

ATTACHMENT C – RESPONSIBILITIES OF ADVISORY POSITIONS

COMMUNITY ACTION GRANTS CHAIR

The responsibilities of the Community Action Grants Chair are:

1. Organizes the Community Action Grants committee and develops a timeline for the application process.
2. Updates grant application (including criteria and deadline) on branch website.
3. Maintains a list of members who have contacts with local non-profit community organizations. Requests members to solicit grant applications from these organizations.
4. Solicits grant applications from local non-profit organizations through newsletter articles, weekly emails and local newspaper publications.
5. Reviews grant applications with the committee.
6. Coordinates the selection of grant recipients who meet AAUW mission-based criteria.
7. Requests award checks from ISPF treasurer.
8. Notifies recipients of their awards and distributes checks.
9. Announces recipients through branch newsletter and sends information to publicity chair for local newspaper articles.
10. Ensures that award recipients are aware that they are expected to publicize the receipt of AAUW grants.
11. Requests from recipients information on how funds were used and how AAUW grant was publicized. Presents a report to the board.
12. Participates in annual Allocations meeting.
13. Keeps an experience binder.

2/7/19

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

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.

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

Past President Advisor

This is a non-voting advisory position for past presidents.

The responsibilities of Past President as agreed upon by the past president and the board effective up to three years are:

1. Mentors new board members
2. Fills vacant board positions on an interim basis.
3. Coordinates special projects as needed.
4. Acts as an advisor to the board.
5. Attends monthly board meetings.

Approved 3/1/17

SPEECH TREK CHAIR

The Speech Trek Chair organizes the annual Speech Trek contest.

The responsibilities of the Speech Trek Chair are:

1. Notifies AAUW state Speech Trek chair of intent for MH branch to participate.
2. Determines date of MH contest.
3. Creates a flyer with links to branch Speech Trek website and application.
4. Notifies high schools in MHUSD of the contest, including counselors, administrators, department heads, and appropriate club advisors.
5. Submits contest information to local newspapers: MH Times, MH Life
6. Submits flyer to MH Library for posting.
7. Finds volunteers to judge, time, moderate, count ballots, and videotape the contestants.
8. Provides coaching opportunities for contestants.
9. Provides training for judging criteria.
10. Provides judging criteria to audience.
11. After contest, requests checks from ISPF AAUW for prize money for top three winners.
12. Sends first place winner's name and video to state Speech Trek chair.
13. If the MH winner is selected to compete in the state contest, notify candidate and send forms for participation.
14. Submits article about contest winners to branch membership via newsletter and weekly email.
15. Submits article about contest winners to local newspapers.
16. Invites contest winner to Spring Brunch

Approved September 5, 2019