

AAUW Port Townsend Job Description

JOB: Co-Vice President of Membership

JOB TYPE: Elected Officer

BOARD ATTENDANCE: One of the membership vice presidents must attend.

VOTING MEMBER OF BOARD: Yes

DURATION OF SERVICE: 2 years

RESPONSIBILITIES:

- Facilitate the integration of new members.
- Plan and implement two new member gatherings each year (October and March).
- In April/May/June, notify members through emails, notices in the newsletter and in branch meeting about renewal dates and methods for renewal. Follow-up on late renewals in August and after September branch meeting. Ask neighborhood liaisons to call late renewals and document.
- Coordinate with the web master to make sure that the links for joining the organization, and renewing membership, are in place and functional.
- Maintain/update a local spreadsheet of members with neighborhood assignments and emails and update the Constant Contact e-mail program.
- Update National Branch Member Roster with any contact information changes.
- Coordinate with Liaison and Interest Group Chairs to assure plan in place for welcoming new members and informing them of Interest Groups.
- Check in with Liaison and Interest Group Chairs prior to board meetings to report any updates or concerns.
- Provide Neighborhood Liaisons and Liaison Chair with up to date neighborhood spreadsheets periodically.
- Coordinate with Treasurer and AAUW National to make sure the national database of members is correct.
- Coordinate with the Directory Co-Chairs to produce and distribute the Directory.

New member responsibilities:

- Send Welcome letter to new member.
- Notify appropriate Neighborhood Liaison, Neighborhood Liaison Chair, Focus, Face pages, Treasurer, Interest Group Chair, PTAAUW Presidents, UWF President and Co-VP Membership about the new member.
- Inform and assist, if needed, with ordering name badge.
- Update the email list in Constant Contact.
- Add new member information to the membership spreadsheet, place in revision control tab for directory.

CALENDAR MILESTONES:

Monthly:

- Attend Board meetings. Prepare report.
- Attend Branch meetings. Prepare report.
 - Note and report the number of members and guests attending branch meeting.
 - Greet and sign in all guests; send follow up thank you letters to guests.
 - Ensure guests and new members are introduced and that pictures are taken of the new members.
- Write article for the Focus Newsletter
- Maintain membership spreadsheet, Constant Contact, and National Branch Roster with updates/changes

August: Plan new member gathering for Fall. Check all membership data sources for accuracy.

September: Prepare for and attend September branch meeting at which there will likely be numerous new members and renewals.
Confirm spreadsheet/National database information to be included in directory.
Check for correct University information format.

October: Hold new member get together.

November: Assist with directories at branch meeting, if needed.

January: Prepare Membership spreadsheet for updated Directory

February: Confirm that emails are accurate and updated on National Branch Roster in preparation to send out renewal emails in April/May.

March: Hold new member gathering. Begin reminding members they can renew after 3/31 and have membership valid through June of the following year.

April: Make sure the membership form on the website is up to date for the next year and all links are working for the renewal process. Send out renewal messages in the newsletter and discuss at branch meetings.

May: Review membership renewal list and send email invoice from National Site. Submit updated job description and Final Report to the Presidents. Attend turnover meeting.

June: Review membership list and ask neighborhood liaisons to contact members who have not renewed to remind them that their membership will lapse and they may not be in the directory. Send final renewal invoice to those who have not renewed. Arrange meeting with continuing membership officer to coordinate plans for training.

July: Send Neighborhood Liaisons and Interest Group Chair a current membership spreadsheet showing members that have renewed.

Co-VP responsibilities require some basic computer skills (e.g., maintaining spreadsheets, accessing and monitoring email, and other skills as needed).

Revised July 2020 cbm/sef