

ADVERTISING COORDINATOR

The responsibilities of the advertising coordinator are:

1. Solicits ads from branch members for newsletters and weekly emails.
 - a. Sends emails to previous advertisers in July asking if they want to continue advertising.
 - b. Solicits new advertisers from the membership in July using the weekly email.
2. Sets fee as approved by board.
3. Collects payment (checks or electronic); sends checks to treasurer.
4. Prorates fee for midyear advertisers.
5. Collects business cards from advertisers.
6. Scans cards and sends to editors of newsletter and weekly email.
7. Sends thank you email to all advertisers.
8. Offers opportunity to advertisers to write a brief spotlight article for the newsletter. May include business logo or photo.
9. Keeps an Experience Binder or file that includes resource material, notes, timelines, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible.

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 or file that includes resource material, notes, timelines, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible.

EMAIL MANAGER

The email manager sends a weekly email to all members for announcements and reminders of upcoming AAUW activities, interest group meetings, and community events.

The responsibilities of the Email Manager are:

1. Uses MailChimp, MailerLite or other email marketing platform for distribution to branch members.
2. Receives submissions (sent to email.aauwmh.org) from AAUW members no later than Friday noon for Sunday distribution.
3. Reviews and edits submitted information for content; may return submission to sender to request reduction in length as needed.
4. Prepares information for MailChimp/MailerLite distribution.
5. Updates weekly interest group meetings from the AAUW MH website calendar.
6. Updates link to the current AAUW MH newsletter as needed.
7. Distributes emails to members each Sunday morning.
8. Updates member contact email list.
9. Sends additional email to announce publication of the newsletter.
10. Sends additional emails for special announcements as needed and approved by president.
11. Keeps an Experience Binder or file that includes resource material, notes, timelines, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible. (added 1/17/22)

Detailed Weekly Email Guidelines are found in AAUW MH Policies and Procedures, Addendum 7.

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. Keeps an Experience Binder or file that includes resource material, notes, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible. (updated Jan 17, 2022)

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, as needed.
7. Organizes refreshments for board meetings, including monthly reminders.
8. Attends board meetings, as needed.
9. Maintains an Experience Binder or file that includes resource material, notes, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible. (updated 2/2022)

INTEREST GROUP COORDINATOR

The responsibilities of the Interest Group Coordinator are:

1. Sends monthly email to chairs of Interest Groups, including:
 - a. Reminder to send any changes in group meeting dates to the Calendar Coordinator
 - b. Information to share or forward to members of their group, such as upcoming branch programs or help needed.
2. Connects new members with Interest Group chairs using information provided by Membership VP.
3. Ensures that Interest Group information on the website is accurate, sending updates as needed to the web manager.
4. Updates as needed the process for starting a new interest group and sends to web manager.
5. Encourages Interest Group chairs to provide expanded group descriptions to the web manager.
6. Writes annual newsletter article that:
 - a. Includes list of Interest Groups with description and contact information
 - b. Encourages and offers to coordinate the formation of new Interest Groups
7. Attends board meetings as needed to provide a report.
8. Maintains a current Experience Binder or file that includes resource material, notes, timelines, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

PAST PRESIDENT ADVISOR

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

The responsibilities of Past President Advisor 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.

SPEECH TREK CHAIR

The Speech Trek Chair organizes the annual branch Speech Trek contest as sponsored by AAUW CA. [Branch program currently suspended]

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
17. Keeps an Experience Binder or file that includes resource material, notes, timelines, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible.

WEB MANAGER

The responsibilities of the web manager for the branch website at www.aauwmh.org include:

Website Content Responsibilities

1. Design and Add:
 - a. New web pages as needed or when requested (e.g. Centennial Trail)
 - b. AAUW monthly programs to programs blog as requested by program VP
 - c. Blog entries for announcements and upcoming events as requested by members, including new beneficiaries page (scholarships, grants, Tech Trek) annually with content provided by allocations chair.
2. Edit: Website information when requested by member responsible for content.
3. Remove: Outdated web pages, or when requested (e.g. GEMS pages when GEM discontinued).
4. Update:
 - a. Board members and committee members each new year as requested by president-elect
 - b. Scholarship web page when requested by the chairs of the scholarship committees
 - c. Community action grant web page and documents when requested by the community action grant chair
 - d. Governance documents when requested by the bylaws chair
 - e. Interest group information when requested by interest group chairs
 - f. Membership documents when requested by membership VP
 - g. Other web pages as requested by responsible members (e.g. leadership, public policy)
5. Upload:
 - a. Approved board meeting minutes to website as requested by secretary
 - b. Documents to website when requested
 - c. The newsletter to website and set link
 - d. Additional newsletter documents that are linked from newsletter and create link
 - e. Photographs to website as needed or when requested
 - f. Member photos to branch directory and provide photo link to membership VP

Administrative Responsibilities

1. Manage technical aspects of website hosting:
2. Back up website in GoDaddy (automated) – check monthly
3. Restore website if compromised
4. Upgrade website software in a timely manner
5. Create, delete, and monitor website aliases.
6. Answer questions and address issues emailed to webmanager@aauwmh.org
7. Pay for GoDaddy website hosting, domain names & WordPress plug-ins and submit request for reimbursement to treasurer.
8. Maintain an Experience Binder or file that includes resource material, notes, timelines, suggested changes and recommendations for successor. Pass binder to replacement one-on-one, if possible.