

RESPONSIBILITIES

MEMBERSHIP

GENERAL:

- Each leadership position constitutes a two-year term.
- Each leader shall check AAUW email daily and respond ASAP.
- Each leader shall attend Board and Branch meetings, as needed.

SPECIFIC:

- Attend IBC (Inter-branch Council) at least one meeting and support the fundraiser.
- Contact AAUW membership person, when necessary.
- Be current on AAUW Membership Programs, topics, and the AAUW website.
- Reconcile the February 1st Branch membership number with the Treasurer.
- Work with the Treasurer during the March 16 to June 15 membership drive.
- Report on membership at the Board and Branch meetings. Introduce visitors and new members at each Branch meeting.
- Prepare Name Tags – bring them to each branch meeting.
- Distribute and collect membership materials at Branch meetings and other events.
- Print and distribute tri-fold informational material.
- Write monthly bios of the new members for the newsletter.
- Send follow-up notes to visitors and new members.
- Host New Member Orientation Coffee in the Fall of the year.
- Send interests of new members to Chairs and Interest Group Leaders.
- Compile a list of members' interests collected from the Volunteer Interest Forms and send them to the Co-Presidents and the appropriate Chair or Interest Group Leader.
- Monitor Membership budget expenses throughout the year.
- Prepare the next year's budget request for the May Board meeting.
- Prepare an end of the year report. Send an email copies to the outgoing Co-President and current and incoming Co-Presidents.
- Meet and mentor incoming Membership Chair after your term has ended.
- Constantly remind members of the things our Branch and AAUW does to make a difference in the world.