

**AAUW Port Townsend Job Description – Branch Handbook/Directory
DRAFT 2016-2017 + some 2019**

JOB: Branch-AAUW Handbook/Directory Co-Editors

JOB TYPE: Computer publication – word processing

VOTING MEMBER OF BOARD: Reports up to Board via Communications Director who leads team.

DURATION OF SERVICE: 1 year

RESPONSIBILITIES:

The compilation of the Handbook/Directory is divided into two editorial positions (corresponding to “white” pages vs. colored pages.

- The Information Co-Editor solicits updated information from branch and UWF leaders and prepares copy in print-ready format.
- The Membership Editor prepares the Directory from the membership database on the website. This information is then printed as an insert in the Directory. This has been done by extracting an Excel file and then merging that file with a Word or Publisher document.
- The 2+ sections are then formatted in booklet form (for later insertion into the Directory 3-ring binders) and sent to the printer as a pdf file.
- Format and publish “mini” directory of membership and keep updated through mid-year

SIGNIFICANT CALENDAR MILESTONES:

- August: Review the previous Directory for potential changes. The format may be modified from year-to-year as needed in consultation with the branch and UWF Presidents. (Refer to the Addendum for items for inclusion in the Directory.) Contact leaders for updated information. Inventory 3-ring binder supplies; order additional binders, if needed. Get quotation from printer. Submit expenses to the Co-Presidents and Treasurer.
- September: Finalize copy and have it proofread by those who contributed information. Arrange to have Directory inserts printed and delivered to Membership VPs.
- October: Print member list by neighborhoods for members to sign out when they pick up their directory inserts at the October branch meeting, along with empty 3-ring binders for members who need them.
- Print mini directory containing name, address, phone, email in small print format to be sent to the webmaster for members to print. Print some hard copies of mini directory for those members who don't use email delivery.
- Arrange with neighborhood liaisons if they choose to be the repository for directories until December for members who have not picked up their directories.
- January: Organize directory corrections and updates received from membership and send to Focus and to the webmaster for distribution.
- Last meeting of year: Submit Year-End Report to Communications Director who reports to Board.

TURNOVER:

- Incorporate Year-End Report recommendations that relate to this position into job description.
- Update position binder.
- Forward electronic copy of any documents that will be useful templates for this position to your replacement.
- Train replacement by July 1.

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2017 ADDENDUM–SUGGESTED CONTENTS OF HANDBOOK/DIRECTORY

The sequence of contents is subject to availability of space (i.e., number of interest groups, number of members). Refer to previous year's directory for information and formatting.

1. Front Cover: Directory, 20__-20__, Port Townsend Branch of AAUW, P.O. Box 934, Port Townsend WA 98368, www.pt-wa.aauw.net
2. Table of Contents
3. Mission and Goals
4. Branch Contacts: Officers, Directors, Committees, and Project Chairs
5. Meeting Calendar
6. Event Calendar and Contacts (Organized by Date)
 - Public Policy: Lobby Day and Candidate Forums
 - Project Dates: Career Days, Scholars Reception, Woman of Excellence Deadline/Award, Silent Auction
 - State and National Conventions and Meetings
 - Kitchen Tour
 - Holiday Affaire
7. Communications
 - Mailing Address
 - Website
 - Membership Database
 - Focus Newsletter
 - Face Pages
 - Directory
 - E-mail List and Courtesy
 - Sunshine Cards
8. Projects
 - Career Day
 - Chimacum Creek Literacy Project
 - Grant Street Literacy Project
 - Math Projects in the Schools
9. Public Policy Information
10. Woman of Excellence Requirements
11. National and State Contacts
12. Woman of Excellence Award Recipients
13. Port Townsend Past Presidents
14. State Officers and Chairs from AAUW PT