

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Authors Day Book Committee Chair

Reports To: Authors Day Committee Chair

Volunteer Status: Appointed

Committee Voting Rights: Yes

Signature Authority: No

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

Position Overview:

The Authors Day Book Committee Chair is responsible to lead, oversee and participate in the work of the Branch Authors Day Book Committee to select, schedule, and present the authors and books for the annual Branch Authors Day fundraiser.

Responsibilities and Duties of Branch Position:

- Read and review a variety of books by regional women authors, according to established Branch guidelines. The reading list should include a diverse group of authors and titles that are likely to appeal to Branch members.
- Optional attendance at regional book fairs to identify potential authors.
- Participate in the Committee's vetting of books and authors. Upon completion, invite the selected authors to present at the annual Branch Authors Day fundraiser (see notebook for sample).
- Establish a program schedule with the Authors Day Committee Chair (BranchPresident-Elect) so that final details can be provided to the presenting authors.
- Provide the selected authors with appropriate details for the fundraiser including information about AAUW, expectations and responsibilities. (see sample Branch Authors Agreement in notebook).
- Ensure continued contact with the selected authors and provide updates as needed. Obtain bios from selected authors to be used in the printed Branch event flyers.
- Identify a bookstore that will partner with the Branch and provide an agreed quantity of the authors' books and staffing to sell. Negotiate percentage of book sales proceeds or gift certificates, in lieu of. Make recommendations to Authors Day Committee Chair about the specific books to be offered for sale at Authors Day (may stock more than one title for each author) and appropriate quantities to have on hand for purchase.
- Participate in the Committee's hosting of the authors and introduce them to the audience attending the Authors Day event.
- Debrief with the Authors Day Book Committee following the event about successes to be repeated or missteps to be avoided in future events relating to the authors portion of the event and provide feedback to the Authors Day Chair.

Responsibilities to AAUW, AAUW National and AAUW State:

- Adhere to AAUW National, State and Branch bylaws, policies, and procedures.
- Debrief with full Authors Day Committee as requested (Hospitality, Silent Auction)

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Leadership Skills/Qualifications Helpful to the Position:

- Enjoyment of reading and eclectic reading habits (possibly English majors)
- Excellent communication skills
- Ability to delegate
- Previous attendance or experience with Branch Authors Day fundraiser
- Ability to strategize about optimal "author mix" to maximize attendance

Time Commitments:

Attend monthly or bi-monthly meetings, possibly read 2-3 books a month, from March through July preceding the event; with the event typically scheduled to be held in October.