

# Maine Appalachian Trail Club

## Membership/ Volunteer Opportunities Handbook



Updated February, 2016

## Introduction

The purpose of this handbook is twofold:

First, to provide Maine Appalachian Trail Club (MATC) members with a brief overview of our Club: its mission, organization, work functions, and role in the partnership of organizations who manage and maintain The Appalachian National Scenic Trail.

Second, to provide members with a detailed list of volunteer opportunities, so that everyone has a chance to get involved. While most of our energies are devoted to trail work and corridor monitoring, there are myriad other administrative functions which the Club performs to support those efforts. So whether you are young or old, able to hike or not, there are plenty of ways to get involved.

For more information email the Corresponding Secretary at [info@matc.org](mailto:info@matc.org).

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# **Part 1 – The Maine Appalachian Trail Club and the Appalachian Trail**

## ***What is the Maine Appalachian Trail Club?***

### **A. Mission Statement**

The purpose of this organization shall be to construct, maintain and protect, in the State of Maine, a section of the Appalachian Trail extending from Katahdin to Grafton Notch at Maine Highway 26, to be supplemented with side trails and a system of shelters and campsites at proper intervals, so as to render accessible for hiking the wild region of Maine through which the Trail passes.

### **B. Brief History of the Appalachian Trail (AT)**

The Appalachian Trail is a continuous, marked footpath of about 2,185 miles through mountain wild lands of 14 eastern states; a skyline route along the crest of the Appalachian Mountains.

The trail was first proposed by pioneer visionary, planner and forester Benton MacKaye in 1921. It was built by volunteers, with the help of depression-era work programs. The route traversed national parks and forests, state lands, private woodlands, farm fields and pastures. It was "completed" in 1937 when crews from the Civilian Conservation Corps cut the final two miles on the mountain ridges between Spaulding and Sugarloaf in Maine. However, great sections of the trail disappeared over the following decades as development pressures closed in on the footpath.

Rescue came in 1968, when after years of lobbying, the U.S. Congress directed that the trail corridor be purchased by the U.S. Forest Service and National Park Service. Congress asked, however, that maintenance and construction remain in the hands of volunteers.

Maine has figured prominently in the trail from the earliest days. Myron Avery, a maritime lawyer from Lubec, became one of the early chairs of the Appalachian Trail Conference. He is widely credited with recruiting the support needed for initial construction as well as cultivating the formation of numerous Clubs to assume maintenance of the trail.

### **C. The Appalachian Trail in Maine**

After Congress decreed that a permanent trail corridor was to be established, Maine volunteers relocated half of the route in Maine from old logging roads in the valleys to the high ridges. Today, the Maine trail is widely considered the wildest, most remote and beautiful section of the footpath.

From the summit of Katahdin, the trail loops past the Katahdin Stream and Daicey Pond campgrounds of Baxter State Park, and through Maine's vast forested lake country past Rainbow, Nahmakanta, Pemadumcook and Jo-Mary Lakes. The route climbs to the summit of White Cap before meeting the West Branch of the Pleasant River and the side trail to the tumbling waterfalls of the Gulf Hagas gorge.

Beyond the river, hikers traverse the five peaks of the Barren-Chairback range, circle around Monson and cross the Kennebec River via canoe ferry. An easy loop follows along Pierce Pond and the two Carry Ponds, then a traverse of the 4,000-foot summits of the Bigelow, Crocker and Saddleback Ranges.

More incredibly beautiful mountains follow. Bemis, Old Blue, Moody, Hall, Baldpate, Old Speck, and the multiple peaks of the Mahoosucs are traversed before reaching the New Hampshire border at Carlo Col.

## **D. The Maine Appalachian Trail Club (MATC)**

Since 1935, Maine Appalachian Trail Club (MATC) volunteers have managed and maintained 267 miles of the Appalachian Trail in Maine, about 1/8 of the entire footpath connecting Springer Mountain in Georgia with Katahdin in Maine. This is the longest assignment maintained by a single trail club.

From Route 26 in Grafton Notch, a few miles from the New Hampshire border, to Katahdin in Baxter State Park, the trail is divided into sections, ranging between two and six miles each. Club members, called Maintainers, are assigned to each of these sections and are responsible for the basic maintenance. Much of the trail is on National Park Service land. Corridor Monitors walk the boundaries to ensure the lands are protected. Currently, there are over 100 Maintainers and 70 Corridor Monitors with assigned responsibilities. However, they can't do it alone. Many Maintainers recruit relatives, friends, and neighbors to help. From April through October, more than four hundred volunteers devote over 24,000 hours each year to working on the Maine section of the Appalachian Trail. Club members remove trees damaged by winter storms, clip brush, paint blazes, post signs and repair Lean-to shelters, and monitor the Trail and its corridor environment.

Each summer MATC sponsors the Maine Trail Crew, in which paid seasonal leaders guide volunteers from across the nation in major trail maintenance reconstruction tasks. Crews construct rock steps and water bars to lessen erosion, and span wet areas with step stones to stabilize the footpath.

The MATC employs Ridgerunners and Caretakers at Saddleback's Piazza Rock lean-to, Bigelow's Horns Pond and Gulf Hagas. These seasonal employees educate hikers in Leave No Trace knowledge, skills and ethics and provide a management presence at popular AT sites.

In addition, MATC volunteers: oversee maintenance; raise money; publish a newsletter; monitor 34,520 acres of corridor lands on National Park Service and Maine State lands; write and publish a guidebook and maps.

The MATC's goal is to keep the Appalachian Trail in Maine an unspoiled, natural and primitive footpath through the most scenic and challenging terrain of the entire Appalachian Trail.

## **E. Contacting the Club**

Mailing Address:     Maine Appalachian Trail Club  
                          P.O. Box 283  
                          Augusta, Maine 04332-0283

Web site:             [www.matc.org](http://www.matc.org)             E-mail: [info@matc.org](mailto:info@matc.org)

Group Registration helps to prevent overcrowding at camp sites, for 6 or more people. To register or for more information please see our web site at [www.matc.org/group-registration/](http://www.matc.org/group-registration/)

## ***What are the Club's responsibilities as they relate to the Appalachian Trail?***

### **AT Partnerships**

MATC works with other agencies that manage, protect and maintain the Trail

The Appalachian National Scenic Trail is part of the National Trails System under the management of the National Park Service (NPS) Appalachian Trail Park Office. The Appalachian Trail Conservancy (ATC) based in Harpers Ferry, West Virginia, acts as a guarantor to the NPS that the Trail and corridor lands included under the agreement will be adequately managed and maintained by the Conservancy and member Clubs. ATC's New England Region Director serves as local liaison with the MATC for Trail matters.

The Maine Appalachian Trail Club is one of 31 maintaining Clubs with responsibility for a designated portion of the Trail. The Club, working with Maine State Agencies, is responsible for all Trail and Structure design construction and maintenance, for monitoring activities in the AT corridor, and for basic public information and education regarding the Trail in Maine.

The Maine Appalachian Trail Land Trust is a separate entity which raises funds for, and works to make, land purchases which help protect the Trail and its wilderness environment.

### **Local Plan for the Management of the Appalachian Trail in Maine (LMP) (Grafton Notch to Katahdin)**

The LMP is part of the Comprehensive Plan for the Management of the Appalachian Trail developed by the National Park Service. It is a key element in a cooperative management process for the protection and maintenance in Maine of both the Appalachian Trail and the Trail experience. It is a comprehensive framework, designed to help the Appalachian Trail Conservancy (ATC), the National Park Service (NPS), and agencies of the State of Maine to engage in an effective partnership for managing the Trail in Maine. The plan indicates the specific authorities and responsibilities of each party, and outlines issues, policies and procedures related to management of the Trail.

### **Maine Appalachian Trail Club Action Plan**

Contained within the LMP, the Action Plan states the manner in which the Maine Appalachian Trail Club intends to fulfill its responsibilities for the management of the Appalachian Trail in Maine. The plan is divided into three sections: 1) a description of the fiscal years under which the MATC, ATC, NPS, and State agencies operate; 2) the MATC's Standard Operating Procedures; and 3) a Capital Improvements Plan that incorporates trail projects for the coming years. The Standard Operating Procedures remain in effect indefinitely, with the understanding that they will be revised from time to time according to need. The Capital Improvements Plan is reviewed annually, revised based on updated information and priorities, and extended for one year so that it always offers an overview of tasks to be accomplished during the next seven years.

## **Part 2 – How is the MATC organized and how does it function.**

### ***How is the Maine Appalachian Trail Club organized?***

#### **A. The Club**

The is managed by a Constitution and Bylaws - see Appendix A

## **B. Membership**

See Appendix A for detailed definitions and discussion.

A member is a person, family or organization that is up to date on their membership dues. All members are eligible to vote in the operation of the club. However, only the heads of a family or an organization are allowed voting privileges.

## **C. Executive Committee**

See Appendix A for detailed description of duties

The executive committee is made up of the following members:

- President - Chief Executive Officer of the Club
- Vice President - Acts in President's stead or on special projects.
- Secretary - Records minutes and maintains records of all Club business.
- Treasurer - Chief Financial Officer of the Club
- Corresponding Secretary - Responds to inquiries; forwards mail to officers
- Directors - (8) members elected to assist Club officers and develop policies
- Overseer of Lands (1)
- Overseers of the Trail (5)

## **D. Committees**

Club planning and activities are facilitated through 15 standing committees. Each committee is expected to report to the Executive Committee each January on its activities for the previous year.

The Maine Appalachian Trail Club Standing Committees and their charges are as follows:

**The Campsite Committee** (Revised 3/6/2009) consists of a Chair and 5-9 members, and has the following primary duties:

- Annually review conditions at 25% of the campsites;
- Prepare and maintain an inventory and 5-year plan for lean-to and campsite maintenance, repair, and replacement;
- Coordinate major repair projects at campsites;
- Evaluate the need and appropriateness of existing and new campsites;
- Maintain standards and guidelines for lean-tos, privies, and related campsite facilities;
- Educate and train overseers and campsite maintainers.

**Caretaker and Ridgerunner Education ("CARE") Committee** (Revised 4/5/13) consists of a Chair, three site facilitators, the hiring sub-committee comprised of three volunteers, MATC's Club Coordinator, the Quartermasters, one past caretaker, and a representative from the Division of Parks and Public Lands. The Committee is charged with: Assigning three caretakers or ridgerunners as Leave No Trace educators to popular locations along the A.T., in Maine, where there is significant human impact to the environment and where a focused program of hiker education would make a positive contribution to the Trail experience. Locations include: Piazza Rock in the Saddleback Mountain region, Horns Pond in the Bigelow Preserve and Gulf Hagas. The program shall inspire responsible use of the AT in Maine by groups. The committee shall provide off-trail Leave No Trace outreach to summer camps, schools, scouts, MATC staff and members. It is responsible to communicate and coordinate the CARE program with MATC President, District Overseers, Kennebec River Ferry Man, Group Registration Coordinator, Baxter State Park, the Appalachian Trail Conservancy and other stakeholders.

**The Communications Committee** (MATC Exec. Com. 3-3-13) shall work together to provide information and news to members of the Club and to people outside MATC. The Communications Committee shall serve to keep members informed about club activities and serve to inform the general public about the activities and mission of the MATC. Specifically:

- Produce and distribute issues of the MAINetainer newsletter to our membership.
- Maintain the MATC website as a source of information and enrichment about the Club.
- Utilize bulk e-mail to communicate with our members and interested people.
- Maintain our Facebook site to promote the MATC and provide information to those who are interested.
- Utilize our Twitter site to inform people about the MATC.
- All actions will be conducted by Best Practices and Guidelines provided by the Executive Committee.

**Community Education and Outreach Committee** is comprised of a Chair, ATC rep, plus working group of 7-8 members. The committee is the liaison between existing trail communities, proposed future communities, ATC and MATC. Included potential activities: regular contact with existing Trail Community committees (TC); assistance with identifying appropriate trail/hiker/visitor needs and resources to meet identified needs; identification of potential ways to promote trail friendliness to potential users; coordination of activities between TC communities; identification of potential TCs for future designation; assist potential TCs in negotiating the approval process; involve community members in establishing Trails to Every Classroom (TTEC) in local schools and assist with programs as requested; ensure that TCs feel supported by MATC at local events and that TTEC teachers have a connection to MATC.

**The Development Committee** shall consist of a Chair, the MATC Treasurer and 3 - 7 additional members and has the responsibility of developing and providing steady and growing funding sources to support the planned management goals of the Club. The Development Committee will maintain a list of prospective donors and conduct a fundraising appeal on behalf of MATC each year. The chairperson shall also serve on the Club's Finance Committee. (MATC Exec. Com. 10-4-11) The Development Committee will maintain a list of prospective donors and conduct a fundraising appeal on behalf of MATC each year. (MATC Exec. Com. 1-12-13)

**The Finance Committee** consisting of 3-5 members, including the Treasurer and the Chair and is charged with 1) reviewing and presenting all budgets to the Executive Committee for approval, 2) periodically evaluating Club investments and restricted funds, and recommending changes as appropriate, and 3) determining the appropriate level of annual audit, review, or inspection of Club financial records and selecting an individual or firm for completion.

**The Guidebook and Publications Committee**, chaired by the Editor(s) of the *Guide to the Appalachian Trail in Maine* and including 3-5 members, is charged with periodically updating and publishing an authoritative and comprehensive guide to the Trail in Maine, so as to provide Trail users with accurate information about the A.T. for planning and field use. The *Guide* will include both a book and a complete set of maps for the A.T. in Maine. The Committee is further charged with 1) maintaining the inventory of books and maps that is needed to meet projected Committee sales and distribution needs, 2) developing and implementing a procedure for collecting and archiving new Trail information between publications of the *Guide*, and 3) recruiting qualified MATC volunteers for the regular work of *Guide* text revision and map corrections. Recommendations for significant departures from the established format of the *Guide* will be submitted to the Executive Committee for review and approval. The Committee will regularly evaluate the impact of *Guide* costs and earnings on the Club's finances and budgeting decisions and will make recommendations to the Executive Committee regarding pricing and sales policies. In addition to the work involving the guidebook, this committee will manage the Maine Trail Finder, listing portions of the Appalachian Trail that are approved by the Executive Committee.



This committee will also work to produce brochures and other products as directed by the Executive Committee. (MATC Exec. Com. 3-3-13)

**The Kennebec River Crossing Committee** consists of a Chair, a member of the regional ATC office, the Kennebec District Overseer, and 1-2 other members. The Committee shall meet each November with the ferry operator to evaluate the program for the past season and suggest improvements as needed.

**The Membership Services Committee** (MATC Exec. Com 10-4-11) consists of a Chair and 3 - 5 additional members and has the responsibility of cultivating and promoting membership growth, membership retention and providing new member orientation. The Committee shall provide, maintain and distribute a membership handbook to all new and prospective members and others upon request. The Committee shall prepare and distribute membership information for prospective members. The Committee shall provide incentives for membership renewal and coordinate a recognition program for Club members. The Chairperson shall provide to the President and/or the Executive Committee with reports on membership status upon request. The person responsible for promoting the sale of Club merchandise shall report to the Committee.

**The Personnel Committee** consists of three members. The Committee shall provide general oversight of employees, provide support and evaluation through the year, ensure that Club personnel policies are being followed and propose any changes to those policies, and prepare salary and budgetary proposals to present to the Executive Committee and the Finance Committee annually by 1 November.

**The State Lands Partners Committee** consisting of 4 to 6 members, is charged with maintaining relationships with the State agencies (Baxter State Park, Division of Parks and Public Lands, Bigelow Preserve, and Inland Fisheries and Wildlife) that manage lands across which the Appalachian Trail passes. At a minimum, the committee will have an annual meeting with each agency. Topics of discussion can include the year's past activities on the trail, plans for the coming year and issues of common interest. (MATC Exec. Com. 3-3-13)

**The Maine Trail Center Committee** consisting of 8-12 members, is charged with providing comprehensive planning, design and construction for the permanent Trail Center in Skowhegan ME. The Committee will finalize and administer the property lease agreement with the landowner, work with an architect for the facility design, oversee the construction of and develop a management plan for the facility when completed. The Committee will report to the Executive Committee regularly on planning progress and for authority on key decisions and any capital expenditures not included in the annual budget. (MATC Exec. Com. 3-3-13)

**The Trail Crew Committee** consisting of 6-8 members, is charged with providing comprehensive planning, oversight, and evaluation for the MATC's Maine Trail Crew. The Committee will arrange annually for the leaders, vehicles, tools, materials, food, shelter, and other items needed by the Crew. It will plan and coordinate Crew projects, coordinate volunteer recruitment with the ATC, and maintain records for VIP reporting purposes. The Committee will report each September to the Executive Committee on work accomplished during the Work Crew season, together with a program budget for the following year. The Trail Crew Committee will also coordinate the capital improvements plan. The committee will hold at least one meeting each year with the purpose of updating the capital improvement plan and prepare the plan for submission to ATC by October 30 of each year.

**The Wind Power and Powerline Committee** has been established to address potential impacts that wind power development and Powerline development will have to the Appalachian Trail in Maine (A.T.) The Committee is directed as follows (2 October 2009):

- Prepare a Wind Power Policy for approval by the MATC Executive Committee that is both consistent with current the ATC Policy on Wind-Energy Facilities and is appropriate to the special character of the Appalachian Trail in Maine.

- Monitor Wind Power proposals in Maine and inform the President and Executive Committee of projects that may adversely impact the A.T.
- Monitor industry and government policies and actions that may expedite or promote wind power development along the A.T.;
- Confer and collaborate with the Appalachian Trail Conservancy (ATC) and the National Park Service (NPS) on matters related to wind power development in Maine;
- Review and present recommendations to the President and Executive Committee for action regarding wind power developments;
- Coordinate actions regarding wind power development as may be approved by the MATC Executive Committee;
- Prepare budgets for approval by the Executive Committee (and MATC membership as may be required) for costs related to wind power development;
- The Wind Power Committee will also serve to evaluate and mitigate threats to the Appalachian Trail from proposed power transmission lines and highways that will cross the route of the Appalachian Trail. (MATC Exec. Com. 3-3-13)

### E. Individual Assignments

15 additional task areas are coordinated by individuals, as presented in Figure 3. Some of these positions are on-going while some of them are assigned annually and some are event based.

**Figure 3**

Position Title	Duties
Historian	Responsible for collecting and maintaining the Club's archives, and for providing historical information of interest to the membership and others.
Land Use Planning Commission Responder	Receive and respond to notifications from LUPC.
MAINEtainer Editor	Assembles and publishes the Club newsletter, <i>The MAINEtainer</i> , five times yearly.
Myron Avery Collection Coordinator	Oversees Club work with the Maine State Library on the Avery Collection
Register Box and Data Entry Coordinator	Determines location of register boxes, recruits volunteer monitors, collects registration forms and collates information for use by the Club
Representative and alternate to ATC's Regional Partnership Committee	Represents MATC at semi-annual RPC meetings and committee work throughout the year
Shelter Construction Supervisor	<i>(As needed, specific to each new shelter.)</i>
Signs Coordinator	Maintains records on Club signs, collects orders for new signs and replacements, distributes work to Club volunteers, collects and distributes signs to maintainers. Maintains

	records of sign work time for VIP report.
Trails Day Organizer	<i>Event specific—changes every year</i>
Web Master	Design and maintain the MATC's website
Winter Social Maintainer/Monitor Gathering Coordinator	<i>Event specific—changes every year</i>
Workshop/Training Coordinator	Schedule Chainsaw, bog bridging, and other workshops

### ***Financial Management***

All regular MATC activities (such as correspondence, publications, tool and paint purchases, construction of signs, shelters, and privies) are financed by the Club from profits from sales of the Guide to the Appalachian Trail in Maine, earnings on investments, donations, and membership dues. The Maine Trail Crew and, Caretaker and Ridgerunner Education program and special projects are supported with individual donations, as well as grants from the Appalachian Trail Conservancy, the National Park Service, the State of Maine, the Maine Outdoor Heritage Fund, the Recreational Trails Program, Piscataquis County, private firms (notably L.L. Bean), the Quimby Family Foundation, the Davis Conservation Fund, the Waterman Stewardship Fund, and other foundations. Trail projects are supported by crews and interns from the Student Conservation Association and Maine Conservation Corps, as well as use of National Guard and Maine Forest Service helicopters and personnel.

Annual budgets are developed by the Finance Committee in conjunction with the action planning process that begins prior to each calendar year. The initial full discussion takes place at the January Executive Committee meeting. The final budget is agreed on by the Club officers at their March meeting for presentation to and approval by the Club membership at the annual business meeting in April.

The Development Committee works in support of annual funding requirements with the annual appeal.

The Stewardship Fund is the MATC's long term endowment fund. The Myron Avery Society recognizes major donors who contribute to the MATC.

The Maine Appalachian Trail Club is a (501)(c)(3) nonprofit organization. Donations to the club are tax deductible to the extent permissible by law.

No officer, maintainer, monitor, or other Club member is compensated financially or reimbursed for time devoted to an AT project, or for the use of personal vehicles or tools in Trail construction and maintenance. Maintainers may, on request, be reimbursed for materials such as paint and lumber. Officers may, on request, be reimbursed for postage, stationery, and telephone expenses.

The Club Coordinator is a half time paid staff position.

The MATC operates on a fiscal year of 1 April - 31 March.

Copies of the yearly Budget are available for members at the Annual Meeting.

### ***What does the Club publish?***

The MATC publishes several important documents:

**Guide to the Appalachian Trail in Maine**

The Guidebook and seven maps cover the Appalachian Trail from the Maine-New Hampshire border to the summit of Katahdin. The maps are water and tear resistant with topographic and elevation profiles on one side, and an annotated map with mileage, road access, side trails, and other important trail information on the reverse. The guidebook has background information, points of interest along the Trail in Maine, road access directions, as well as detailed Trail descriptions for travel in both directions. The guidebook is updated every 3-5 years.

### **Local Plan for the Management of the Appalachian Trail in Maine (LMP)**

(as described on page 6)

### **MAINEtainer**

The Club newsletter is published 5 times per year and mailed to all members.

### **The MATC also prints and distributes several pamphlets:**

- Maine Appalachian Trail Club Brochure
- Leave-No-Trace Guidelines/Group Registration

### ***When does the Club meet?***

**Annual Spring Meeting** – A one-day event held each April for all Club members. It includes annual reports and significant issues affecting the AT, financial report, and other items of interest to the membership. There is an additional meeting for new members, and Overseers meet with their Maintainers. This is an excellent opportunity for Club members to meet with Club officers and other points of contact in the Club, see what MATC volunteers accomplished while taking care of the Trail, and hear presentations on issues which pertain to or potentially impact the Trail or Club operations. Presentations and workshops are often a part of the agenda.

**Executive Committee** - Meets on the 2nd Saturday of January (not on Jan 1); 1st Friday of March, May and November; 2nd Friday in September. The January meeting is 9:00 am to 4:00pm; all other meetings are 7:00 - 10:00 pm. The meetings are open to all members.

**Specific Committees** - Usually meet as needed at a site agreed upon by committee members. In today's environment many committee meetings are held via conference call instead of face-to-face. Call committee chairs for the meeting locations and times. Meetings are open to members.

**Winter Social and/or Maintainers Meeting** - A potluck and training event normally on the 3rd Saturday in February. Visit the MATC website, [www.matc.org](http://www.matc.org), for information.

## Part 3 – Volunteering with the MATC

### *How can I get involved and help the Club carry out its responsibilities?*

Volunteer your time, talents, money . . . or all three.

The club runs on, and is dependent on, volunteers. They really are the club's lifeblood. There are all sorts of jobs that need doing to keep the club running and meet our mission statement. In broad perspective, there are two major divisions: field jobs and inside jobs. They can also be divided by amount of knowledge needed. Some of them, like a trail overseer, is a strenuous field job and also needs a high level of trail building knowledge and experience. Other jobs like data entry are inside and do not need previous experience. If you don't feel you have the experience for the job you want, volunteer as an assistant to gain the experience needed. Every level of volunteer job is needed for the smooth functioning of the club.

Read through the following list of volunteer opportunities, then fill out the Volunteer Opportunities Form found in Appendix E, and forward it to the Membership Chair. Please call or email to find out which of the following positions are open.

### **Volunteer in the field on the Appalachian Trail:**

#### **Higher level of experience -**

- Trail/Corridor Management:
  - Overseer/Assistant Overseer of Trails (Approximately 50 mile sections)
  - Overseer/Assistant Overseer of Lands
- Trail Maintenance:
  - Section/Lean-to/Campsite/Side trail Maintainers

#### **Lower level of experience**

- Inspect and monitor AT Corridor Lands and Boundaries
- Trail Maintenance:
  - Trail projects with the Maine Trail Crew
- Special Work Trips (as required)
  - Trail Improvement/Relocation
  - Shelter and Campsite Construction
  - Privy Construction/Relocation
  - Bog Bridge Building
  - Emergency situations – blow-down removal, storm damage repair
- Participate in bark chip haul-in's at Horn's Pond campsite.
- Monitor Register Boxes
- Caretaker/Ridgerunner/Education (CARE) Program: help Site Facilitators pack in/out Caretakers and Ridgerunners at Gulf Hagas/Horns Pond / Piazza Rock. Make management/supply visits to the sites during summer operating months (one day trips).
- Trail Crew Base Camp setup and take down.

## **Volunteer from the comfort of your home:**

- Join a Committee
- Sign-making - new & replacement signs
- Data entry for Register Box Cards
- Data entry for membership records
- Volunteer Registration System
- Grant writing
- Write articles for the *MAINEtainer*
- Build a photographic record of the AT in Maine
- Guidebook and map updating, publishing, & collating books and maps for sale.
- Help plan and carry out special events:
  - Winter Social/Maintainers Meeting (February)
  - Annual Spring Meeting (April)
  - National Trails Day (June)
  - Friends of the Appalachian Trail in Maine event
- Represent the Club in various forums: (this usually requires a higher level of experience)
  - Attend meetings on important issues and report results to the Executive Committee
  - Attend the Biennial Conferences of the Appalachian Trail Conservancy
  - Attend Annual Meeting of the (ATC) New England Region Partnership Committee
  - Leave-No-Trace (LNT) Instructor
- Volunteer for one of the Individual Assignments (See figure 3, page 7) Experience needed varies by position.

## ***Where do I get information on Club activities and volunteer opportunities?***

- MATC Web Page - [www.matc.org](http://www.matc.org)
- Visit MATC on Facebook or Twitter
- Read the *MAINEtainer* (Published 5 times each year; mailed to each member)
- Overseers will advertise specific openings for trail maintenance and corridor monitoring assignments.
- Email the Corresponding Secretary at [info@matc.org](mailto:info@matc.org).

## ***Volunteer Recognition***

The Comprehensive Plan for the Appalachian National Scenic Trail includes a definition of the Trail which states, “The body of the Trail is provided by the land it traverses, and its soul is in the living stewardship of the volunteers and workers of the Appalachian Trail Community.”

Nowhere is that soul demonstrated more than in the MATC. The Club is extremely proud of its volunteer commitment to protect and manage the Trail since it was first founded in 1935. Each year, Club volunteers donate more than 24,000 hrs of service maintaining the Trail and performing other support activities. The Recognition is the primary means of thanking volunteers for their service and commitment to the MATC, as follows:

- The MATC utilizes the Appalachian National Scenic Trail Volunteer Recognition Program operated by the National Park Service, Appalachian Trail Park Office (ATPO) as a means to thank A.T. volunteers for their contributions.
- The MATC annually recognizes Club Members for outstanding service with the Walter Green Award and the President’s Award at the annual meeting.

## **Part 4 – Appendixes**

### ***Constitution of the Maine Appalachian Trail Club, Inc.***

as amended in 1953, 1957, 1963, 1968, 1979, 1984, 1986, 1987, 1989, 1999, 2003, 2010

#### **CONSTITUTION**

##### **ARTICLE I**

**NAME:** The name of this organization shall be the Maine Appalachian Trail Club, Incorporated.

##### **ARTICLE II**

**PURPOSE:** The purpose of this organization shall be to construct, maintain and protect, in the State of Maine, a section of the Appalachian Trail extending from Katahdin to Grafton Notch at Maine Highway 26, to be supplemented with side trails and a system of shelters and campsites at proper intervals, so as to render accessible for hiking the wild region of Maine through which the Trail passes.

##### **ARTICLE III**

**OFFICERS:** The officers of the Club shall consist of a President, a Vice President, a Secretary, a Corresponding Secretary, a Treasurer, an Overseer of Lands, five Overseers of the Trail, and eight Directors. These officers shall constitute the Executive Committee. In the absence of any Overseer, the Assistant Overseer of that absent Overseer shall be a voting member of the Executive Committee at any constituted meeting of that committee.

The officers shall hold office for two years or until their successors are elected and qualified.

Vacancies in such office in the intervals of meetings of the Club as hereinafter provided shall be filled by majority vote of the Executive committee.

The President shall appoint such committees as may be necessary for the proper functioning of the Club.

##### **ARTICLE IV**

**MEMBERSHIP:** There shall be five categories of membership:

**A. INDIVIDUAL MEMBER:** Any person may become a member of the MATC by expressing his/her interest in the Appalachian Trail through application for membership and

payment of dues. Individual members are eligible to vote at all regular business meetings of the Club.

**B. FAMILY MEMBER:** Any family consisting of parent(s) and children under 18 may become members of the Club as a family unit by application for membership and payment of dues. The parent(s) of the family unit are eligible to vote at all regular business meetings of the Club.

**C. ORGANIZATIONAL MEMBER:** An organization may become a member of the Club by a) applying for membership in writing, b) being accepted by the Executive Committee by a majority vote, c) payment of assigned dues. The leader or his/her designee of such organization shall be eligible for one vote at all regular business meetings of the Club.

**D. HONORARY MEMBER:** Upon written nomination by any ten members of the Club, or by the Executive Committee, any person, whether or not he/she is a member of the Club, may be elected at any regular business meeting as an honorary member of the Club. Qualifications for such membership shall be demonstrated exemplary service to the AT Project over many years, or by an important act of special significance to the purposes for which the Club was established. Honorary members are eligible to vote at all regular business meetings of the Club. They shall be assessed no dues. All persons designated by the Club as PERMANENT MEMBERS, prior to January 1, 1984, shall become HONORARY MEMBERS of the Club.

**E. LIFE MEMBERS:** Any person qualified to be an Individual Member may apply for Life Member by paying the appropriate dues. There is only an Individual category for Life Member.

**F. PAYMENT OF DUES:** Dues shall be assessed only for Individual, Family, Organizational, and Life Members.

## ARTICLE V

**CONDUCT OF BUSINESS:** The affairs of the Club shall be conducted at the regular business meetings by majority vote. The Executive Committee is empowered to adopt bylaws, sign agreements with other agencies, expend monies, and conduct the business of the Club in the interim between Club-wide meetings, so long as such actions are in keeping with the stated purposes of the Club.

## ARTICLE VI

### MEETINGS:

1. The annual meeting shall be held in the spring of each year at such time and place as may be designated by the President, provided however, that by two-thirds vote of the Executive Committee, such meeting may be postponed if circumstances warrant.



2. Additional meetings may be called from time to time by the President on his/her own initiative, or by the Secretary at the request of two-thirds of the Executive Committee, or by written petition of 15 percent of the membership.

3. At the discretion of the President, matters may be submitted to the Executive Committee for voting by mail. A majority of the votes received by mail within the time for voting and in the manner designated in such proposals, will be determinative of such proposals.

## **ARTICLE VII**

**AMENDMENTS:** This Constitution may be amended at any regular or special meeting of the Club, provided notice of such proposed amendment has been included in the notice of such meeting.

## **ARTICLE VIII**

**DISSOLUTION:** If the Club at an official meeting should vote to dissolve the Club, any assets of said Club shall be given to a club or organization with similar purposes. This action shall be by majority vote of the members in attendance.

## **Bylaws**

The following Bylaws are adopted to guide the Executive Committee in the conduct of the Club's business.

### **ARTICLE I**

**ADOPTION AND AMENDMENT OF BYLAWS:** The Executive Committee of the Club may adopt and amend bylaws from time to time by a two-thirds vote of those present at any regular Executive Committee meeting. The Executive Committee may not amend the Constitution of the club nor can it adopt any bylaw that is in conflict with the Constitution.

When changes to the Bylaws are made by the Executive Committee, such changes shall be published in an appropriate Club-wide publication along with an explanation of the reason for such changes.

### **ARTICLE II**

**QUORUM:** To conduct any business of the Club, a quorum must be in attendance. A quorum is one more than one half the total Executive Committee.

### **ARTICLE III**

**MEETINGS OF THE EXECUTIVE COMMITTEE:** Regular meetings of the Executive Committee shall be on the second Saturday of January the first Friday of March, May and November, the second Friday of September, and at other times as necessary, to conduct the business of the Club which is not a part of the normal duties of the individual officers. (Revised 9-4-09)

A time and place for such meetings shall be designated by the President. Notice of special meetings shall be made to all Executive Committee members fourteen days prior to such meetings.

Meetings shall be called by the President or by the Secretary when petitioned by five or more members of the Executive Committee.

Emergency business of the Executive Committee may be conducted by mail or phone by the President provided that such action is confirmed at the next regular meeting of the Committee.

### **ARTICLE IV**

#### **DUTIES OF THE OFFICERS**

**PRESIDENT:** The President shall be the chief executive officer of the Club. His/her duties shall be to:

1. Preside at all Club-wide and Executive Committee meetings.
2. Appoint standing committees, except the Nominating Committee.
3. Coordinate all the activities of the Club.
4. Prepare an annual report of all Club activities to be presented at the annual meeting.
5. Act as the prime representative of the Club with all governmental agencies, pertinent landowners and the Appalachian Trail Conservancy.

**VICE PRESIDENT:** The Vice President shall preside at Club meetings and activities in the absence of the President and shall provide leadership in areas mutually agreed upon by the President and the Vice President.

**SECRETARY:** The Secretary shall be responsible for recording and keeping records of all Club business. The Secretary shall also:

1. Hold in trust all official Club documents and records.
2. Record minutes of all Club or Executive Committee meetings.
3. Notify Club members of pending Club elections and meetings in the prescribed manner.
4. Maintain an up-to-date list of the Executive Committee, the Trail Maintainers and the Standing Committees and provide a copy of them to the Executive Committee members and the Chairperson of the Membership Committee.
5. Maintain a supply of club stationery and envelopes.

**TREASURER:** The Treasurer is the chief financial officer of the Club. His/her duties shall include:

1. Receipt and deposit of all monies of the Club.
2. Oversight of all financial assets of the Club.
3. Dispensing monies of the Club according to the approved annual budgets or by written authorization of the President.
4. Preparation of a proposed annual budget for submission at the annual meeting.
5. Preparation of financial statements at least once a year, or as required by the Executive Committee.
6. Keeping track of Club inventories and annually reconciling inventory with sales and/or consumption.

If the Treasurer becomes physically or mentally unable to carry out these prescribed duties, the President may assume those duties on a temporary basis until the Executive Committee designates a new Treasurer.

**CORRESPONDING SECRETARY:** The duties of the Corresponding Secretary shall be to answer all incoming inquiries about the Trail or Club, to forward mail to officers and members, and to oversee the official mail receipt box of the Club in Augusta, Maine.

**OVERSEER OF LANDS:** The duties of this Overseer shall be to:

1. Maintain the Club land record files for all corridor lands acquired by the National Park Service and managed by the MATC.

2. Serve as Corridor Monitor Coordinator for the MATC, to organize and oversee the monitoring of the condition of corridor lands.
3. Represent the MATC in matters involving corridor design and boundary surveying and oversee whatever activities the MATC accepts in connection with Trail corridor boundary maintenance.
4. Represent the MATC in matters that involve interactions between corridor lands and lands of adjacent landowners, including the exercise of residual rights by former landowners and use of easement crossings of the corridor.
5. Coordinate the work of the MATC independent corridor monitors (those without a Trail Maintenance assignment) and corridor monitoring specialists ( a team of individuals with special expertise in boundary inspection and maintenance, road closures, etc.).
6. Provide support for corridor monitoring training.
7. Submit an annual report to the Appalachian Trail Conference for corridor monitoring activities.

The Overseer of Lands shall recommend to the Executive Committee the appointment of an Assistant Overseer of Lands. The Assistant Overseer shall be responsible to the Overseer. The two shall decide on the scope of the Assistant Overseer's duties.

**OVERSEERS OF THE TRAIL (Revised 1-8-2010):** The duties of an Overseer of the Trail shall be to:

1. Monitor activities of all Trail and Overnight Site Maintainers whose assignments fall within the Overseer's district.
2. Aid and train all Maintainers in the performance of their duties.
3. Submit annual proposed Trail and overnight site work programs for review by the Executive Committee.
4. Provide written annual summaries of all work performed on the Trail under his or her jurisdiction.
5. Recommend new Trail and Overnight Site maintenance assignments or recommend replacement of Maintainers when circumstances warrant.
6. Inspect all of his or her District at least once every two years.

The Overseers of the Trail shall recommend to the Executive Committee the appointment of Assistant Overseers. Each Assistant Overseer shall be responsible to his or her respective Overseer. The two shall decide on the scope of the Assistant Overseer's duties.

**DIRECTORS:** The eight Directors of the Club assist the officers in the administration and articulation of established Club policies. They also serve on key committees in various Club activities, act as a bridge to the membership and, with the officers, help to formulate new Club policy.

**ADDITIONAL DUTIES:** In addition to the foregoing special duties, the duties of the officers shall be such as their titles and custom would indicate, and such as may be assigned to them by the Executive Committee or the Club as a whole.

## ARTICLE V

**NOMINATING COMMITTEE:** The President shall propose and the Executive Committee shall confirm a Nominating Committee at least four months prior to the biennial election of Club officers. This committee shall be made up of three persons, one of whom shall not currently be a member of the Executive Committee.

This committee shall present a slate of officers for election at the Club's annual meeting in every odd-numbered year. The slate as presented shall be published in a Club-wide publication at least 30 days prior to the election of officers.

## ARTICLE VI

**CONDUCT OF MEETINGS:** Conduct of all meetings of the Executive Committee shall be by *Robert's Rules of Order*, unless amended by the Bylaws.

## ARTICLE VII

**VACANCIES:** Any vacancy in the Executive Committee may be filled by the Executive Committee. The appointee shall serve only until the next regular election of Club officers.

## ARTICLE VIII

**GIFTS:** The Executive Committee may vote to accept for the Club contributions of real estate, bequests, or other devises so long as such gifts are determined to enhance the purposes for which the Club was established.

## ARTICLE IX

**DUES:** The Executive Committee shall set the dues for each category of membership. Notice of proposed dues increase shall be published in a Club-wide publication at least 30 days prior to the annual Club business meeting. Dues shall be assessed on a yearly basis as of the first day of each quarter. New members who join shall be given membership for one year from the end of the quarter they joined.

## ARTICLE X

**FISCAL YEAR:** The Club's fiscal year shall be from April 1 to March 31.

# Maine Appalachian Trail Club

## Volunteer Opportunities Form

Name:

Phone:

Address:

Email:

Please indicate the areas that interest you, and tell us a little about yourself - talents and special skills.

Mail to: Maine Appalachian Trail Club, P.O. Box 283, Augusta, ME 04332-0283

**In the Field** - There are many positions so some openings are usually available and posted in the *MAINEtainer*.

- Trail Work: Volunteer with the MATC's Maine Trail Crew in its work on special projects of a more challenging nature (rock steps, stone walls, etc.). Assist section Maintainers in their work-trip. Become a Trail Section or Campsite/Lean-To Maintainer yourself!
- Caretaker/Ridgerunner: Volunteer to pack in/out or make management visits to our Caretakers/RRs at Horns Pond, Piazza Rock or Gulf Hugas. These are one-day trips.
- Corridor Monitoring: Help inspect and monitor the Appalachian Trail Corridor boundaries and lands.
- Special work trips such as shelter construction, bridge building, emergency situations, etc.

**Behind the Scenes** - Because behind-the-scenes work generally require fewer volunteers, there are fewer openings for these jobs. They are also listed in the *MAINEtainer*. Some types of jobs available include:

### 1. Serve on Club Committee

- Bigelow Preserve
- Campsite
- Caretaker/Ridge Runner/Education
- Corridor Monitoring
- Development
- Finance
- Guidebook and Publications
- Kennebec River Crossing
- Membership
- Nominating
- Maine Trail Crew
- Training & Education
- Wind
- Community Education and Outreach
- Communications
- Attend Biennial Conference of the ATC
- Testify at municipal/State hearings behalf of the Club
- Writing articles for the Club Newsletter
- Grant Writing
- Publicity for the Club
- Group Outreach
- Attend Annual Conference of the ATC New England
- Region Management Committee
- Friends of the AT
- Partner lands, Trail Center

### 2. Other Activities

- Sign Making
- Register Box Monitoring
- Data Entry for Register Box Cards
- Assistant Overseer of Trail
- Photography for articles or documentation
- Liaison to Maine Trails Advisory or other groups

### 3. Special or individual assignments

- Serve on special committees
- Serve as event contact person
- Serve as issue contact person
- An individual task assignment

### 4. Help plan and carry out special events

- Annual Meeting (April)
- National Trails Day (June)
- Winter Social (February)

### 5. Provide Financial Support only \_\_\_\_\_

Use the reverse side to tell us about yourself (When can you help, any special skills, tools or vehicle assets, comments, concerns).