

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Names Honored Chair

Reports To: The Branch Board

Volunteer Status: Appointed by the President

Board Voting Rights: No **Committee Voting Rights:** Yes **Signature Authority:** No

Date of Branch Board Approval of Volunteer Position Description: July 2020

Position Overview:

Lead the Names Honored Committee in the selection of the branch honoree(s) based on the selection criteria and nominations from the general branch membership.

Responsibilities and Duties of Branch Position:

- Establish the Names Honored Committee of one to three members from the general branch membership.
- Distribute the Names Honored Working Rules and Committee Position Description to the committee.
- Distribute the selection criteria for the honoree(s) to the committee.
- Set a timeline for committee activities to culminate with the selection announcement at the April branch board meeting. Solicit names for consideration from the general membership in the Feb. or March branch newsletter
- Notify the honoree(s) and arrange for their attendance at the May branch meeting.
- Obtain the appropriate award certificate from the branch AAUW Funds chair to present to the recipient(s) at the May branch meeting.
- Introduce the recipient(s) and present the award certificate at the May branch meeting.

Responsibilities to AAUW, AAUW National and AAUW State:

Be familiar with the branch working rules, bylaws, committee and chair job descriptions, and selection criteria.

Leadership Skills/Qualifications Helpful to the Position:

Be a welcoming and active participant in many branch activities and familiar with branch programs.

Time Commitments:

Approximately an hour to an hour and a half per month from January through May.