

Appointed Job Description: Sunshine Chair, Amador County Branch, AAUW

Overview of the position: Send notes/cards, to members in need of a bit of “sunshine” .

Overall responsibilities:

- Serve on the branch board of directors and other committees as assigned.
- Understand all branch policies.
- Purchase postage stamps and greeting/note cards.
- Submit cash receipts to treasurer for reimbursement.
- Send appropriate greeting card or note to AAUW member.
- Appeal to members to notify Sunshine Chair of a particular need for a note or card from our Branch.
- Provide an orientation for the successor.

Available resources: AAUW Amador Branch Directory and information from members.

Board approved 1/17/08.