

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 – Updated 2021

Position Overview: Design and publish the monthly branch online member directory. 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 using AAUW National member roster as the data source.
- Facilitate the production of an annual printed branch member directory.
- Determine directory content and publication schedule for posting on the branch 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 and updates of contact information using AAUW National member roster.as data source.
- Collaborate as requested with branch Membership VP and Treasurer on annual membership renewal campaigns.
- Assist as requested by branch Treasurer and Membership VP with the 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 two 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.