

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: INTEREST GROUP COORDINATOR

Reports To: President and Board of Directors **Volunteer Status:** Appointed -2 yr. term and may be reappointed once.

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

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

Position Overview:

Serve as liaison between Interest Group Chairs and Branch Board of Directors and maintain active communication with all Interest Group Chairs fostering a positive relationship between the Interest Group Chairs and the Branch as a whole. Work with Membership VP to ensure new members are actively welcomed into the branch, ensuring the best in membership renewal.

Responsibilities and Duties of Branch Position:

- Serve on and attend all meetings of the Board of Directors to plan and support policy for the branch programming and support of the mission of AAUW.
- Maintain and update current databases of all Interest Groups, with and without Chairs contact information. Distribute information regarding branch events and/or policy changes to Interest Group Chairs as needed.
- Assist branch members in creating new interest groups.
- Present the proposals for new interest groups to the Board of Directors for approval. Inform the Board of Directors, Membership VP, Directory Editor, Newsletter Editor, Website Manager of new or disbanded interest groups.
- Following the dues renewal deadline, provide Interest Group Chairs with the names of non-renewing members (information provided by the Branch Treasurer). Remind the Chairs of the requirement that participants must be current members to attend meetings. Follow up as needed.
- Periodically email Interest Group Chairs, requesting any changes to their groups.
- Update the Interest Group Calendar with Contact Information and send that document to the Directory Editor prior to the Directory update deadline. Update the Group Calendar without Contact Information and the Description of the Interest Groups without Contact Information and distribute to the Membership VP and the Website Manager for the public area of the website.
- Require the proposer of new Interest Groups to submit distribution-ready description of new groups to be forwarded to the Newsletter editor and the Virtual Communications Director.
- Receive name, contact information and interests of new AAUW Colorado Springs members from the Membership VP. Distribute the information to the appropriate Chairs so they can contact the new member and invite them to attend the next group meeting.
- Write a welcome email to each new member, attaching the Database Calendar of the IGs and their Chairs, and the full Interest Group Description and their Chairs.

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UNIQUE RESPONSIBILITIES FOR NEW MEMBERS WELCOME COFFEE

- Participate in the annual New Member/All Member Welcome Coffee. Working with the Interest Groups Chairs to encourage maximum attendance by current members. Recruit members from each interest group to host the signup tables and provide an overview of their interest group to be made available to prospective members. Provide a signup sheet for each group's table.
- Assure that an up to date Interest Group Calendar, without Contact Information, to include descriptions of all groups be available for the Welcome Coffee. Arranges for printing on brightly colored paper, to be distributed on the dining tables for use by prospective members and guests.
- Coordinate with Programs VPs, Hospitality Chairs and other members to ensure the smooth running and successful completion of the Welcome Coffee Branch Meeting.
- Coordinate the food contributions from the Interest Groups when so scheduled in the planning, and requested by the Hospitality Chair(s).

UNIQUE RESPONSIBILITIES FOR AUTHORS DAY BRANCH MEETING

- In advance of the Authors Day Branch Meeting, email all Interest Group Chairs to start planning their group's contributions to the silent auction. Follow up as needed.
- Assist in the setting up of the donated baskets and additional items for the silent auction.

Responsibilities to AAUW, AAUW National and AAUW State:

Is familiar with, and adheres to AAUW, AAUW State and National and branch Policies and Bylaws

Leadership Skills/Qualifications Helpful to the Position:

Members interested in applying for this position should have good leadership skills, should enjoy working with others and have a positive and supportive attitude towards the members, the IG Chairs and the Board of Directors. A working knowledge of Microsoft Office especially Word and Excel will be useful.

Time Commitments:

Approximate time required for this position is two to five hours per month with regular attendance at Branch Board meetings. Attendance at state conventions is encouraged.