

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Directory Editor

Status: Appointed Board Assistant – 2 yr. term

Reports To: Communications Director

Executive Committee Oversight by: President

Board Voting Rights: No

Signature Authority: No

Date of Branch Board Approval of Volunteer Position Description: July 2020 – Revised Sept. 2020

Position Overview: Design and publish the monthly branch online member directory and manage the branch member database. Serve as a branch resource and support on newsletters, website, social media and other communications.

Responsibilities and Duties of Branch Position:

- Design, produce and publish the monthly online branch member directory.
- Determine publication schedule on website currently as of the end of the month.
- Update the online directory with changes in branch officers, board members and assistants, branch programs etc. and other information included in the directory.
- Update the online directory with new members as submitted by the VP-Membership and with updates of contact information as provided directly by members or via AAUW National member database.
- Collaborate with branch Membership VP and Treasurer on annual membership renewal campaigns.
- Work with Treasurer and Membership VP to review the list of members who do not renew and update member online directory.
- Assist branch Treasurer with periodic reconciliation of branch members with AAUW National membership data.
- Assist the branch Website Administrator by posting the online directory on branch website. Provide additional assistance as requested by the Website Administrator.
- Serve on the branch Communications Committee. Attend branch board meetings as a non-voting member as needed.
- Serve as a branch resource and support on newsletters, website, social media and other communications.

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to all AAUW National, State and Branch policies and bylaws.
- Be responsive to member concerns or questions related to branch membership directory.

Leadership Skills/Qualifications Helpful to the Position:

- Knowledge and experience with word processing (i.e. Word (tables), spreadsheet and presentation software (Excel, PowerPoint, Mailchimp, etc.)
- Experience in planning, communications and marketing is helpful to the position.

Time Commitment:

- Approximate time required for this position is one to three hours per month with regular attendance at branch Communications Committee meetings (quarterly or semi-annual).
- Additional time as needed to support annual membership renewal processes and member records reconciliation.
- Attendance at monthly branch board meetings as needed.