

**HEALDSBURG BRANCH  
MEMBERSHIP JOB DESCRIPTION  
04/15/19**

***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 Director**

**Utilize Chairs and other members as necessary to complete these responsibilities.**

- Oversee efforts to recruit and sustain a diverse, active membership in the branch
- Enroll new members in branch and enroll into the National Database for AAUW.
- Communicate the new member information with the following: Profile Writer, Buddy Coordinator, Constant Contact, Social Media and Grapevine Facilitator.
- Collect annual dues between March 15 and up to November 30 each year.
- Coordinate the members of the Membership Team (see position descriptions below):

**Database/Spreadsheet Coordinator**

- Update database with information from application including volunteer preferences and demographics, and submit this to the board monthly.
- Order name badges.
- Communicate via the Grapevine with current members to place an order through you for replacement name badges.
- Manage and make quarterly updates for online Membership and Personal Information Directories.
- Create new Members Only Password to coincide with renewals 11/30

**Buddies Coordinator**

- Assign a current member from the Buddy List to the new member for the orientation process and monitor the process to ensure the new member is welcomed. Work with Buddies and Newbies as appropriate.
- Email application and New Member Orientation Packet to the Buddy/Mentor.
- Facilitate new members to be grouped with one Buddy/Mentor to develop relationships.
- Schedule and organize the New Member Coffee, when we have approximately 10 new members or as often as deemed necessary. Invite newbies, buddies 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 next *Grapevine* edition including the photo and submit to *Grapevine* Editor.
- Submit new member photos to Chair to be included in the Personal Information Directory.

**New Membership Integration Coordinators**

- Develop program with Buddies/Mentors that include multiple meetings to review opportunities to volunteer and update current projects. Work directly with Buddies Coordinator to develop and maintain a Buddy List.
- Work with Wine and Dine chairs to match new members with their Buddies/Mentors at the dinners.
- Make random calls to about 10% of the membership to see how they are doing and how we are doing as a branch and ask for comments or suggestions.
- Other tasks as needed to assist Chair and/or assigned to support Membership activities.