

**AAUW COS BRANCH - POSITION DESCRIPTION UPDATE STATUS FOR 2021/2022 MEMBERSHIP YEAR**

Final Report: April 20, 2021 - see notes below

Click on the following link to view the updates to PDs posted on our website:

[Updated PDs 2021 link](#)

	POSITION DESCRIPTION (PD) FOR:	2020 PD ON FILE	INCUMBENT RESPONSE RECEIVED ON 2021 PD UPDATE STATUS	CONFIRMED STATUS OF UPDATED 2021 PD
1	President	Yes	Yes	Yes Updated PD rec'd
2	President Elect	Yes	Yes	Yes Updated PD rec'd
3	Treasurer	Yes	Yes	Yes Updated PD rec'd
4	Secretary	Yes	Yes	Yes Updated PD rec'd
5	VP Membership	Yes	Yes	Yes Updated PD rec'd
6	VP Community Outreach	Yes	No	
7	VP Programs	Yes	Yes	No update needed
8	AAUW Funds Co-Chairs	Yes	No	
9	Communications Director	Yes	No	
10	Interest Group Coordinator	Yes	Yes	No update needed
11	Scholarships Chair	Yes	Yes	Yes Updated PD rec'd
12	Public Policy Director	Yes	Yes	No update needed
13	Archivist	Yes	No	
14	Assistant to Treasurer	No	No	
15	Assistant to Membership VP	No	No	
16	Directory Editor	Yes	Yes	Yes Updated PD rec'd
17	Hospitality Chair/Co-Chairs	No	Yes	Yes Updated PD rec'd
18	Member Courtesy Coordinator	Yes	Yes	Yes Updated PD rec'd
19	Newsletter Editor	Yes	Yes	Yes Updated PD rec'd
20	Social Media Manager	Yes	No	
21	State/Nat'l Bylaws Liaison	Yes	Yes	Yes Updated PD rec'd
22	Website Administrator	Yes	Yes	No update needed
23	Authors Day Committee	Yes	No	
24	Communications Committee	No	No	
25	Finance Committee	Yes	No	
26	Fundraising Committee	Yes	No	
27	Governance Committee	Yes	No	
28	Hospitality Committee	No	No	
29	Interest Group Chair	Yes	Yes	No update needed
30	Membership Committee	Yes	Yes	No update needed
31	Nominating Comm.& Chair	Yes	No	
32	Past Presidents Committee	Yes	No	
33	Programs Committee	Yes	No	
34	Public Policy Committee	Yes	Yes	No update needed
35	Scholarships Committee	Yes	Yes	Yes Updated PD rec'd
36	STEM Committee	Yes	No	
37	Names Honored Chair	Yes	No	
<b>Note:</b>	Following April 20, 2021 Board meeting, all PDs will be posted on branch website in pdf format.			
	Position descriptions confirmed "no update needed" will be labeled as updated 2021 and posted on website.			
	Any recently approved new positions and committees are not included and position descriptions are to be submitted at a later date for 2021/2022.			