

## **2017-18 AAUW Port Townsend Job Description**

**JOB TITLE:** Calendar for the Focus Newsletter

**JOB TYPE:** Computer word processing, email

**TEAM:** Communications team – Board member Director of Communications

Not required to attend Board meetings.

Preferable to have co-producer to share work month by month and ensure cross-training

**DURATION OF SERVICE EXPECTED:** 2 Years

**REQUIREMENTS:** Basic Microsoft Word skills, and must have and be able to use email. Access to a printer is also very helpful.

**RESPONSIBILITIES:** Co-producers meet over the summer to plan for the year. Generally, one person does the calendar each month, but co-producers may want to work together while learning the process. Co-producers may choose to alternate months or plan a schedule that fits their own individual needs. Former producers will provide a list of interest groups. The Interest Group Coordinator will provide an updated list when it is compiled and continue to update the producers about changes throughout the year.

Beginning in August and continuing through May, contact interest group leaders each month for calendar dates and meeting information for each interest group. Compile calendar in chronological order. Make sure branch meeting is included. Check draft for accuracy, spelling and formatting, and make necessary changes. Submit draft calendar to interest group leaders for review. Make any revisions requested and submit final calendar to FOCUS by the Monday after the branch meeting. Also keep track of all year-long and multi-month calendars submitted by interest groups, and make sure those events are included in the calendar. Note any changes in interest group leaders when notified. The final calendar compiled in May is for the three summer months: June, July & August.

**SIGNIFICANT CALENDAR MILESTONES:**

- August - April: Compile and submit month's Calendar text to Focus Newsletter team approximately mid-month
- May: Compile and submit 3-month summer Calendar.

**SUBMITTED BY:** Dale Spears