



**American Association of University Women
Lake/Sumter (FL) Branch**

MEMBERSHIP

AUTHORITY

Branch Bylaws
Article XII. Duties of Officers
Section 3

“The...directors...shall perform such duties as the president and board shall direct.”

GENERAL

- Attend Executive Committee, Board of Directors, and General Meetings
- Submit reports, as needed, to Dropbox designee in preparation for Board meetings
- Become familiar with the branch bylaws, strategic plan, and the Board position descriptions
- Submit a Continuity Report (“end of year report”) prior to the May Board meeting

TASKS & TIMELINES

Monthly

- At General Meetings
 - Register guests and members
 - Provide nametags for guests and members
 - Provide Members’ Handbooks for those members who have not yet picked theirs up
 - Assign members to a random table number to encourage attendees to mix
 - Place table numbers on every table
 - Prior to meetings, find volunteer members who will greet and seat members and guests at the door to the facility and to the meeting room
- Make permanent name badges for all members as well as temporary stick-on badges
- Attend monthly AAUW-Florida branch Membership Directors online meetings

Ongoing/As Needed

- Process new members
- Make name badges
- Maintain recruitment literature

Fall

- Host New Member Coffee; begin planning in summer for an October event
- Distribute handbooks at first General Meeting in September

Spring

- Beginning in March: process membership renewals
- Coordinate the Annual Recruitment Drive, collaborating with other branch committees and offering the Shape the Future program, when appropriate. Begin planning in the fall for a March event.

Summer

- Organize the printing of the handbook; copy to be ready by August
- Collaborate in creating and updating branch recruitment literature

TIPS

- New Member Coffee is held in a member's home. Board of Directors attend and bring a breakfast dish to share. The co-presidents provide the program.
- Membership Directors will need to work collaboratively with other directors and standing committee chairs to carry out the position duties.
- Finance Directors enter new members and their dues payments in National AAUW's data base. The Membership Directors are responsible for notifying the Newsletter Editor and the Webmaster of new members. Information provided should be the same as information provided about members in the Members' Handbook.