

**AAUW
HEALDSBURG BRANCH
JOB DESCRIPTION
Updated 03_2016**

All board members are expected to do the following:

Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to president at least 48 hours prior to meetings. Communicate with president regarding branch issues.

BOARD POSITION: SPEAKER SERIES

- Set a yearly calendar (Sept – May), coordinating dates with others who plan events in your branch.
 - Currently, scheduled for the first Tuesday of the month. There is no Speaker Series event in September or December.

- Set up Speaker meetings
 - If Branch has an annual theme, coordinate topics with the theme
 - Coordinate with the Cultural Events team to either compliment or avoid duplication of their events.
 - Determine if the public should be invited to some of the speaker series.
 - Invite neighboring branches if appropriate.
 - Include community partnerships and projects as appropriate.
 - Involve other members to assist you.
 - Try to get all speakers lined up at beginning of year.
 - Start meeting with short membership meeting lead by the President.

- Estimate costs and provide Treasurer with requested budget by September:
 - Honoraria (wine, flowers, restaurant gift certificates, etc.). Recommend \$50 per person not to exceed \$100 per session.
 - Facility – currently no charge.
 - Beverages and name tags– coordinate with Hospitality team.
 - Advertising if appropriate.

- Reserve location for speaker series for the year.
 - Currently using the Library at the Healdsburg High School. After school starts, contact assistant to the principal (Karen Perez 707/431-3475) who keeps master calendar to schedule the meetings .
 - Introduce yourself to the librarian (Loreen Azevedo 707/431-3457) and tell her the meeting dates.
 - Reserve screen with the assistant to the principal at least a week in advance.
 - Arrange for necessary audio-visual equipment (projector, computer etc.) or ensure that speaker will provide. (The school doesn't provide this equipment.)
 - Arrange for 25 ft. extension cord with multiple sockets.
 - Arrive at library when it closes at 4:45.
 - Move chairs and set up for speaker including audio-visual.

- Clean up library, returning chairs to original position.
 - LOCK LIBRARY DOORS and turn off lights at end of meeting.
- Determine timeframe for each meeting
 - Currently 5:00 to 7:00 PM
 - Check school calendar to be sure school is in session. Beware of winter and spring breaks and voting nights.
 - For *Grapevine*, write monthly article informing membership of the next speaker plus short Save-The-Date article about the subsequent speaker
 - Submit articles to the editor no later than the 15th of the month and cc Web Mistress and Constant Contacts Mistress.
 - If public is invited, write article for the local paper and ask VP Communications to submit to paper.
 - Notify Web Mistress of speakers, dates, and times as far in advance as possible.
 - Send reminder announcement to Constant Contacts Mistress a week before talk and advise when the email should be sent out, usually a week before or later, depending upon when the Grapevine was published.
 - Remind the speaker at least a week before the Grapevine article is due. Touch base with Speakers reserved many months in advance at least a month before the event.
 - Determine what visual aids the speaker will need, set up before the meeting, and practice using them to ensure they work. Speakers may have bios to use for your introduction.
 - Conducting the meeting
 - Announcements/ general business meeting
 - Introduce Speaker
 - Questions & answers
 - Thank speaker and present honorarium
 - Evaluate speaker series at end of year. Provide feedback for improvements to next year's Speaker Series VP.

Refer to website <http://www.aauwca.org/Forms & Documents/Leadership Training/Programs VP>