

2019-2020 AAUW Port Townsend Job Description

JOB TITLE: Home & Kitchen Tour Co Chairs

JOB TYPE: Volunteer Coordinator
BOARD ATTENDANCE: Most meetings, especially January through April
VOTING MEMBER OF BOARD: No
DURATION OF SERVICE EXPECTED: 2 years

RESPONSIBILITIES:

Select, coordinate and supervise volunteer committee members. Report progress of the committee to the Board and at Branch meetings. Encourage and guide AAUW membership and tour committee members through the necessary steps for a successful tour, performing some of those steps as needed. Identify potential homes for the tour and schedule visits by the Selection Committee. Perform continued interactions with homeowners throughout the preparation process.

Coordinate Passport production with the layout editor, ad coordinator, proofreader (s) and Printery. Assist with write-up of home descriptions with assistance from knowledgeable committee members. Oversee activities the day of the tour.

SIGNIFICANT CALENDAR MILESTONES: A detailed checklist is provided in Co-chair binders.

- August: meet with co-chair and establish date to begin planning set dates and place for meetings each month January through May. Discuss possible site for tour and possible Hospitality Center.
- Selection Committee to provide information and materials to prepare for visitations and home selections beginning in October, if possible.
- October: Submit FOCUS article; notify subcommittee chairs of schedules and plans. Co Chairs continue coordination of duties. Conduct home visitations, if possible.
- November: Write Focus article. Co Chairs continue coordination of activities.
- December: Write Focus article. Present proposed publicity budget to UWF Board.
- January: Conduct first meeting of Tour Committee; distribute task calendar; write Focus article. Work with Selection Committee.
- February: Conduct Committee meeting. Attend Board and Branch meetings to give reports and recruit volunteers. Apply for either city or county event permit. Finalize homes for tour and schedule photos.
- Oversee publicity tasks.
- March: Conduct monthly meeting. Distribution of flyers. Obtain liability insurance policy provided by AAUW for homeowners. Complete descriptions of homes for the Passport
- April: Conduct final meeting of tour committee. Continue publicity. Distribute Passports to paying members at Branch meeting. Work with Docent coordinator. Deliver home owner gifts, docent supplies, booties and baskets to homes. Replace tour supplies in storage unit
- May: Conduct committee wrap-up meeting. Receive final revenue and expenditures from UWF Treasurer

SUBMITTED BY: Carol Andreasen - Updated May 9, 2019