

## **AAUW COLORADO SPRINGS BRANCH POSITION DESCRIPTION**

### **Position: Membership Vice President**

**Reports To:** President      **Term Limit:** 2 years, may be re-elected

**Volunteer Status:** Elected   **Voting Rights:** Yes   **Signature Authority:** No

**Date of Branch Approval of Volunteer Position Description:** March, 2025

### **Position Overview:**

To welcome and share information with prospective members, process new memberships and to encourage current members to recruit others.

### **Responsibilities**

- Serve on and attend meetings of the Board of Directors
- Provide information to all prospective members.
- Look for opportunities to promote membership through the community and activities.
- Process all new members
- Attend Branch meetings and bring membership information. Set up a welcome table.
- Report new membership information and provide picture via the newsletter.
- Receive and distribute membership information sent from the State and National organization.
- Keep an accurate file of all new members, and prospective members.
- Work with Treasurer to coordinate/reconcile branch records with National records.
- Preside over the annual Fall Membership Coffee.
- Submit dues renewal information to the newsletter editor so that it appears in the April and May newsletter; follow up with an additional reminder in the summer newsletter.
- Establish an Affiliate Membership Committee to assist during the year with membership recruitment, membership reports and to share growth ideas.
- Preside over the annual meeting of the Membership Committee following the dues renewal deadline to determine remaining unpaid dues.
- Follow up with members who have not renewed.
- Advise Interest Group Coordinator of expired memberships so that she can forward to the relevant Interest Groups.
- Participate in the budget process as a member of the Finance Committee
- Ensure that the Branch budget reflects Membership need.
- Determine yearly Honorary Life members via National database information. Determine number of new Names Honored positions available for the year and report these to the Board,
- Arrange to honor Honorary Life Members (HLM) at annual Holiday Luncheon event.
- Compose, print, and distribute Branch Membership brochures; submit receipt to Treasurer for reimbursement.
- Advise Treasurer, Directory Editor and Newsletter Editor of changes in membership information, including member contact information. Work with Treasurer to assure these changes are made at both state and national levels.
- Plan and preside over bi-annual wine & cheese social for new members during October and again in the April-May time frame.

**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 nominating committee duties and responsibilities.
- Be respectful of the confidentiality of the committee work.

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

- Outgoing and Friendly
- Enthusiasm for AAUW and its mission
- Good writing/Composing skills
- Be a willing hostess
- Ability to organize and keep good records
- Good basic computer skills: Word documents, excel spread sheet and storing documents

**Time Commitments:**

- Approximate time spent in this position depends upon time of year and AAUW schedule of activities: 1-2 hours per day (varies) plus Board meetings about 2 ½ hours per month except in summer.