

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

Position: Member Courtesy Coordinator      Reports To: Secretary of the Board

Volunteer Status: Appointed      Board Voting Rights: No      Signature Authority: No

Date of Branch Board Approval of Volunteer Position Description: July 2020 updated 2021

### **Position Overview:**

On behalf of AAUW CO Springs branch, the Branch Member Courtesy Coordinator mails or emails cards to members and thank you notes to specific donors upon request.

### **Responsibilities and Duties of Branch Position:**

- Rely on members for names to contact for condolences, get well wishes and congratulations
- Organize \$50 flowers/plants/donations to non-profit or to board members for extended hospitalizations or death of significant other
- Send thank you notes for donations of \$10 or more once informed by the branch treasurer
- Assist committee chairs with thank you letters when needed
- Maintain supply of cards and postage stamps and submit receipts for reimbursement
- Keep within budget for expenditures
- Update newsletter editor during the year with names of members receiving cards
- Notify directory editor of names of deceased members for end of year dedication
- May utilize email card services with annual subscription paid by the branch

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Be familiar with and adhere to all AAUW National, State and branch policies and bylaws, and applicable laws and IRS regulations
- Be responsive to member concerns or questions related to branch bylaws and working rules and policies

### **Leadership Skills/Qualifications Helpful to the Position:**

- Good penmanship and access to a printer
- Ability to convey appropriate feelings of empathy, sincerity, enthusiasm, and kindness

### **Time Commitments:**

Expected time required for this position is two hours per month with regular attendance at branch board meetings. Written correspondence times vary by the needs of the members.