

AAUW HEALDSBURG BRANCH

MEMBERSHIP

JOB DESCRIPTION

Updated May 2025

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.
- Work with the nominating committee to identify their replacement when their term ends.

Responsibilities

- 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 Coordinator, Social Media Coordinator, and Grapevine Editor.
- Send Welcome email to new member.
- Collect annual dues.
- Order name badges when we have at least 5 new members and replacement orders from existing members.
- Communicate via the Grapevine with current members to place orders through you for replacement name badges.
- Update on-line New Member Orientation document, and submit updates to branch website manager, as needed.
- Coordinate the members of the Membership Team (see position descriptions below), as appropriate:

Database/Spreadsheet Coordinator

- Manage and update Membership and Personal Information directories with new member information from application, and submit quarterly to branch website manager for publishing online.

- Update Interest Spreadsheet with new member contact information and interests from application, and email to all Interest Leaders.
- Create new Members Only Password to coincide with renewals 6/30.

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 new members as appropriate.
- Email application to the buddy.
- Schedule and organize the New Member Coffee/Happy Hour when we have approximately 10 new members or as often as deemed necessary. Invite newbies, buddies and current board members.

New Member Profiles Coordinator

- Meet with and interview the new member and take a casual photo for the online Personal Information Directory.
- Write up a profile for next Grapevine edition including the photo and submit to Grapevine Editor.
- Submit new member photos to Database/Spreadsheet Coordinator to be included in the Personal Information Directory.