

AAUW Port Townsend Job Description

JOB: Interest Group Co-Chairs

JOB TYPE: Appointed Co-Chairs

BOARD ATTENDANCE: As needed

VOTING MEMBER OF BOARD: No

DURATION OF SERVICE: 2 years

RESPONSIBILITIES:

1. Coordinate and manage the Interest Groups for Port Townsend AAUW.
 - Maintain a master list of all Interest Groups and their leaders.
 - Facilitate the organizing process of an initial Interest Group meeting when there are enough prospects.
 - Provide Interest Group Directory to the Directory Editor in August.
 - Encourage Interest Group Chairs to participate in Program Committee planning to contribute to or put on a branch program.
 - Submit articles and photos to the Focus.
2. Recruit and retain members by promoting our Interest Groups and encouraging the formation of new groups.
 - Hold an Interest Group Fair at the September branch meeting.
 - Have signup sheets for Interest Groups displayed at one or two other branch meetings spread throughout the year, as convenient.
 - Participate at the new member coffee in the fall and in the spring.
 - Submit article(s) to FOCUS about new Interest Groups as needed or have the leader of the new group submit an article.

SIGNIFICANT CALENDAR MILESTONES:

- Periodically remind Interest Group Chairs to send information and articles/pictures to the FOCUS newsletter.
- June/July: Communicate with Interest Group Chairs for updated information for the Directory.
- August: Send Interest Group Directory to Directory Editor.
- September: Help Organize the Interest Group Fair for the September Branch meeting.
- May: Submit Final Report to Board. Update position binder.

TURNOVER:

- Incorporate Final 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 your replacement by July 1.