Mountain Club (ADK) is dedicated to the protection and responsible recreational use of the New York State Forest Preserve, parks and other wild lands and waters. The Club, founded in 1922, is a member-directed organization committed to public service and stewardship. ADK employs a balanced approach to outdoor recreation, advocacy, environmental education and natural resource conservation.

October 2002
With amendments through October 2014

Glens Falls - Saratoga Chapter
Adirondack Mountain Club, Inc.
PO Box 2314
Glens Falls, New York 12801

**GLENS FALLS - SARATOGA CHAPTER
ADIRONDACK MOUNTAIN CLUB, INC.**

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Glens Falls - Saratoga Chapter of the Adirondack Mountain Club, Inc.

ARTICLE II - PURPOSES

The purposes of the Chapter shall be:

1. To support the work of the Adirondack Mountain Club, Inc. in achieving its goals and purposes.
2. To support the efforts of the State of New York to carry out the Constitutional will of the people that Forest Preserve lands and waters be kept forever wild and to regulate the use of private lands within the Adirondack Park, to protect and conserve the unique character of Adirondack Park from despoilation by the works of humans.
3. To advocate and to broaden popular support of that part of Article XIV, Section 1, of the New York State Constitution, which provides that the lands of the State constituting the Forest Preserve, shall be forever kept as wild forest lands.
4. To advocate, and to create and encourage public interest, through education in the principles of outdoor recreation and the conservation of natural resources, especially in the Adirondacks.
5. To urge the acquisition of additional public lands for recreation, the protection of natural resources and the preservation of open space and wild lands.
6. To sponsor and encourage outdoor recreation in the Adirondack Mountains and elsewhere in a manner consistent with the conservation objectives of the Chapter and Club, including to organize and conduct outings.
7. To assist the New York State Department of Environmental Conservation and the Adirondack Mountain Club, Inc. in the marking and maintenance of trails and other appropriate recreational facilities such as lean-tos.
8. To do all things necessary and proper to achieve these purposes.

ARTICLE III - MEMBERSHIP

Classes of membership shall be as established by the Adirondack Mountain Club, Inc. (the Club).

Any voting member of the Club who registers with the Club as a Glens Falls - Saratoga Chapter member shall be a chapter member and be entitled to vote. Dues for all classes of memberships shall be as established by the Club. Any member of the Club may also become an affiliate member of the Chapter upon payment of affiliate dues. Affiliate members of the Chapter shall pay the dues of their respective classes to the Club and shall also pay to the Glens Falls - Saratoga Chapter such annual sum as may be fixed by the Chapter for the sole use of the Chapter. Affiliate memberships shall be nonvoting memberships.

ARTICLE IV - ADMINISTRATION

The administration of the Chapter shall be vested in an Executive Committee consisting of the officers, Directors, the immediate past Chapter Chair, and the Chairs and Co-Chairs of the standing committees.

ARTICLE V - OFFICERS

The officers of the Chapter shall be: Chair, First Vice-Chair, Second Vice-Chair, Secretary and Treasurer. With the exception of the Treasurer and Secretary, these shall not serve for more than two successive one year terms in any office. Club officers and full time Club employees may not be Chapter officers.

ARTICLE VI - CHAPTER DIRECTORS

The Chapter shall elect representatives to the Club's Board of Directors for two year terms, up to a maximum of three terms. The number of Directors shall be as set by the Club. They shall attend the Board of Directors meetings as official voting members and Chapter Executive Committee meetings as official voting members

ARTICLE VII - ALTERNATE DIRECTORS

At its January meeting each year, the Executive Committee shall appoint four Alternate Directors, to serve for that year. Members of the Executive Committee may be Alternate Directors. Any person appointed as an Alternate Director, who is not otherwise a member of the Executive Committee, will not be a voting member of the Executive Committee.

If a Director cannot attend a Club Board of Directors meeting, the Director shall notify the Chapter Chair, who shall designate one of the Alternate Directors to attend in place of the Director.

ARTICLE VIII - AMENDMENTS

This Constitution and the By-laws shall be amended in the following manner: Any proposed amendment shall first be approved at a regular or a special meeting of the Executive Committee after each member of the Executive Committee has been

given a minimum of two weeks prior notice thereof, by two-thirds vote of the members present at such meeting. Notice of any amendment so approved shall be submitted in writing to all voting members of the Chapter. Approval shall be by majority vote of mail ballots received or by majority vote of members voting at the annual meeting.

BYLAWS

ARTICLE I - ELECTION OF OFFICERS AND DIRECTORS

The election of officers and Directors shall take place at the annual meeting. The new officers shall take office on the following January first.

A Nominating Committee Chair shall be appointed by the Chapter Chair, subject to the approval of the Executive Committee, no less than five months prior to the annual meeting. The Nominating Committee Chair shall, in turn, appoint four committee members, subject to approval of the Executive Committee. Not more than one member of the Executive Committee may serve on the Nominating Committee. The Nominating Committee shall recommend persons for the positions of Chapter officers and Directors when required.

Written notice of the nominees recommended by the Committee shall be sent to all voting members not less than five weeks prior to the annual meeting. Additional nominations, in writing, may be submitted by any member entitled to vote to the chair of the Nominating Committee not later than two weeks prior to the annual meeting. Such nominations must be signed by no fewer than twelve voting members. An absentee ballot will be furnished to voting members upon written request to the Secretary and shall be counted if received by the Chapter Secretary prior to the annual meeting date.

In the event that there is more than one candidate for any given office or Director, at the annual meeting the Secretary shall furnish a ballot containing the names of all nominees, arranged in alphabetical order, as candidates for each office. This ballot shall be the exclusive means of voting for officers and Directors. The successful candidate for each position shall be determined by a simple majority of the votes cast. The Chapter Secretary shall be designated teller.

The Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer and Chapter Directors must be voting members of the Chapter. Any vacancy in an elective position, occurring before the expiration of the term thereof, will be filled by the Executive Committee, but the terms of office of anyone so appointed shall expire at the close of the Chapter year. An appointed term of office does not count toward term limits.

ARTICLE II - DUTIES OF OFFICE

The Chapter Chair shall preside at all meetings of the Chapter and of the Executive Committee, shall appoint, after consultation with the Executive Committee, all Chairs of standing and special committees, and shall perform all other duties ordinarily associated with the office of Chair.

BYLAWS (continued)

The First Vice-Chair shall perform the duties of the Chair in absence of the Chair and be responsible for overseeing the work of committees so designated by the Chair.

The Second Vice-Chair shall perform the duties of the Chair and First Vice-Chair in their absence and shall oversee the work of committees so designated by the Chair.

The Secretary shall record minutes of the meetings of the Executive Committee and of the Chapter, shall make announcements of all Chapter meetings and shall perform other duties ordinarily associated with the office of Secretary.

The Treasurer shall pay authorized expenditures, shall invest funds, shall keep the financial records of the Chapter, and shall provide a financial report at each Executive Committee meeting.

All officers are expected to attend Executive Committee meetings and Chapter programs regularly.

The officers shall have such additional duties as shall be determined by the Executive Committee.

ARTICLE III - MEETINGS

The annual meeting of the members shall be held during October or November. Written notice of the annual meeting of the members shall be sent not less than five weeks prior to the meeting.

The Executive Committee shall meet monthly, September through June. The Chapter Chair shall also call special meetings of the Executive Committee at the request of three members of the Executive Committee. Special meetings may also be called by the Chair as deemed necessary. Reasonable notice of all meetings shall be given. Meetings of the Executive Committee may be conducted by conference call or other electronic means which allow all of the participants to hear and speak to each other at the same time.

ARTICLE IV - COMMITTEES

The following shall be the standing committees of the Chapter:

- | | |
|----------------------|------------|
| Conservation | Membership |
| Hospitality | Trails |
| Outings | Program |
| Publicity | Website |
| Education | Wilderness |
| Young Member's Group | Newsletter |

Following the annual meeting, the Chapter Chair shall appoint Chairs or Co-Chairs of the standing committees.

BYLAWS (continued)

Special committees may be created by the Chapter Chair with the approval of the Executive Committee.

The Chapter Chair and Vice Chairs shall be ex-officio, voting members of their designated committees. Special committees will be terminated upon the recommendation of the Chair and approval of the Executive Committee. Members of committees shall be appointed by the Chapter Chair or appropriate committee Chair.

All committee Chairs are expected to regularly attend Chapter Executive Committee meetings and programs.

It is strongly recommended that committee Chairs and/or selected representatives attend corresponding Club-level committee meetings whenever possible.

Where a standing committee has Co-Chairs, they shall be voting members of the Executive Committee.

ARTICLE V - QUORUM AND VOTING

A quorum at an Executive Committee meeting shall be fifty percent, with a minimum of two officers present. A quorum at the annual meeting shall be 50 voting members present. Action shall be taken by the affirmative vote of a majority of those present. Vacant positions shall not be counted in determining the necessary number of persons required to be present for a quorum.

The Executive Committee may also take action on urgent matters, which in the judgment of the Chapter Chair should be acted on before the next meeting, by a vote conducted by e-mail or other such electronic means. The Chapter Chair shall initiate such a vote by sending to all members of the Executive Committee an e-mail or other such electronic message which contains the proposed resolution. The resolution will be deemed approved if two-thirds of all of the members of the Executive Committee respond affirmatively. The results of the vote shall be set forth in the minutes of the next meeting.

ARTICLE VI - CHAPTER YEAR

The Chapter and fiscal years shall begin January first and continue through December thirty-first.

ARTICLE VII - REMOVAL OF OFFICERS OR DIRECTORS

An Officer or Director may be removed for cause, after notice and an opportunity to be heard, by the affirmative vote of the majority of members of the entire Executive Committee.

ARTICLE VIII - FINANCES

No later than January of each fiscal year the Executive Committee shall adopt an annual budget for the Chapter. The Treasurer shall present a proposed budget at least one month in advance of its adoption.

Committee Chairs may not expend more than \$300 at one time without prior approval, by majority vote, from the Executive Committee. The only exception to this is the Newsletter Committee.

GLENS FALLS - SARATOGA CHAPTER ADIRONDACK MOUNTAIN CLUB, INC.

JOB DESCRIPTIONS

Introduction

The Glens Falls - Saratoga Chapter of the Adirondack Mountain Club has developed a series of job descriptions denoting the responsibilities of its officers and committee Chairs. These job descriptions outline the duties of each position and clarify its relationship with the Chapter Executive Committee. As the various positions evolve, the job descriptions should be revised accordingly.

Copies of all job descriptions shall be furnished to members of the Chapter Executive Committee upon the commencement of their tenure. A set shall also be provided to the Nominating Committee.

These job descriptions are not part of the by-laws, and have been approved by the Executive Committee.

Executive Committee
Glens Falls - Saratoga Chapter, ADK
October 2014

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JOB TITLE: CHAPTER CHAIR

Position Objective: The Chapter Chair will guide and coordinate all Chapter activities, within the framework of the Constitution and Bylaws; In order to achieve the objectives outlined in the Constitution and Bylaws.

Position Duties: The Chapter Chair will perform all duties outlined in the Chapter Constitution. The Chair will work with the Executive Committee (EC) to establish working Chapter committees, and will appoint committee Chairs.

The Chair should become familiar with all Chapter policies, such as the Chapter Constitution and Bylaws, as well as Chapter job descriptions. The Chair should also become familiar with the Club Constitution and Chapter Director's manual. The Chair should work with the Executive Committee to interpret and carry out the missions of the ADK. In general, the Chair is responsible for allocating the volunteer and other resources of the Chapter in order to achieve Chapter priorities.

The Chair should:

1. Oversee all committee personnel and operations.
2. Prepare an agenda of the proposed order of business at the EC meetings. This agenda should be emailed to all EC members the weekend before the scheduled meeting date.
3. Serve as Chair of monthly EC and program meetings and the annual meeting.
4. Prepare a written Chapter Chair report for publication in each issue of the Chapter newsletter.
5. Become familiar with all facets of regular monthly meetings (speakers, agenda).
6. Coordinate Chapter activities with scheduled Club activities.
7. Prepare written Annual Chapter report, for publication in Adirondac, due in late Fall as requested by ADK HQ.
8. Pass out the following materials to all new EC members: Constitution and Bylaws, job descriptions, annual budget, EC Roster and name badges or provide instructions for downloading from chapter website.
9. Discuss with Chapter Directors the Chapter positions to be taken at Club Board of Directors meetings.
10. Appoint Nominating Committee Chair in April or early May of each year, and monitor progress. It is recommended that a Vice Chair be appointed Chair of the nominating committee.
11. Assist the Treasurer in preparing an annual budget for approval by the EC.

12. Provide current job descriptions to all committee chairs at the time of their appointment or provide instructions for downloading from the chapter website.
13. Annually designate committee assignments to First Vice Chair and Second Vice Chair.

JOB TITLE: FIRST VICE CHAIR

Position Objective: The First Vice Chair oversees and coordinates the activities of the Chapter committees designated by the Chair. The 1st Vice Chair will serve as an elected member of the Executive committee (EC) of the Chapter and perform all duties assigned by the Chapter Constitution and Bylaws.

Position Duties: The First Vice Chair will serve on the designated committees, attending scheduled meetings. The First Vice Chair will be responsible for initiating regular communications with designated committee Chairs in order to remain informed as to committee activities and objectives. If necessary, the First Vice Chair should anticipate committee deadlines and assure that they are met.

The First Vice Chair will report regularly to the Chapter Chair regarding the designated committees, and, in the absence of the committee Chair, will report at the monthly EC meetings on committee activities.

In the absence of the designated Committee Chair, the First Vice Chair will fulfill (or appoint someone temporarily to fulfill) the duties of the committee Chair.

In the absence of the Chapter Chair, the First Vice Chair shall conduct the monthly EC and Chapter meetings, and shall perform all other duties assigned to the Chair.

The First Vice Chair shall also assume any other responsibilities as assigned by the Chapter Chair.

Specifically the First Vice Chair should:

1. Distribute the Executive Committee roster at the beginning of the fiscal year and update as necessary and post to the chapter website under the Job Details page.
2. Schedule the meeting locations for the monthly Executive Committee meetings.
3. Coordinate annual chapter donations to area non-profit organizations in the first quarter of the calendar year. Present current list and discuss any changes with the Executive Committee. Finalize list and amounts, prepare letters and obtain checks from Chapter Treasurer. Provide input to Chapter Treasurer for annual budget.
4. Update the calendar for the newsletter. Add dates and location for executive committee meetings; dates and locations for special events. Connect with website committee chair to discuss options for highlighting special events on the website and mobile site application and other social media outlets.

JOB TITLE: SECOND VICE CHAIR

Position Objectives: The Second Vice Chair oversees and coordinates the activities of the Chapter committees designated by the Chair. The Second Vice Chair will serve as an elected member of the Executive Committee (EC) of the Chapter and perform all duties assigned by the Chapter Constitution and Bylaws.

Position Duties: The Second Vice Chair will serve on the designated committees, attending scheduled meetings. The Second Vice Chair will be responsible for initiating regular communications with designated committee Chairs in order to remain informed as to committee activities and objectives. If necessary, the Second Vice Chair should anticipate committee deadlines and assure that they are met.

The Second Vice Chair will report regularly to the Chapter Chair regarding the designated committees, and, in the absence of the committee Chair, will report at the monthly EC meetings on committee activities.

In the absence of the designated committee Chair, the Second Vice Chair will fulfill (or appoint someone temporarily to fulfill) the duties of the committee Chair.

In the absence of the Chapter Chair and First Vice Chair, the Second Vice Chair shall conduct the monthly EC and Chapter meetings, and shall perform all other duties assigned to the Chair.

The Second Vice Chair shall also assume any other responsibilities as assigned by the Chapter Chair.

In consultation with the Chapter Chair and First Vice Chair ensure the Chapter Chair and First Vice Chair responsibilities are completed.

Position Title: SECRETARY

Position Objective: The Secretary shall maintain the permanent records of the Chapter, including the minutes of all meetings.

Position Duties: The Secretary shall:

1. Take the minutes of all Executive Committee (EC) meetings or arrange for an alternate to do so when the Secretary is unable to attend a meeting.
2. Type and mail or e-mail to each EC member a copy of the minutes at least two days prior to the next scheduled EC meeting.
3. Maintain a copy of the name, address, e-mail address, and home and work telephone numbers of all EC members.
4. Maintain a copy of the Chapter Constitution and Bylaws.
5. Maintain a permanent file of all Treasurer's reports.
6. Carry out any Chapter correspondence as requested by the Executive Committee.
7. Take the minutes of all Chapter membership meetings, including the annual meeting, but not program meetings.
8. Safely maintain the collected minutes and other records of the Chapter. Upon leaving office, pass the records on to the new Secretary.
9. Collect or make arrangements for the mail from the Chapter's P.O. Box to be regularly collected and distributed to the proper members of the EC or other Chapter personnel, and ensure that records and payments regarding the P.O. Box are up to date.

Meeting minutes shall include the location of the meeting, the time of the meeting's start and adjournment, list of attendees (EC members and guests), summary of reports of officers and committees, exact wording and result of votes on all motions, dollar amounts of all budget authorizations and a general summary of discussions.

JOB TITLE: TREASURER

Position Objective: The Treasurer serves as the chief financial officer of the Chapter.

Position Duties: The Treasurer shall:

1. Receive money, deposit Chapter receipts into the Chapter checking account, or other authorized account, and pay legitimate bills.

All disbursements of over \$300.00 must be authorized by the Executive Committee (EC). Each EC member requesting reimbursement for Chapter expenses should submit to the Treasurer a completed expense voucher form with receipts attached.

2. Obtain signature cards from the bank each January, have them completed and return them to the bank for its files. At the January EC Meeting, the Treasurer and Chair shall be authorized by the EC as signatories on Chapter bank accounts.
3. Prepare a monthly bank reconciliation for all accounts on a timely basis. These reconciliations should be retained, along with the bank statements, in the permanent files.
4. Transfer funds between Chapter checking and savings accounts in order to cover checking account cash requirements and to maximize interest earned by Chapter funds. When longer term funds are available, the Treasurer shall consider investing in Certificates of Deposit in the Chapter name at its commercial bank, or other investments authorized by the Executive Committee.
5. Keep an accurate, up to date record of all receipts and disbursements in the appropriate ledger. Each entry should be classified by budget line item. The Chapter's fiscal year ends on December 31. Paid invoices and reimbursement vouchers must be saved with fiscal year records.
6. Be able to provide, as expeditiously as possible, information to EC members as to cumulative expenditures and remaining budgeted amount for particular line items.
7. Present a report at each monthly Chapter and EC meeting. The oral report at the Chapter meeting should be brief, stressing highlights of general interest. The written report submitted at the monthly EC meeting should be in detailed format, showing monthly and year-to-date actual totals, with annual total and remaining budgeted amounts for each line item.

If the Treasurer cannot attend a meeting, the Chair shall be informed well in advance and provided with a copy of the written Treasurer's report.

8. Compile an annual cash basis statement of receipts and disbursements for the year ended each December 31 for presentation to the EC no later than the February meeting each year.

TREASURER (continued)

for the coming year. At these meetings, the Treasurer should be prepared to provide detailed information on the previous year's income and expenditures and should have available the same information for the current year to date, with well-grounded predictions for the future.

9. Provide the Club Treasurer with a copy of the final year-end statement of Chapter revenues and expenditures.

JOB TITLE: DIRECTOR

Position Objective: A Director serves both the Club and the Chapter. A Director shall represent the Chapter on the Club Board of Directors (BOD), serve as an elected member of the Chapter Executive Committee (EC) and perform all other duties assigned under the Club Bylaws and Chapter Constitution and Bylaws.

Position Duties: Become familiar with the Club Policy and Procedures Manual, Bylaws, and the Guidelines for Directors adopted by the BOD on 3/11/00. Become familiar with the Chapter Constitution and Bylaws.

Attend monthly Chapter EC meetings and BOD meetings (4 times per year). Advise Chapter Chair and EC on all Club matters that may affect the Chapter. Report on BOD meetings to the EC. Solicit Chapter input on Club issues. File written reports on BOD and Club activities for the Chapter Newsletter.

If a Director cannot attend a BOD meeting, the Chapter Chair shall be notified well in advance of the meeting. It is the responsibility of the Director to make the pre-meeting package available to the Alternate Director selected to attend in place of the Director.

Directors are elected for up to three (3) two (2) year terms, unless there is a shorter term to fill a vacancy. The number of directors shall be as determined by the Club. Newly elected directors should attend the Club Annual Meeting prior to the commencement of their term to participate in the BOD organizational meeting for the upcoming year and become familiar with Club issues. Directors should endeavor to serve on one or more Club committees.

JOB TITLE: CONSERVATION COMMITTEE CHAIR

Committee Objectives: The Chapter Conservation Committee identifies environmental and recreational issues which it deems worthy of consideration, develops appropriate positions thereon and takes appropriate actions. Such positions are brought before the Chapter Executive Committee (EC) for its approval before any action is taken.

The Committee Chair (Chair) is encouraged to attend Club Conservation Committee meetings, thereby developing communication ties between the Club and the Chapter. Whenever possible, Chapter input on Club positions is encouraged, as well as Club Conservation Committee input on Chapter positions.

When the Club Conservation Committee and Board of Directors establish a position on an issue, the Chapter Conservation Committee must adhere to the Club's established position. All letters written as a representative of ADK or the Chapter must be approved by the Chapter Chair.

Committee Organization: Chair and, preferably, five members, ideally representative of different geographic areas covered by the Chapter. It is helpful if some members possess experience in environmental areas. Special members, those whose activities are focused on a particular issue or geographic area, are encouraged to participate in order to broaden representation. To encourage their participation with limited time, they need not participate in committee activities outside their specialty.

The Conservation Committee Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

The Committee Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair. Periodic written reports to the Chapter newsletter are encouraged to inform the membership of committee activities, and to generate potential volunteers.

Suggested Committee Procedure: Once a potential issue is identified, or a request for assistance from a group or individual is received, the Chair appoints a study group to gather facts and determine whether the committee should pursue the issue. Study groups may include nonmembers.

If the committee decides the issue is worthy of a position, then subcommittees may be appointed by the Chair to develop a course of action relating to the main issue. Finally, all information is gathered and a decision made by the committee as a whole. A recommended position is then presented to the EC for policy action. Coordination with local environmental groups has, in the past, proven very beneficial for mutual assistance and data gathering.

POSITION TITLE: EDUCATION COMMITTEE CHAIR

Committee Objectives: To inform and educate the public on Club and Chapter goals of protection and thoughtful recreational use of the State Forest Preserve in the Adirondacks and Catskills and other wild lands and waters. General objectives include promoting backcountry ethics, conservation principles, and increased ADK membership.

Committee Organization: Committee Chair plus four or more regular members. Members with experience in education, outdoor leadership, or scouting are encouraged.

The Education Committee Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the Committee meetings, and should receive meeting invitations along with other committee members.

The Committee Chair (Chair) shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair. Periodic written reports to the Chapter newsletter are encouraged to inform the membership of committee activities, and to generate potential volunteers.

Suggested Committee Procedure: The Chair shall select committee members and delegate their responsibilities, and shall call committee meetings as appropriate.

Education Committee activities: Include, but are not necessarily limited to the following areas. Each of these areas is of equal importance and Committee resources should be allocated accordingly. The committee also organizes training in map & compass, first-aid and lectures on what to pack for outings.

Public Outreach: From time to time, the Chapter may be invited to participate in such public events as Earth Day, wellness conferences, and various other community events. A display package is available from ADK Headquarters for such events. Sign up sheets for potential members should be forwarded to the Chapter Education Committee.

Camperships: The Glens Falls Chapter has customarily sponsored boys and girls, age 12-14, to Camp Colby Environmental Camp and the Teenage Ecology Workshop. Camp Colby and the Teenage Ecology Workshop are operated by the New York State Department of Environmental Conservation (DEC), and offers youth a first-hand opportunity to learn more about ecology and conservation of our natural resources.

In the past, the Chapter has paid the full tuition, with the students paying a small share. In 1991, the Chapter sponsored four students, paying \$100 of the \$140 tuition for each.

The Committee Chair should write DEC, Raybrook, requesting information and the dates of camp for the current year, requesting at least ten application. The Chair should prepare a write-up for the Chapter newsletter and local papers, soliciting applications from both Chapter members and nonmembers. The Publicity Committee will help publicize this. All potential applicants must submit their requests to the committee as early as possible.

EDUCATION COMMITTEE CHAIR (continued)

The Committee then meets to decide upon acceptable candidates. Preference has customarily been given to Chapter members. Applications are then sent immediately to the families of the chosen candidates, requesting them to be returned well in advance of the DEC application deadline.

Explorer Post: In 1991 the Glens Falls Chapter chartered "Venturers Explorer Post", in cooperation with the Boy Scouts of America, Akwesane District. The Education Committee is responsible for overseeing the activities of the Post as it relates to the responsibilities of the Chapter, which are outlined in documents signed by the Chapter Chair and subject to annual review and approval by the Chapter Executive Committee.

The Chapter is responsible for providing one member (Charter Partner Representative) to serve as liaison between the Chapter and the Post. The Chapter Chair must approve all leader applications.

The ultimate responsibility for staffing the Post Committee and running its programs is the responsibility of the Explorers and not the Chapter or its Education Committee.

POSITION TITLE: HOSPITALITY COMMITTEE CHAIR

Committee Objectives: To welcome visitors and serve light refreshments following monthly program meetings.

Committee Organization: A Committee Chair plus additional members as needed.

The Hospitality Committee Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Committee Chair (Chair) shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair.

Regular monthly program meetings are normally held the third Thursday of each month, September through May. There are no programs in October or December. During October the annual Chapter Dinner replaces the Thursday program. There is usually no program scheduled in December. Programs are held at 7:00 p.m., alternating between the Saratoga Public Library and the First Presbyterian Church of Glens Falls.

The December meeting is often a Christmas Social, scheduled earlier in the month to avoid conflicts with other events.

The Hospitality Committee is responsible for assisting at all meetings and at the Annual Dinner, helping with room set up and greeting visitors, serving refreshments after the program and cleaning up.

Refreshments usually consist of cookies or cakes, homemade if possible. Cider, juice, or other beverages should also be provided. Free cups may be available from local supermarkets for non-profit groups.

Equipment not owned by the Chapter should be washed and returned to storage places. Chapter owned supplies and non-perishables are kept by a committee member. Meeting room and kitchen should be left clean and in good order.

Serving refreshments is an opportunity to reach out to new and potential members. Every effort should be made to make them feel welcome and encourage their participation in ADK activities.

Periodically, committee members should submit expense vouchers with receipts to the Chapter Treasurer for reimbursement.

POSITION TITLE: MEMBERSHIP COMMITTEE CHAIR

Committee Objectives: To retain and increase membership in the Glens Falls - Saratoga Chapter of the Adirondack Mountain Club by means of actively seeking out persons who have an interest in Chapter activities and goals.

Committee Organization: Committee Chair (Chair) and as many other members as needed to fulfill committee objectives.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly Executive Committee meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair. Periodically, the Committee Chair should submit written reports to the Chapter newsletter for publication.

Sources of potential members are: Friends of current members, referrals from ADK Club Headquarters, guests at Chapter programs and hikes, casual acquaintances, college students, service club members, solicitation of Club members-at-large in the area, etc.

If a potential member's name is referred to the Chair, that person should be contacted ASAP (by telephone, e-mail, letter) and provided information regarding ADK and the Chapter. This should be followed by sending them a membership application or providing information on how to become a member on-line.

Membership applications and dues remittances are sent by the applicant directly to ADK Headquarters. The Club furnishes the Membership Committee Chair with quarterly membership lists and monthly member reports. It is ADK policy that membership lists are not to be used for purposes other than ADK business, and are not to be shared with or sold to outside organizations or persons.

As soon as possible, all new Chapter members should be sent the following materials:

1. Warm letter of welcome that includes instructions for accessing chapter informational materials on website (ie: chapter handbook, latest chapter newsletter and any other materials deemed pertinent by the Chair).
2. Chapter patch for each new member.
3. Volunteer Request Form

The Chair is the designated contact person for the Chapter, whose name will be furnished by the Club in response to membership inquiries.

The Committee should make an effort to call new members personally within a reasonable time of their joining, to welcome them into the Chapter and learn their interests. Feedback from these calls should be shared with the appropriate committee from these calls should be shared with the appropriate committee (Outings, Programs, etc.) in order to improve services to members, member retention and volunteer participation.

MEMBERSHIP COMMITTEE CHAIR (continued)

The Committee should make an attempt to contact members whose names appear on Club "to be dropped" reports in order to try to retain them as members.

A list of new member names and towns should be furnished to the Newsletter Committee for publication.

POSITION TITLE: NEWSLETTER COMMITTEE CHAIR

Committee Objectives: To assemble and prepare information into a regularly published chapter newsletter, "Chepontuc Footnotes" and forward appropriate information to Publicity & Website Chairs.

Committee Organization: Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Committee Chair.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair.

Procedure for Publishing Newsletter: The Committee Chair should remind EC members well in advance of publication deadlines, and should solicit regular articles from the committee chairs.

1. Collecting materials for Newsletter. The following articles normally appear in the Newsletter:
 - Chapter Chair's report
 - Conservation report
 - Other committee reports as appropriate
 - Chapter program schedule
 - Director's report
 - Outings calendar
 - Trip reviews
 - Listing of new Chapter members' names & towns
 - Club activities in the Lake George
 - Club activities of interest to Chapter members
 - Other items of interest to the members
2. Arranging the Newsletter materials into a pleasing format.
3. Having the Newsletter typed or word processed.
4. Having the Newsletter printed.
5. Obtaining mailing labels from the Club. The labels include active Chapter members, affiliated Chapter members and the Chairs of all the ADK Chapters.
6. Having the mailing labels placed on the Newsletters.
7. Sorting the Newsletters and completing appropriate forms according to the requirements of the Postal Service.
8. Delivering the Newsletter to the Glens Falls Post Office Bulk Mail Department.

NEWSLETTER COMMITTEE CHAIR(continued)

9. Provide Newsletter to Website Chair for posting on Website.

POSITION TITLE: OUTINGS COMMITTEE CHAIR

Committee Objectives: To schedule year-round outings with the widest appeal to the total Chapter membership. Types of trips include, but are not limited to, hiking, backpacking, nature walks, canoeing/kayaking, cross-country skiing, snowshoeing, bicycling, spelunking, tours, nature walks, museum trips and social gatherings.

Committee Organization: Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. The committee members are to be recruited by the Chair. Subcommittee chairs for such areas as Family Hikes and Canoe Trips may be appointed to focus on special needs. Subcommittee chairs do not have voting privileges at EC meetings.

The Committee Chair should be a member who is experienced in outdoor recreation in our geographic area and who has experience with Chapter events. The Committee Chair should choose other committee members who represent the full spectrum of Chapter interests, including members of different age groups.

The Chair is appointed by the Chapter Chair.

The Chair should, when possible, make a brief report of upcoming trips at the Monthly Programs.

The Chair is occasionally called upon to speak at Chapter or public educational programs on such topics as back-country preparedness, etc.

Committee Procedure: The Chair shall attend all monthly Executive Committee (EC) meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via another member of the EC. Periodic written reports should be submitted to the Chapter Newsletter.

Committee meetings or meetings with outings leaders will be held as determined to be necessary and scheduled by the Chair. An e-mail reminder should be sent to all committee members at least a week in advance to remind them of the date, time and location of the meeting. The Wilderness Committee Chair should be invited to Outings Committee meetings.

Scheduling of outings is done through e-mail messages to leaders. Typically a message is sent two to three weeks before the newsletter deadline and a follow up reminder is sent two or three days before the deadline. The message requests both outings and trip reviews. Outing leaders add descriptions and reports to the schedule on the Chapter's web site. Information should include the date, time, difficulty and distance, ascent (if known), and special clothing and equipment needed. The Chair reviews outings and reports for appropriateness and makes any needed edits. The Chair then notifies the web master and newsletter chair that outings and trip reports have been approved. Joint sponsorship of outings with nearby ADK Chapters should be considered.

Efforts should be made to provide a balanced, representative sampling of activities both within and outside the Adirondack Park. These should include not only the High Peaks area, but emphasize peripheral areas as well. Leaders should work to create a diverse schedule, including theme outings such as family or beginner hikes, to encourage participation of novice members.

OUTINGS COMMITTEE CHAIR(continued)

Outings are to be rated according to difficulty, in accordance with the ratings published in the newsletter. A varied mix of difficulties should be included in each calendar.

Hike Rating	Effort Level	Typical Elevation Gain (ft)	Typical Miles	Typical Time (Hours)
A+	Very Strenuous	4,000+	10+	10+
A	Strenuous	3,000+	8-12	8-10
B+	Moderately Strenuous	2,000+	5-10	6-8
B	Moderate	1,000+	5-8	4-6
C+	Fairly Easy	1,000+	5-8	4-6
C	Easy	Under 1,000	Under 5	Under 5

The Chair recruits new leaders. The Chair will establish and carry out procedures to qualify new leaders. The Chair will direct new leaders to the Club's Rules and Recommendations for ADK Chapter Outings (Policy A-19) and Guidelines for ADK Chapter Outings Leaders, available on the Chapter's web site, as well as other useful information. The Chair will also occasionally remind established leaders about this information.

Trip leaders should have the following materials with them on every outing. Forms should be printed from the Chapter's web site:

1. Liability Release form(required by Glens Falls-Saratoga Executive Committee): Liability release forms drafted by the Club must be signed by all participants and trip leaders, member and non-member, prior to the start of the trip.
2. Accident Report form (required by Club regulations).

Leaders are requested to to send completed Liability Release forms to the Outings Chair. The Chair periodically forwards these forms to ADK Headquarters in Lake George for retention. Leaders are also requested to post a review of each outing on the Chapter's website for inclusion in the Chapter's newsletter.

Accident Report Forms (if used) should be sent to ADK Headquarters IMMEDIATELY after trip via FAX. If not faxed, a timely phone call (within 24 hrs) is essential to report the incident.

Annual Dinner: The Chair will collect and analyze annual outings data (Oct-Oct) including number of outings led, ratings and types of outings, distribution of hikes/leaders. The Chair will determine recognition levels and awards due (letter, rocker patches, gift certificates), obtain gift certificates to recognize people who multiple outings and present gift certificates as recognition awards to these leaders, and write appreciation letters to all leaders.

POSITION TITLE: PROGRAM COMMITTEE CHAIR

Committee Objectives: To plan, organize and conduct the monthly Program portion of the monthly Chapter meetings. To reserve meeting rooms for the monthly programs and Executive Committee meetings.

Committee Organization: Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Chair.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair.

Monthly chapter programs are scheduled for the third Wednesday or Thursday evening of each month from September through May, with the exception of the Annual Dinner which is generally held at a local restaurant on a Friday evening in October. Programs may be scheduled for June and December at the discretion of the chair. In order to avoid conflicts, Executive Committee meetings are held the first Wednesday of each month from September through June.

Following is a summary of committee duties:

1. Select and arrange speakers and programs well in advance of the meeting date and reserve meeting rooms for these and the Executive Committee meetings. Several months' programs should be scheduled in advance to allow publicity in the Chapter Newsletter and other media. At least one alternate program should be in reserve in the event of a cancellation by the scheduled speaker.
2. Prepare material for publicity: Brief write-up for the Newsletter including description of program and speaker's background. The Publicity Committee should be furnished with more detailed information, including a promotional photo, if available, for Newsletter publicity. Additional publicity which has proven effective includes posters at area libraries and other public locations.
3. Make arrangements to obtain any equipment or supplies needed by the speaker.
4. Send letter of confirmation to speaker via email at least two weeks in advance of the program, including directions or a map to the meeting room.
5. Call or email speaker to confirm about one week in advance.
6. Offer \$50 honorarium to speaker, which will be presented with a thank you note at the conclusion of the presentation. If the speaker does not charge a fee, present them a thank you gift and note at the conclusion of the presentation.
7. Obtain key and have meeting room unlocked and ready the evening of the program.
8. Introduce the speaker before the program.

PROGRAM COMMITTEE CHAIR(continued)

Since the ADK is a not-for-profit organization, and because many speakers are aware of, and sympathize with, its stand on conservation issues, there should be no embarrassment in pointing out to such persons that the Chapter is not generally able to pay a speaker's fee. It is important that the speaker be made aware of this at the initial contact.

Speakers' mileage and other out-of-pocket expenses may be reimbursed by the Chapter, and this offer should be made at this initial contact. Many speakers decline this offer.

The Program Committee should establish a budget for the following year and submit it to the Budget Committee prior to September 1. Included in the budget should be fees and expenses for speakers, and out-of-pocket reimbursements for committee members. (Funds for refreshments at monthly meetings are part of the Hospitality Committee budget.)

Once a program has been booked, the Committee should contact the speaker requesting pertinent biographical information for publicity purposes. Of interest are educational background, work experiences, membership organizations, family ties, and particular expertise. A publicity photo is also helpful for publicity. Details of equipment or supplies required should be obtained at this time.

The Program Committee should work in conjunction with the Outings and Education Committees to provide a variety of meetings. The main ADK goals of Conservation, Education, and Recreation should be furthered in Chapter programs. Programs are a valuable outreach to the public and should generate new memberships as well as volunteer support of Chapter and Club committee activities.

A well-balanced mix of programs should be provided each year. Potential speakers and topics are numerous. Sources of ideas include news items, programs featured at other chapters or organizations, NYSDEC speakers, ADK staff, NYS Education Department, local photographers, Chapter members returning from faraway places, etc.

Programs which are primarily commercial in scope, with the purpose of promoting a profit-making venture, generally are not appropriate for Chapter meetings.

Although Chapter programs are free and open to the public, speakers and visitors are nonetheless guests of the Chapter. Accordingly, programs should be protected from disruption. Open question periods should be prevented from becoming monopolized by a few to the detriment of the majority.

Under the direction of the Program Committee Chair, an annual dinner coordinator shall be appointed.

Summary of the Duties of the Annual Dinner Coordinator:

1. The annual dinner is generally held at a local restaurant on a Friday evening in October other than the Columbus Day weekend. The Annual Dinner meeting has a budget, if necessary, for entertainment, and supplies and the arrangements be made accordingly.

PROGRAM COMMITTEE CHAIR (continued)

2. Select and book restaurant and entertainment well in advance of the dinner, no later than the deadline for publicity in July-September newsletter. Obtain program description, bio and publicity photo from entertainer.
3. Prepare material for publicity: Brief write-up for the July-September newsletter including program date and location, description of program and entertainer's background.
4. Prepare invitation and registration form for September-November newsletter, including menu choices, program description and entertainer's bio and photo, to be printed on contrasting color paper. Registrations and payments are directed to the Treasurer or his/her designee who provides the final list of guests' entrees to annual dinner coordinator several days prior to the dinner.
5. Make arrangements to obtain any equipment, supplies or housing needed by the entertainer.
6. Send written complimentary dinner invitations to ADK President and guest, ADK Executive Director and guest, and entertainer and guest four weeks before the dinner.
7. Prepare name tags with entrée choices for all registered guests. Design and print programs to be set at each place setting, including roster of current and incoming officers, agenda for the Annual Meeting, program and dinner menu.
8. Email or write letter of confirmation to entertainer at least two weeks in advance of the program including directions or a map to the meeting room.
9. Call entertainer to confirm about one week in advance.
10. Call restaurant with final entrée counts in accordance with restaurant's requirements.
11. Requisition check for entertainer's honorarium from Treasurer and present to entertainer at the dinner, prior to performance.
12. Introduce the entertainer at the dinner.

POSITION TITLE: PUBLICITY COMMITTEE CHAIR

Committee Objectives: To promote community awareness and provide information and education about conservation, education, and recreation. Also, to promote ADK, the Chapter, their outings and programs, and ADK membership.

Committee Organization: Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Chair.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committees members.

Suggested Committee Procedure: The Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair.

Press releases should be sent out sufficiently far in advance to meet the papers' deadlines to be published before the event in question. All releases should include the date, time and place of an event, a description of the event and the name and phone number of a contact person for further information. Releases should be typed on Chapter letterhead. Where appropriate, add background information on the Chapter and the Club. Attempt to develop contacts with the local media who will do occasional stories on Chapter activities. Consider distributing releases, posters and outings schedules in local libraries, and outdoors and sporting goods related stores or other such outlets.

Regular publicity usually consists of two regular press releases:

1. Announcement of weekly outings activities.
2. Announcement of monthly programs/meetings.
3. Write-ups of monthly programs/meetings, if newsworthy.

Special releases prepared by the Committee may consist of:

1. Activities of the Chapter and Club.
2. Special stands taken by Chapter and Club.
3. Information deemed necessary by the Executive Committee.
4. Chapter annual meeting and election results.
5. Camp Colby and the Teenage Ecology Workshop - availability and awarding of Camperships.

These releases are sent to local newspapers (Post-Star, Chronicle, Saratogian, etc.) to libraries, and sometimes to local radio stations (WWSC, WBZA, WACC, etc.), as well as to TV-8.

POSITION TITLE: TRAILS COMMITTEE CHAIR

Committee Objectives: Care and maintenance of the adopted trails.

Cooperation with and assistance to the New York State Department of Environmental Conservation or any other organization at the discretion of the Trails Committee Chair (Chair) and approved by the Glens Falls - Saratoga Chapter Executive Committee.

Committee Organization: Chair and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Chair.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair.

The duties of the Chair are as follows:

1. Become familiar with various methods of trail maintenance.
2. Attend Club Trails Committee meetings.
3. Attend, if possible, Club-level trails maintenance training.
4. Attend, with one or two additional Chapter volunteers, the Club Work Weekend at Johns Brook Lodge (usually the third weekend in June).
5. Set dates for and organize work days for trail work as follows:
 - Set up meeting place and time of departure.
 - Make transportation arrangements.
 - Do preliminary inspection, if possible or practical, of trail to be worked on.
 - Arrange for and assign tools to be used.
 - Instruct volunteers re food and equipment required.
 - Arrange for any additional supplies needed, such as first aid kit, trail markers, signs, nails, spikes.
 - Act as trip leader: assign assistant leader, explain work to be accomplished, assign and rotate duties if practical and oversee work to assure it conforms to good trail maintenance standards.
6. Attend Chapter Executive Committee and monthly Chapter meetings.
7. Prepare periodic Trails Committee information report for the Chapter newsletter.

TRAILS COMMITTEE CHAIR (continued)

8. Maintain a list of Chapter members who are interested in participating in trail maintenance work, and include some indication of each individual's abilities.
9. Cooperate with other Committee Chairs to help with trail monitoring, trash cleanup, or leading hikes.
10. Prepare Hike Leader's Report for each workday involving trail maintenance.
11. Coordinate care of any lean-tos adopted by Chapter under ADK Adopt-a-Lean-to Program and Chapter Wilderness Committee.
12. Coordinate with Club Trails Program.

The primary duty trail maintenance on the Rooster Comb and Hedgehog trails should be done in the spring, if possible, to prepare for summer hikes. Snow may be found as late as June 1.

Chain saws are permitted under certain conditions (from April 15 through May 15). If there is a question, check with the Club Trails Chair.

Other trail maintenance workdays may be organized as a picnic or family outing combined with some constructive efforts towards a productive trail maintenance program.

POSITION TITLE: WEBSITE COMMITTEE CHAIR

Committee Objectives: To assemble and prepare information into regularly updated web site pages. Important chapter events should be displayed on the home page. The home page should contain links to the content pages. A Trip Leader Input application is to be provided to allow trip leaders to enter upcoming trips and to generate the Calendar. The Calendar should display upcoming trips with contact information for the trip leaders and generate the Calendar, Outings Detail and Trip Reviews for the Newsletter.

Committee Organization: Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Committee Chair.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair.

Procedure for Maintaining Website:

The Chair should use standard "free" tools (like PHP, Javascript and HTML) for the site. The following pages normally appear on the site:

- Home page with important news and links to content pages
- Outings calendar with descriptions and contacts for upcoming trips
- Latest Newsletter PDF and archives of past newsletters
- Outing reviews and archive of reviews
- Outing leader biographies
- Bearproof container information
- Trip leader input application for online entry of trips
- Chapter program schedule with details and archive of past programs
- Photo gallery and archive from past years
- Fire tower information
- Bylaws document
- Chapter Chair's page as a copied from Newsletter
- Donations and memberships
- Forms and guidelines
- Meeting locations and directions
- Policies and resolutions
- Education information copied from Newsletter
- Conservation information copied from Newsletter
- Younger members information
- Membership renewal form and link to online renewal
- Checklist for hiking
- Classifieds
- Leave no trace information

- **WEBISTE COMMITTEE CHAIR (continued)**

- Rules and regulations for Adirondack hiking
- Weather links
- Committee member job details (password protected)
- Membership list (password protected)
- Member opt out list (password protected)
- Listing of new and renewed Chapter members with names and towns

POSITION TITLE: WILDERNESS COMMITTEE CHAIR

Committee Objectives:

1. To identify users of the Pharaoh Lake Wilderness Area, the adopted wilderness area of the Glens Falls - Saratoga Chapter of ADK; to advise users of the importance of monitoring its status (i.e., trail & lean-to conditions, wildlife sightings, etc.) and to share information obtained with the New York State Department of Environmental Conservation (DEC).
2. To motivate ADK members and non-members to assist in projects to improve and preserve the character of the Pharaoh Lake Wilderness and to coordinate such projects with DEC.
3. To monitor the implementation of the Unit Management Plan for State land in the Pharaoh Lake area.
4. To collect current and historic information, particularly natural history, about the Wilderness Areas.

Committee Organization: The Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Chair.

The Chair is appointed by the Chapter Chair, and shall report to the Chapter Vice Chair designated by the Chapter Chair. The Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly Executive Committee (EC) meetings, and shall have voting rights at such meetings. The Chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate Vice Chair. The Committee should prepare periodic written articles for the Chapter newsletter.

The committee shall meet as often as necessary to fulfill committee objectives. The Chair and committee members are to become as familiar as possible with the Pharaoh Lake Wilderness Area, and to maintain a good working relationship with the New York State Forest Ranger(s) assigned to the area.

POSITION TITLE: YOUNG MEMBER'S GROUP CHAIR

Committee Objectives: The Young Member's Group is a subgroup aimed toward younger adults in their 20's and 30's. The main goals of the YMG are to increase participation by providing appealing activities, to help grow membership in the Glens Falls-Saratoga Chapter, to share knowledge of ADK opportunities, and to provide opportunities to meet like-minded people in the same age range.

Committee Organization: Committee Chair (Chair) and as many other members as are needed to fulfill committee objectives. Committee members are to be recruited by the Committee Chair. The Chair is appointed by the Chapter Chair, and shall report to the Chapter First Vice Chair. The First Vice Chair is encouraged to attend the committee meetings, and should receive meeting invitations along with other committee members.

Suggested Committee Procedure: The Chair shall attend all monthly EC meetings, and shall have voting rights at such meetings. The chair shall also make an oral report at such meetings. In the event that the Chair cannot attend a meeting, a brief report should be sent to the EC via the appropriate vice chair.

POSITION TITLE: NOMINATING COMMITTEE CHAIR

Committee Objectives: To recommend annually a slate of candidates to fill the Chapter offices of Chair, First, Second, and Third Vice Chairs, Secretary, and Treasurer. To recommend annually candidate(s) to serve as Chapter Directors as terms expire.

Committee Organization: As required by the Chapter Bylaws, a Nominating Committee Chair (Chair) shall be appointed by the Chapter Chair no less than five months prior to the Chapter annual meeting. The Chair shall, intern, appoint four committee members, subject to approval of the EC. Not more than one member of the EC, other than the Committee Chair, may serve on the Nominating Committee.

Suggested Committee Procedure:

1. Arrange meetings:
2. At first meeting:
 - Explain offices that must be filled.
 - Explain who may repeat as officers and directors, per Chapter Constitution & Bylaws
 - Explain duties of respective officers and directors.
 - Appoint someone to contact current Chapter Chair to confidentially ascertain performance of incumbents.
 - Appoint another committee member to contact Second Vice Chair for same purpose.
 - Distribute copies of appropriate job descriptions to committee members for review.
 - Open discussion of qualities and skills that various officers and directors should have.
 - Pick site, date and time of second meeting.
 - Put together first draft list of possible candidates.
3. At second meeting:
 - Hear reports from two committee members on performance of incumbent officers and directors.
 - Discuss & vote on whether to recommend incumbents to repeat their position, as appropriate.
 - Appoint member of committee to contact incumbent officers and directors tentatively selected to serve another term to determine if they are willing and available (by phone that night).
 - For remaining openings, compose full list of qualified candidates.
 - Compose letter to members on list indicating that they, along with others, are being considered for the particular position.
 - Include copy of job description(s).
 - For prospective Directors, include a copy of ADK Director Guidelines approved by the Board of Directors on March 11, 2000.
 - Inquire whether they would consider serving in the suggested position, or another, and whether they intend to continue ADK membership.

NOMINATING COMMITTEE CHAIR (continued)

- Advise them that a member of the nominating committee will be contacting them to ascertain their response.
 - Appoint committee member to call.
4. At third meeting:
 - Correlate members willing to serve with remaining positions.
 - Vote on suggested slate.
 - Determine procedure to fill remaining positions.
 - Repeat process as outlined above until slate is complete.
 5. Contact all nominees, new and returning, to inform them of August 1 Newsletter deadline to furnish brief biographical statements. Follow up to be sure that bios are received by Newsletter Chair.
 6. By August 1, provide Chapter Newsletter Chair with an article explaining procedures for nominating officers and directors by petition and voting by absentee ballot.
 7. Report slate of officers and directors to Chapter Chair in writing prior to August 1, together with brief description of credits for each candidate.
 8. Update committee files and return to Chapter Chair for permanent retention for subsequent committees.

SUGGESTIONS:

1. Great care should be given to the initial inquiry so as not to imply that the member solicited has the position if he or she wants it. This, and confusion of this nature, has the potential for causing great harm and bruised feelings.
2. The inquiry letter should stress the historical importance that members have played in the Chapter by assuming the responsibility of Chapter leadership.
3. It is essential that confidentiality be maintained in the nominating process to avoid the damaging and divisive effects of rumor and gossip on Chapter unity.
4. The Nominating Committee should consult the Constitution and Bylaws for the proper procedure for the nomination of officers and directors by petition.