

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

**Position:** INTEREST GROUP CHAIR

**Reports To:** INTEREST GROUP COORDINATOR

**Volunteer Status:** Appointed

**Board Voting Rights:** No

**Signature Authority:** No

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

**Term:** Member Chair and term are determined by the interest group's members.

### **Position Overview:**

Serve as liaison between the interest group and the interest group coordinator

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

- Maintain a database of email addresses for current members.
- Send a list of the meeting time and day, to the interest group coordinator by September 1st.
- Send upcoming meeting information to the newsletter editor by the publishing deadline. (18<sup>th</sup> day of the preceding month).
- Ensure that the interest group projects an inclusive welcoming atmosphere for all members.
- Participate in the annual New Member/All Member Coffee Branch Meeting. Recruit group members to participate (assist with the Interest Group tables) and encourage all members to attend.
- Encourage attendance at all branch meetings.
- Notify Interest Group Coordinator of changes to the group or if the group disbands.
- Work with the Interest Group Coordinator to ensure that all member attendees have paid their dues.
- Monitor non-member attendees to ensure they attend no more than 2 meetings prior to joining AAUW.
- When requested by the Interest Group Coordinator, work with Interest Group member attendees to contribute donations, either material or financial, for the Authors Day Silent Auction. Advise the Author's Day Committee of the Interest Group's planned contribution.

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

Is familiar with and adheres to AAUW Branch, State and National policies and bylaws

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

Should be qualified in the skills needed to lead the interest group. Interpersonal relationship skills are desirable. Basic computer skills required to maintain the mailing list.

### **Time Commitments:**

Approximate time required for this position is two to five hours per month.