

**HEALDSBURG BRANCH**  
**MEMBERSHIP JOB DESCRIPTION**  
**Reviewed January 2018**

***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: Membership**

**Job Description:**

Oversee efforts to recruit and sustain a diverse, active membership in the branch.

Enroll new members into the branch

Collect annual dues

Coordinate the members of the Membership Team (see below):

Membership Assistant

Buddy Coordinator

New Member Profiles Writers

Photographer

Manage and make quarterly updates for online Membership and Personal Information Directories

Enroll new members into the Healdsburg branch

- Send Prospective Member Letter
  - Send prospective member an informational letter, with directions to our website and the online copy of the *Grapevine*, and a current Membership Application.
- Upon receiving a check and Membership Application
  - Fill out information on the Dues Payment Entry screen from the MPP screen on the National website. Enter data into Personal Information Directory.
  - Send Welcome Letter, notifying new member of any upcoming events.
  - Notify Grapevine editor, Facebook page manager, Constant Contact Manager and chair of Public Policy Committee of new member's name and email address.
  - Scan the application and send a copy to Buddies coordinator, one of the New Member Profiles writers and the Membership Assistant for a name badge.
  - Keep a check list of new members, date check received, date sent to the National office and other data as appropriate.
- Follow-up of prospective members
  - Keep a check list of prospective members, date of contact, contact information.
  - Send a follow up letter to prospective members after an appropriate amount of time.

Maintain existing members' information

- Make changes for existing members on the National AAUW website as you get the information.
- Make changes on the Personal Information Directory as the information comes in.
- Make quarterly updates to the online Membership Directory, uploaded from National, and Personal Information Rosters, with changes marked in red. Have the rosters made password ready. Notify members via CC when changes have been made.

Collect dues once a year from all members: due June 15

- Starting March 15, notify members to renew their membership by June 15.
- Send a CC email blast to members before sending out invoices from the national website.
- Put notices in the Grapevine reminding members to pay dues.
- Encourage members to renew their membership online through the MPP program.

- For those who pay by check, collect members' individual checks and process them through the MPP program.

## **Committee Job Descriptions:**

### **Membership Assistant**

- Order name badges for new members.
- Communicate with current members to place an order through you for replacement name badges. Put a notice in the Grapevine occasionally.
- Maintain and update the Membership page on the website.
- Make calls to New Members on the 6 month anniversary to see how they are doing and how we are doing in orienting new members to our branch.
- Make random calls to about 10% of the membership to see how they are doing and how we are doing as a branch, asking for comments or suggestions.

### **Buddies Coordinator**

- Assign a current member to the new member for the orientation process and monitor the process to ensure the new member is welcomed.
- Assemble the Orientation Packet and send to the Buddy
- Schedule and organize the New Member Coffee, when we have about 10 new members or as often as deemed necessary. Invite new members, and current board members.

### **New Member Profiles Coordinator**

- Responsible for meeting with and interviewing the new member and taking a casual photo.
- Write up a profile for the next *Grapevine* including the photo.

### **Photographer for the Directory**

- Take photos of members and submit them to the Membership Chair to be included in the Personal Information Directory