

# *Alaska Mountain and Wilderness Huts Association*

## **Organization of Officers and Directors**

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**President** (overall organization health and progress as planned)

- Coordination/Plans Integration
- Board Meetings
- Community Contact
- Hands-on planning, fundraising, outreach mailings, bd recruitment, land mgr coordination, budgeting

**Vice President: Organization and Membership** (people and their needs)

- Member outreach
  - Member functions and Fun
  - Newsletters/Mailings/Web site content
- Board Inreach and Fun
  - Retreats
  - Board Recruitment
- Fundraising for General Administration/Office/Director
- Marketing the Organization

**Vice President: Education** (education in all efforts)

- Convene Education Committee
- Education Plan and Research
- Education Outreach/Coordinate with other education groups
- Member education functions
- Site environmental data
- General Public Outreach

**Vice President: Facilities and Trails** (integrity of huts, trails, and property)

- Convene Design Committee
- Site Reconnaissance and Selection
- Land Manager Coordination
- Fundraising for Facilities and Trails

**Secretary** (healthy legal status and history of the organization)

- Adherence to bylaws
- Parliamentary
- Agenda packets
- Files and filing
- Correspondence/thankyous
- Mailing/production
- Maintenance of mailing list

**Treasurer** (money to meet needs, financial integrity)

- Finance Committee
- Budget formation and reporting
- Track fundraising
- Track volunteer/in-kind donations
- Reports IRS, State, rest of board

**Directors** (leadership for ad hoc efforts)

Fundraising, planning, committee work/chairing, mailings, events coordination, site reconnaissance, recruiting.