

# **AAUW Crystal Lake Area (IL) Branch**

## **Job Description: Vice President/Membership**

**TERM:** Elected two-year position, in even numbered years.

**OVERALL DUTIES:** “The vice presidents shall perform such duties as the president and the board shall direct and as specified in branch policies and job descriptions.” (Branch Bylaws)

The Vice President/Membership shall be responsible for recruiting, contacting and welcoming prospective branch members.

**NECESSARY SKILLS:** Basic computer skills. Familiarity with Word and Excel is helpful.

**BOARD MEETINGS (as scheduled):** Required to attend.

### **DUTIES AT LOCAL LEVEL:**

- ❖ Contact any prospective members who have indicated an interest in obtaining information about AAUW.
- ❖ Forward membership information to prospective members.
- ❖ Collect information and dues from persons who wish to join the branch.
- ❖ Forward new membership forms and dues to branch treasurer.
- ❖ Forward notice of the new members to Publicity/Communications so branch members can be informed. Introduce new members and any guests at branch meetings.
- ❖ Keep in contact with new members to make sure they are informed of upcoming branch events.
- ❖ Make AAUW brochures and membership information available at branch meetings and at branch-sponsored public events.
- ❖ Create name tags for new members and make member name tags available at branch meetings.
- ❖ Provide members' details for creation of the annual Membership Directory.

### **DUTIES AT STATE LEVEL:**

- ❖ Keep informed about membership information forwarded from AAUW Illinois.

### **DUTIES AT NATIONAL LEVEL:**

- ❖ Keep informed about membership information forwarded from AAUW National.

Revised: September 2023