

AAUW COLORADO SPRINGS BRANCH-VOLUNTEER POSITION DESCRIPTION

Position: Membership Committee **Reports To:** Membership Vice President

Volunteer Status: Appointed/Volunteer Committee Member

Board Voting Rights: No **Committee Voting Rights:** Yes **Signature Authority:** No

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

Committee Overview and Purpose:

The Membership Committee (the “Committee”) is a standing committee of the board (the “board”) of AAUW Colorado Springs Branch (CO) (the “branch”). Committee members act in accordance with this Committee Description and the branch’s governing documents.

Committee is responsible for collaborating with branch committees and supporting membership recruitment, engagement, and retention activities. The committee is charged with supporting a positive member experience from initial onboarding through the annual member renewal process and branch activities. Committee serves as advisor and resource to the board and branch committees on matters involving strategies for membership engagement, retention, and recruitment.

Committee Duties and Responsibilities:

In carrying out its purpose, the Committee and its members, under the leadership of the Membership Vice President, shall:

- Be an ambassador and support membership engagement and networking
- Support the onboarding of new members
- Look for opportunities to promote membership through the community and activities
- Attend Branch meetings to support membership recruitment and engagement efforts
- Assist in the development and writing of branch newsletter articles
- Support the annual membership renewal process including related outreach and communication
- Support outreach to late paying and/or non-renewing members with the goal to encourage membership renewal
- Work with Treasurer to coordinate/reconcile branch records with National records.
- Assist with composing, printing, and distribution of branch membership brochures
- Work with the branch Communications Committee to increase outreach, visibility and promotion of the value of AAUW membership
- Support the submission of the annual report to the board on membership renewal activity and improvement opportunities
- Assist with related Committee duties as requested by the Membership Vice President

Leadership Skills/Qualifications Helpful to the Position:

- A collaborative team player with ability to make necessary time commitment
- Enthusiasm for AAUW and its mission and a willing ambassador
- Clear and welcoming writing and composition skills
- Ability to organize and keep detailed records

- Good basic computer skills: Word, excel spread sheet and related documents

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to AAUW National, State and Branch policies and bylaws.
- Be responsive to board member and board committee concerns or questions related to Committee duties and responsibilities.

Time Commitments:

- Approximate time spent as a Committee member depends upon time of year and AAUW schedule of activities – 2 to 4 hours monthly.
- Additional time may be needed to support outreach during the renewal process to speak with late payers/nonrenewing members during the months July and August.
- Committee meetings vary with an estimated 3 meetings/year
- Attendance at monthly branch meetings is expected as coordinated with Membership Vice President to ensure on-site support for membership promotion and recruitment