

ATTACHMENT C – RESPONSIBILITIES OF ADVISORY POSITIONS

INTEREST GROUP/CALENDAR COORDINATOR

The responsibilities of the Interest Group/Calendar Coordinator are:

1. Collects and compiles information from interest group chairs regarding upcoming activities for the monthly newsletter.
2. Collects and compiles information regarding upcoming branch activities, including programs, board meetings, and newsletter deadlines.
3. Formats the information into a uniform style.
4. Sends information to the newsletter copy editor by requested date.
5. Organizes Interest Group presentations for the Fall Membership event.
6. Ensures that Interest Group info on the website is accurate, sending updates as needed to the web manager.
7. Encourages Interest Group chairs to provide expanded group descriptions to the web manager.
8. Encourages and coordinates the formation of new Interest Groups.
9. Encouraged to attend monthly board meetings and provide a report, as needed.
10. Maintains an experience binder.

Approved 10/15

HOSPITALITY CHAIR

The Responsibilities of the Hospitality Chair are:

1. Coordinates and provides refreshments for AAUW events, as needed.
2. Staffs refreshment tables at events.
3. Serves on branch Program Planning Committee
4. Organizes a hospitality committee.
5. Purchases and stores supplies and maintains an inventory.
6. Coordinates with Program Vice-President to arrange for room set-up and refreshments.
7. Organizes refreshments for board meetings, including monthly reminders.
8. Attends monthly board meetings.
9. Maintains an experience binder.

FRIENDSHIP CHAIR

The responsibilities of the Friendship Chair are:

1. Buys and sends appropriate greeting cards to branch members, for example: special occasions, sympathy, get-well, thank you
2. Keeps a list of members to whom cards and special notes have been sent
3. Keeps track of expenses and requests reimbursement
4. Informs board regarding special situations with members. Solicits input from branch
5. Sends information about branch members to the editor for inclusion in the newsletter
6. Maintains an experience binder