

Position Description: Membership Vice President, Amador County Branch, AAUW

Overview of the position: Organize efforts to recruit and sustain a diverse, active branch membership.

Overall responsibilities:

- Serve on the branch board of directors and other committees as assigned.
- Understand all membership policies.
- Form a branch membership committee to help plan and implement strategies to identify, recruit, and retain branch members.
- Evaluate, with the help of the committee, previous membership efforts, current membership and community demographics and identify any underrepresented groups that should be the focus of recruitment activities.
- Determine budgetary needs for membership activities and ensure that these needs are reflected in the branch budget.
- Obtain the names of AAUW members at large and invite them to branch activities, in an effort to interest them in branch membership.
- Ensure that membership development priorities are include in branch's strategic plan.
- Work with other branch officers and committees to integrate membership into other branch activities.
- Promote AAUW membership at branch and community events.
- Work with the branch treasurer to ensure proper collection and processing of applications and dues.
- Ensure that the branch has an orientation program that creates a welcoming environment and encourages new members to become involved.
- Notify Newsletter Chair of the names, addresses, phone numbers and e-mail address of new members, for publication in the next newsletter.
- Submit membership renewal information to Newsletter Chair for publication in the May newsletter.
- Provide a complete list of members, including pertinent information, to the Yearbook and Directory committee in time to meet the publication target date.
- Contact (with the cooperation of the Treasurer) the members who have not paid their dues by the July 1, and advise them that a member with unpaid dues by July 31, will be dropped from the membership rolls.
- Keep a record of branch membership data to include the number of members who did not renew from the prior year, the number of the renewing/new members at the beginning of the fiscal year, the number of members as of Feb. 1st, and the number of new/renewing members at the end of the fiscal year.
- Make a written report, to include membership data and your activities, to the President at end of the fiscal year.
- Provide an orientation for your successor.

Attendance at state conventions, regional conferences, and the AAUW national convention is encouraged.

Specific responsibilities to the state AAUW: Maintain regular contact with the state membership vice president and report on member interest surveys and other activities as requested. Adhere to all state membership policies. Share successful membership recruitment strategies with the state membership vice president and other branches.

Specific responsibilities to the national Association: Compile and submit Association membership reports as requested and adhere to all association membership policies.

Available resources: AAUW Membership Committee and staff, state Membership VP, membership brochure, *Member Guide to AAUW*, *Membership Tool Kit*, *Leader Tool Kit*, *Diversity Tool Kit*, *AAUW in Action*, membership campaign materials, 5-star materials and AAUW websites <www.aauw.org> and <www.aauw-ca.org>.

Approved 2003