

AAUW Port Townsend Job Description

JOB: Woman of Excellence Award Chair

JOB TYPE: Project Chair

BOARD ATTENDANCE: When needed

VOTING MEMBER OF BOARD: No

DURATION OF SERVICE: 1-2 years, but may be longer

RESPONSIBILITIES:

Honor and publicize annually a woman/women in East Jefferson County according to Branch policy: The Port Townsend Branch of AAUW presents the Woman of Excellence Award annually to an East Jefferson County woman who has contributed significantly to the status of adults and/or children through paid or volunteer work. Woman of Excellence nominees are evaluated on each of the following criteria:

1. Role Model: inspires and energizes community members.
2. Change Agent: increases opportunities and removes barriers for community members.
3. Teacher/Mentor: supports individual community members.
4. Community Activist: contributes directly and positively to the community.

See www.aauwpt.org for the list of past winners.

SIGNIFICANT CALENDAR MILESTONES:

August-October:

- Ask sponsors of prior applicants to update file for current year consideration.
- Solicit nominations from the membership via Focus and branch meeting announcements and the public via announcements in the Leader and the PDN, written by the Woman of Excellence Chair and submitted by the Communications Director (update prior year articles).
- Summarize nominee information upon receipt for November Board review.

November:

- Email current summaries and letters of recommendation to voting Board members prior to final vote at November Board meeting.
- Order individual 4"x6" plaque from Good Sports in Port Hadlock.
- Invite recipient and one guest to Holiday Luncheon—additional guests pay luncheon fees.
- Confirm number of attendees to Chair of Holiday Luncheon and Co-Presidents.
- Ask sponsor to prepare/present a short **personal** speech for program (addressing details of something different from file information).
- Prepare short presentation speech from nomination letters/other file information.

December:

- Send copy of speeches to awardee for proof reading and verification of facts.
- Prepare local news and Focus Award Articles from speeches materials.
- Present the award at Holiday Luncheon.
- Present awardee with letters of recommendation for future reference.
- Work with Communications Director to see that photographs are taken and articles (see above) are submitted to the Leader and the PDN.
- Write honoree article for the Focus.
- Prepare biography, photo, and other records to archive in position binder.

May 31, 2017

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- Make sure branch web site is updated.

Last meeting of the year: Remind membership about Woman of Excellence process starting early in the fall. Submit Final Report to Board.

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.

May 31, 2017