

AAUW MONONA/MADISON BRANCH JOB DESCRIPTIONS

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Co-Presidents

(2-year position with new co-president elected yearly)

- Conduct the business of the branch and develop, implement and oversee all AAUW activities in the branch and community.
 - Lead branch general meetings and board meetings, plan projects, encourage collaboration and teamwork and keep communication with state and national AAUW.
 - Appoint committee chairs and fill non-elected positions.
 - Compose “Presidents’ Corner” for *Scope* newsletter each month.
 - Monitor branch’s fiscal health and help develop the yearly budget.
 - Arrange for reserving locations for general meetings at the Odyssey Center. Contact is Candace Patterson cpatterson7@wisc.edu (608) 265-4940.
 - Consult with educational funds chair and program chair to co-ordinate possibility of fellowship recipient(s) attending one of the branch’s events.
 - Deal with problem solving questions/answers in conjunction with the board.
 - Attend district, state and national meetings and conventions or send a branch representative (encouraged, not required).
 - Organize the new officer installation ceremony in May and purchase flowers.
 - Acknowledge in May *Scope* those women who donated to National AAUW through private donations in alphabetical order and then list total amount. Also list amount given by board. This gets sent to presidents by National AAUW.
 - Complete the spreadsheet sent by the state listing the new officers/committee chairs.
 - Access the AAUW national website and update officer list after branch officer elections in May and committee chairs. (National Website to Personal Snapshot to My Affiliations to Blue Button next to our branch to Manage Roster to Committee Management) This must be done before a new finance officer can update the membership list and submit the dues.
 - Make sure all national website emails of members are identical to Directory and only Membership VP and Finance Officer can make any corrections when emails/phones/addresses change.
 - Collect all updates from officers/chairs and make necessary changes onto a “Master Jobs Description” to be forwarded to the WEB editor to put on branch website or delegate a member to do this task.
 - Keep a copy of the bylaws and the master job descriptions in an electronic file.
 - Contact directory chair to provide updates of officers/chairs for new directory.
 - Lead group in determining dates and hostesses for board meetings for the coming year at the final board meeting.
 - Determine at June board meeting how to distribute funds left over from yearly budget.
 - Have the finance books at end of finance officer’s term reviewed by third person for accuracy.
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- Traditionally present a gift to the outgoing president at the end of her term.
 - Update job description at the end of elected term and pass on to new officer.

Program Vice President (2-year position)

Policy #20. “The Program committee is responsible for booking individual speakers and organization representatives to provide programs as branch meetings. This committee is also charged with requesting funding from the Finance Officer for honorariums for program providers as the committee deems appropriate up to the approved annual budget.”

- Prior to planning, solicit ideas from members.
- Plan programs for eight general membership meetings. September through May, except December. Must be completed before August 1.
- Send the complete list of speakers and topics to the directory editor by August 1.
- Book individual speakers and organization representatives to provide programs and ask if the potential speaker charges a fee. Currently the budget allows a total of \$300 per year for program committee expenses.
- Send email to the speakers with details of the time, place, and length of talk. Forty-five minutes is allowed for each talk including Q&A. Suggest to the speaker that there will be approximately 30-40 people present.
- Extend invitations to speakers for the social time which is a half hour before each meeting, with special notice for September Potluck and April Salad Supper.
- Send monthly article to *Scope* editor with information about the speaker for the appropriate month. Include photo when possible.
- Consult with educational funds chair to co-ordinate possibility of fellowship recipient(s) being speaker at a monthly meeting, possibly April, or just attending one of the branch’s events.
- Have NCCWSL students nominated by our branch as speakers at the holiday luncheon.
- Send thank you notes by mail or email from the committee member who made the arrangements for the speaker.
- Update the job description at the end of elected term and pass on to the new officer.

Updated 5/30/22

Membership Vice Presidents (2-year position)

Each Meeting

- Provide member nametags, new member identification, guest nametags, guest sign-in book and displays at each general meeting.
- Provide membership application forms and brochures for potential new members.
- Assign mentor(s) to new member(s).
- After meeting, reorganize nametags for next meeting.
- Follow-up on potential members by sending them a personal message plus future copies of *Scope*.
- Maintain a listing of potential members.

New Members

- Make new member nametag.
- Send new member our branch Welcome Letter and interest survey.
- Forward the new member information to the presidents and to the publicity, directory, and newsletter chairs.
- Forward interests that the new member has chosen on the interest survey to the nominating committee and interest groups.
- Contact the directory editor to provide the new member with a directory.
- Write a short article (biography) about the new member for *Scope* and submit it to the newsletter editor. Most of the information is provided on the membership application. If not, a telephone interview might be more effective in getting some meaningful information.

Collecting Dues

- Start collecting dues in April and continue to June. (April-May, with June 15th a desired deadline in order to meet National's June 30th deadline).
- Write a short paragraph for *Scope* announcing that dues can be paid directly at National's website (preferred method), or by check to the Finance Officer at the April and May meetings. Alert members that they will receive a "renewal reminder invoice" from Membership VPs, via email or U.S. mail.
- Renewal notices should be emailed separately from *Scope* and probably mid-April. They should also ask for any directory information changed needed.
- Renewal invoices will inform members that dues are \$72 National, \$13 State and \$15 Branch making the total \$100. \$69 is tax deductible.
- Membership VP can check on National website as to who has renewed their National fees. No information is listed for State/Branch fees.
 - Life members pay state and branch dues for a total of \$28 and will need to be contacted.
 - Dual members pay branch fee of \$15, and if they are out of state will need to pay WI state fee of \$13. They will need to be contacted with amounts of specific fees.
 - Honorary life members pay nothing.
- **Members should be encouraged to renew individually at the AAUW National website.** Those who wish to renew via check should give their renewal check to the branch finance officer at April or May meetings, or should mail their check to

the branch finance officer – who will submit dues to national and state on their behalf (using AAUW’s revised website).

- Dues deadline is June 15 for checks to reach finance officer.
- After the May meeting you might have to phone members who have yet to pay. The finance officer will help.

Additional Responsibilities

- Discuss with board members at the September meeting the printing of updated trifold branch brochures. They are useful for distributing to speakers and potential new members, displaying at the book sale and Monona and Madison libraries, and displaying during Women’s History Month at Monona Library. We have had 200 printed at the Monona Staples in the past.
- Order brochures printed by national as needed/requested at www.aauw.org. See Supply Forms.
- Respond to the state membership chair concerning ideas for getting future members.
- Update any necessary corrections or changes in addresses/emails/phones for members on National website as needed. (Only the Membership VP and Finance Officer have Branch Maintenance Rights and can make these corrections.)
- Update job description at the end of the elected term and pass on to the new officer.

Updated 6/22/23

Co-Corresponding/Recording Secretaries (2-year position)

Corresponding Secretary

- Will send by mail any hand-written cards requested by the co-presidents (within one week) for occasions such as: thanks / gratitude; congratulations; get well soon; condolences.
- Keep records of name/date/reason for card during the year to report as needed.
- Request or welcome any AAUW stationery cards that might meet the spirit of the card plus stamps for postage.

Recording Secretary

- Will take minutes of all branch meetings and board meetings unless she is unable to attend (alert co-presidents in timely manner).
- Be alert for monthly agendas that form an outline for easier recording of minutes.
- Email a complete “first draft” of meeting to a co-president/selected editor (within one week of meeting) to make final edits / corrections / updates. (“Everyone needs an editor”)
- Co-president/editor will send final edited minutes to the *Scope* for inclusion as well as the final edited copy to the Recording Secretary for filing. The *Scope* deadline is the first Wednesday of each month.
- Attend Board meetings and take minutes to send to a co-president/editor for any final edits (within one week of meeting). Keep copy of edited board meeting.
- Keep a copy of the bylaws for referral at meetings
- Keep a master job description for referral at meetings
- Keep on hand the current Directory for list of officers
- Keep electronic monthly minutes filed for easy reference
- If warranted, upload minutes to Google Drive or an electronic site for easy access by officers

Updated 5/31/22

Finance Officer (2-year position)

Policy # 14. “A finance committee consisting of the finance officer, Educational Funds chair, and at least two other members appointed by the President shall recommend changes in the financial policies and prepare a recommended budget for approval of the Board and membership at the September meeting each year. The finance books will be audited at the end of each two-year term of the finance officer.”

- Maintain a bank account for the Monona/Madison AAUW Branch.
 Make deposits at Old National Bank and write checks.
 Maintain a check register.
 Complete monthly statement reconciliation.
 Hold an account debit card in your name (necessary for using AAUW National Membership Payment Program).
- Use templates to complete finance reports for a) general meetings/newsletter inclusion and b) board meetings exist. These exist on an Excel flash drive named “AAUW_UDISK”.
- Calculate fiscal end balance prior to June board meeting, so the board can determine additional donations for scholarships or for any groups or initiatives to be supported.
- Serve as a member of a finance committee with educational funds chair and at least two other members appointed by the president to prepare budget based on last year’s receipts and payments.
- Submit approved budget to general membership in September.
- Work with membership vice president to inform members of dues collection time period (April-May, with June 15th a desired deadline in order to meet National’s June 30th deadline).
- Coordinate with Membership VPs, who will send members e-renewal or mail invoices directing them to renew individually online at AAUW National’s website (using their personal password), OR to give or mail their renewal checks to the finance officer. Each member will be able to choose one of these two renewal pathways.
- Membership Payment Program enables national and state dues to be submitted online in a single payment or as separate payments, using a branch debit card. Recommend submitting payments by the 15th of each month (April, May, June).
- Download forms and membership lists from national website. Send current lists to membership vice presidents. (Membership VPs also have website access to these lists.)
- E-mail or phone national or state for help.
- File online State Nonstock Corporation Annual Report in October: (WI Dept of Financial Institutions) www.wdfi.org
- File Federal 990-N in January E-filing).
 Enter AAUW National website and indicate you will be filing for the branch. National will offer to do it in the fall, but we would need to change our fiscal year to match July to June. Our branch uses the calendar year; therefore, the finance officer shall file after January 1. Log in: www.irs.gov/990n
- Have the finance books at end of finance officer’s 2-year term reviewed by third person for accuracy.

- Update any necessary corrections or changes in addresses/emails/phones for members on National website as needed. (Only the Membership VP and Finance Officer have Branch Maintenance Rights and can make these corrections.)
- Update job description at the end of elected term and pass on to new officer.

Updated 7/11/23

Public Policy Chair

- Disseminate information regarding legislative activity that affects the lives of women, girls, and families to AAUW branch membership as well as the general public.
- With the approval of the board, represent AAUW Monona/Madison Branch at legislative committee meetings to express the association's support or disavowal of pending legislation that increases discrimination against societal members and limits access to equal rights and liberties of the community at large. Sharing of information on voting procedures is especially important during election years.
- Write a monthly article to be published in the *Scope* on current public policy issues identified by the national office.
- Encourage AAUW members to take advantage of the "Take Action" feature on the national AAUW internet site.
- Respond to national AAUW requests for action.
- Update job description at the end of term and pass on to new officer.

Updated 7/5/22

Educational Funds and Scholarship Chair

- Serve on the finance committee per Policy #14.
- Encourage members to make personal donations to the National AAUW.
- Keep up-to-date with information from the national office regarding their suggestions as to which funds need targeting at particular times.
- Ask the finance officer to access, from the national office, the list of donations made by members of our branch and provide that information to our members in terms of total amount donated. This is best done in October or November of each year.
- Minimize the work of the finance officer by having her only write the checks for the scholarships. The educational chair writes the letter, secures college addresses, and sends all necessary correspondence.
- Organize high school scholarships by contacting Monona Grove and La Follette High Schools verifying the scholarship awards our branch is offering.
- Respond to the high schools' contacts arriving in March with the date and time of the Awards Program, information on each recipient, and requests for the name of the presenter.
- Ask recipients for digital photo to be used in the *Scope*.
- Invite recipients to the spring luncheon in June.
- Follow-up on requirements (listed in educational foundation folder with a copy of letter sent) and send to the proper college/university address.
- Request the finance officer send any other donations as approved by the board.
- Keep an ongoing record of students selected, their high schools, and their intended universities.
- Check the availability of a national fellowship/grant recipient to be a speaker for a monthly meeting, usually in April, or just attending one of branch's events.
- Update job description at the end of term and pass on to new chair.

Updated 5/31/22

STEM Representative

- Receive notifications from the State Board STEM Coordinator.
- Attend State meetings set up by State STEM Coordinator and respond to emails.
- Communicate with the branch as to what State and other branches are doing.
- Plan STEM events for our branch.
- Update job description at the end of term and pass on to new chair.

Updated 6/1/22

Diversity, Equity, Inclusion Co-Chairs

- Attend State meetings set up by State DE&I Coordinator and respond to emails.
- Communicate with the branch as to what State and other branches are doing.
- Develop a committee/study group on DE&I for our branch.
- Prepare monthly articles on DE&I topics for the *Scope*.
- Encourage book groups to choose some books with a DE&I focus.
- Update job description at the end of term and pass on to new chair.

Updated 5/28/22

Fundraising Chair

- Raise funds for scholarships and provide opportunities for socialization and entertainment for the branch membership. Three or four events are planned for each calendar year. These events usually involve an out of town trip to a theater or an art, history, or scenic destination.
- Gather information each spring to determine adventures for the following year. Ideally, these adventures are spread over the entire year.
- Execute the planned trip:
 1. Tours and Tickets: The committee contacts the destination site for feasible possibilities, dates and costs. After conferring with the other committee members, dates are set and tickets purchased.
 2. Transportation: Unless the destination is local, a committee member shall contact kobussen.com (Kobussen Bus) and badgerbus.com (Badger Bus) and submit a quote request. Kobussen is the only company with a 22 passenger bus (no bathroom or WiFi) but is often the best option unless expecting a larger group. It is important not to schedule trips during Epic Systems General Meetings because all buses in the area are booked by Epic.
 3. After determining the cost of the trip and adding 10-20% tip for the bus driver and \$15.00 per person for the scholarship fund, the committee shall send out an announcement to all members and friends to sign up.
 4. Maintain a list of all potential attendees. Email a reminder to those who signed up a few days before the event.
 5. All funds will be collected by a committee member and delivered to the finance officer. All reimbursements will be processed through the finance officer. Committee members spending their own money will need a receipt to obtain reimbursement.
 6. On the day of the event, the committee will greet people at the bus and keep a hard count of all guests boarding and leaving the bus to ensure that all guests arrive safely.
 7. In event of a medical emergency on the trip, a committee member will call 911 and, if a guest needs to leave the trip and go to a hospital, a committee member or designated AAUW member will accompany that person and stay with her until a family member is able to be present. Any additional cost garnered by the committee member will be reimbursed.
 8. Take a photo of the event for filing with historian.
- Keep contacts with names and phone numbers, costs and program information for each trip.
- Update job description at the end of term and pass on to new chair.

Updated 5/30/22

Bylaws/Resolutions Advisor

Affiliate Model Bylaws

All AAUW affiliates must develop and maintain bylaws that comply with National bylaws, policies, affiliate agreements, and federal and state laws. AAUW's Model Bylaws on the National web provide a framework to assist AAUW affiliates in preparing or amending their bylaws. Monona/Madison's bylaws, the first seven articles, are identical to the mandatory national Model Bylaws.

Every two years AAUW reviews and amends its national bylaws to make sure that they comply with federal and Washington, D.C. statutes and that they reflect AAUW's current operations and needs. The national bylaws are also revised to include amendments proposed and approved by the membership. After each biennial revision of the AAUW's national bylaws, all AAUW affiliates are mandated to include these updates.

Angela Cooper, Senior Manager at National AAUW, in a phone call February 21, 2020, to Kleo Baruth Kritz stated branches must follow first seven articles in our bylaws, which are mandated by National in their Model Bylaws for branches. Everything beyond that can be modified by branch. Branch term limits are not in the first seven articles so branch can choose. January 2020 meeting our branch changed our bylaws so there are no term limits for officers.

The retired president assumes the job of bylaws chair.

- Sees that changes that happen from national become incorporated into the branch bylaws. National changes are mandated.
- Place a copy of bylaws on the webpage and have president keep a copy.
- Update the job description at end of term and pass on to new chair.

Updated 5/27/22

Publicity Chair

- Promote AAUW events open to the public.
- Announce meetings for the year. In September, craft a brief announcement for publication in the local *Monona Herald*, *Madison State Journal*, and social media. Send announcements each month announcing general meeting programs.
- Organize book sale publicity. Information in the book sale folder.
 1. Locate places for signs not taken by members at our April meeting. Put them in and around Monona and Cottage Grove Road and eastside Madison/near Monona in public areas on main streets. Pick up the signs the evening after the book sale.
 2. Put announcements in the *Monona Herald*, Friday Weekend Edition of *Wisconsin State Journal*, the Monona Bank Sign on Broadway, the Monona city website, and neighborhood websites as available.
 3. Place announcement on-line with WI Booksellers organization booksalefinder.com/WI.html
 4. Illustrate a 1 page flyer, make copies available at March and April AAUW meeting and solicit help in posting with contact information in the following locations:
 - a. Local banks (ones that have sign boards).
 - b. Grocery stores with public sign boards (e.g. Piggly Wiggly in Cottage Grove, Walmart, Woodman's, Willy Street Coop).
 - c. Other businesses that give permission (e.g. Kwik Trips, restaurants, beauty shops, coffee shops, anywhere, but especially in Monona, Cottage Grove, Eastside of Madison, McFarland).
 - d. Libraries, especially on the eastside of Madison (e.g. Pinney, Monona, Hawthorne, Lakeside, McFarland, and any other citywide as available).
 - e. All feeder schools for Monona Grove and La Follette High Schools. (If mailing, enclose 1 or 2 flyers and an accompanying letter asking to have a flyer posted in teacher lounges.) Also send to Monona Schools District Office.
 - f. La Follette and Monona Grove High Schools, asking them to post flyer in mail rooms or teacher work areas. (Letter explains the book sale supports scholarships for their schools.)
 - g. Private schools (e.g. Immaculate Heart, St. Dennis, or others that may send students to Monona Grove or La Follette).
 - h. Post flyers in the Monona Senior Center. Members may choose to post flyers at similar sites in other parts of the city.
- Update job description and pass on to next chair.

Updated 6/11/22

Historian

- Take photos of each program presenter at monthly meetings and collect any significant brochures.
- Take photos of special events or receive file photos from trip leaders/participants.
- Maintain photo albums and scrapbooks for branch activities and awards.
- Provide a safe storage for historical scrapbooks and photos.
- Provide materials for displays arranged by other committees.
- Update job description at the end of term and pass on to new chair.

Updated 7/5/22

Scope Newsletter Editor

- Prepare the newsletter each month from information given by the appropriate people.
- Distribute the newsletter in one of two ways to each member:
 1. Copy and paste in an email to some members
 2. Attach as pdf for most members .
- Send out special emails to membership as needed.
- Update email addresses and mailing addresses as needed.
- Announce newsletter deadline at each monthly membership meeting.
- Remind members who are submitting an article that they are responsible for writing their article.
- Update job description at end of term and pass on to new chair.

Updated 5/28/22

Directory Editor

- Check with finance officer/membership to see which members are not renewing and who are the new members. Remove non-renewals from directory. With the help of the membership chair gather information from the new members: name, phone number(s), degrees and name of the college or university, address, and email. This information is added to the list of members in our directory. Denote which members are HONORARY LIFE, LIFE or DUAL. Underline new members for emphasis. Include the year the member joined AAUW.
- The president will provide the names of all who are serving as officers or chairs of a committee or interest group to be included on page 1.
- The program chair will provide information including names of speakers and program subject or titles and indicate if there are changes in time or locations for programs.
- Hospitality chair will provide the names of the members who will serve as hostesses for general meetings and for luncheons (Dec and June).
- Book clubs (morning and evening) will provide the appropriate information for their meetings.
- La Cuisine will provide pertinent information.
- Film group will give new dates.
- Bridge marathon group will provide announcements about the bridge marathon.
- Board meeting dates and hostesses will be provided by the president. Policies will only be updated if there has been a change.
- Time frame: begin working on the new directory in July. By that time the membership should be clear and book clubs have their information available. President will have a list of appointed chairpersons. Program information is usually the last to be received because of difficulty in getting commitments from potential speakers.
- Choose a bright color for the cover, one that was not used in the previous two years.
- Use Insty Prints, 5401 Monona Dr, Monona (Bill is the owner [\(608\) 222-3232](tel:6082223232)) and order one copy for each branch member plus 10 extras for members joining during the year.
- Because some members need the new directory prior to our September meeting, make an effort to personally distribute as many as possible in early September or as soon as the directory is ready. Members in different areas are willing to help distribute the directories. It is very costly to mail copies.
- Update job description at the end of term and pass on to the new chair.

Updated 6/23/23

Hospitality Chair

- At the beginning of the April general meeting, pass around signup sheets for hostesses for the following year. There should be approximately 4 hostesses per meeting. The person who signs on the top line for each month is the chair for that meeting. If all slots are not filled, call members who have not yet signed up.
- Before July 15, send the list of hostesses to the directory editor for publishing in the year's directory.
- Two weeks before all meetings: Call the chair for that coming month's meeting as a reminder of upcoming meeting. Email or send guidelines for serving to chair or to all the committee. These guidelines are found in the hospitality chair folder. Update if the community center changes kitchen policies.
- If any changes in hostesses occur during the year, notify *Scope* editor so she can have correct names in *Scope*. Also notify president so she has correct names to thank at the meeting.
- Organize the Mix'em Up activity:
 1. We normally have 5 tables with each seating 8 people at October, November, January, February, March and May meetings. No drawings for potlucks in September and April, which normally have six tables, or holiday luncheons.
 2. Put a large sign identifying each table number.
 3. Prepare envelope with slips of paper with 8 slips listing 1, 8 slips listing 2, etc.
 4. As each member enters, she draws a number for the table where she is to sit for coffee/treats/conversation.
 5. Have a second set of envelopes prepared for next meeting (easier to prepare new slips than try to collect old ones) and these envelopes can be stored in a folder to be given to hostess for next meeting since hostesses arrive before rest of members.
- Update job description at the end of term and pass on to the new chair.

Updated 7/3/22

Nominating Committee

Policy #12. “The nominating committee shall consist of three members, each appointed on alternating years to serve three years. The member serving her third year will automatically be the Chair. The nominating committee is to be appointed not less than three months before it is to report its nominations according to the bylaws. It is recommended that the committee be appointed on or before December 1.”

National AAUW has no rules about term limits for officer positions. Angela Cooper, Senior Manager at National AAUW, in a phone call February 21, 2020, to Kleo Baruth Kritz stated branches must follow first seven articles in the National Bylaws. Everything beyond that can be modified by branch. Branch term limits are not in the first seven articles so branch can choose. January, 2020, meeting our branch changed our bylaws so there are no term limits for officers.

- Determine in December which officers need to be replaced.
- Notify the general membership of the positions needing replacements and ask for interested members to volunteer. Describe the job responsibilities.
- Phone members or contact personally for acceptance of positions. Give them a written description of the job position. Avoid holidays for members have other priorities. Ask several times.
- Update membership of positions yet to be filled in the January and February *Scope*.
- Present the slate of officers for the new year in the March *Scope* or before.
- Present the new slate of officers for the next year to the general membership at the March meeting or before.
- Present the new slate of officers for the next year for the general membership to vote at the April meeting.
- Determine the new nominating committee by end of May.
- Update job description at the end of term and pass on to the new chair.

Updated 6/25/22

Women's History

- Prepare articles on significant women to be included in each of the eight issues of the *Scope*.
- Plan projects that emphasize women's history, especially in Women's History Month in March.
- Update job description at the end of term and pass on to the new chair.

Updated 7/8/22

Book Sale Co-Chairs

- Pick out stylish books for Holiday Luncheon and put a donation jar on the table and will need three tables, if using Maple Bluff. Children's books are popular.
- Locate a place to store the cardboard box flats, yard signs, and other equipment. (Lynn Celley, Mary Boyd, Sharon Knoop, and Kleo Baruth Kritz have been storing the equipment so far.)
- Ask for volunteers for book pickup. We have the following sources of books from bookstores.
 1. Avol's Books – Ron Czerwien 608-255-4730
ronczerwien@gmail.com (Sharon Knoop is the contact.)
 2. Frugal Muse – Bill, owner, 608-203-9675
frugalmusestore@gmail.com at Market Square, 6682 Odana Rd. in Madison 53719 (Kleo Baruth Kritz is the contact.)
 3. The Book Deal – Jimbo Jacobs, Rick Jacobs and Josh Derr 608-571-7575 : thebookdeal.com at 319 W Beltline Hwy. #111, Madison, WI 53713 (Sharon Knoop is the contact.)
- Gather books from Frugal Muse throughout the year. Pick boxes up before a Wednesday which is the usual day they give them away to another source. You will need to sort through boxes when you bring them home and discard the books that have little chance of selling. They have been very generous and helpful. The Book Deal will save books for us but we need to contact them on their website and fill out a form before we come out to pick them up.
- Check BookSaleFinder.com to make sure dates/any changes are listed correctly because booksellers do look at it. This website will take you directly to our listing: <https://BookSaleFinder.com/WI.html#X11859> In our listing box is a link to email any changes to them. Our ID number is X11859 but they don't ask you for it. Kleo Baruth Kritz is currently the contact person.
- Schedule the sale probably on the third Saturday in September at the Dean House from 9-3 and Sunday from 9-3 with the bag sale from 1-3. The weekend may vary depending on home football games.
- Find a source for taking the remaining books after the sale. Contact following in advance and have arrive about 2:30 and start actual selection when paying customers have finished:
 - Gary Muldoon gmuldoon@charter.net from Rotary Club's Books for the World (fiction, biography, dictionaries, children only)
 - Camy Matthay 608-455-0885 camy.matthay@gmail.com Wisconsin Books to Prisoners or wisonsinbookstoprisoners@gmail.com
 - Pam Fruth, Granite Ridge School (3-5 grades) 608-358-9455
pfruth123@gmail.com
 - Eric Wolf 608-628-7743 ericwolf061@gmail.com (takes dictionaries for Amish and books for Little Libraries)
 - Sue Richter for Rosewood Apts for the seniors—mysteries, romance Odyssey Boxes—as preparing the sale itself, choose books that show Diversity to donate to the Odyssey Project for their use
- Contact St Vinnie's 608-278-2920 Ext 5 about 2 weeks ahead of sale. Tell them it is a book sale and request 3-4 book legos; we used 2 in 2021 and 3 totally filled in 2022. (A lego is a plastic 4 foot square and can be stored outside prior to book sale.) After sale, put legos in middle of room before filling them so ready for pickup. St. Vinnie's will not accept boxes and do not want encyclopedias,

dictionaries, magazines, or library books. Hopefully, they can deliver Tuesday or Wednesday before the sale when we are preparing the Dean House. Make arrangements at same time to have pick up Monday or Tuesday after sale. The driver will call an hour in advance of the pickup. Todd is head driver and his cell is 608-695-3823.

- Spend whole day at the sale and as much of the actual sorting days as possible to keep the organization consistent.
- Time line:

May: Make announcements at the May meeting and in the May *Scope* for members to remember to save books from friends. (These are final official events before September book sale with no meetings or *Scope* in the summer.)

August/early September:

- Contact the publicity chair about advertising.
- Place an article in the September *Scope*.
- Send signup sheets via email for workers and signup for yard signs. Ask members to save paper grocery bags for bag sale.
- Give instructions to members about delivery of books to Dean House. If member has problem with dropping off books during appointed times, call chair to make arrangements.
- Call Dean House to confirm them having tables set up by Monday morning.
- Contact membership chair for AAUW brochures to use at book sale.
- Contact finance officer to make out check to Blooming Grove Historical Society for \$150 donation for use of Dean House and prepare cash box with 40 \$1 bills and 4 \$5 bills and 4 \$10 bills.

September:

Monday (or Tuesday) before the sale—Chairs meet at the Dean House with Dean staff on Monday to get key and instructions. Chairs plus a couple others put up category signs and other posters. Place AAUW brochures on sales desk to give to anyone interested. If know have enough boxes, schedule a sorting shift from 12-3. Members can drop off books from 11-3 on Monday or whatever works for the chairs.

Tuesday (9-3)—Sorting day for members who have signed up and preparing the Dean House for the sale. Members can drop off books from 9-2. Break down cardboard boxes (save 50 for charity pickups) and send home with members to recycle.

Wednesday (??)--Chairs and committee do final polishing for sale.

Saturday and Sunday (9-3)--Sale Day.

- Have greeter to welcome customers, (“Welcome to the AAUW book sale. You may wonder where our money goes? We give it away! \$1000 scholarship to Monona Grove. \$1000 scholarship to La Follette. Money to UW-Madison scholarships and to the Odyssey Project, which helps economically and culturally disadvantaged students who do not not a background in higher education break the cycle of generational poverty and be successful.” We find people were extra generous with an extra dollar or two when knew we gave local scholarships.)
- Greeter will take survey of where customers were informed of our sale, give brochures to anyone expressing interest in AAUW, and record names/phones of any interested potential members so can contact prior to next meeting.

- Clean-up (Sunday 3-?)

Post sale

- Return the key to Dean staff, contact St. Vinnie's for final pickup, and send thank you notes to the bookstores.
 - Give Dean House check for \$150.
 - Confirm date for next year with Ann Waidelich (Blooming Grove Historical Society president) 608-249-7920 annwaid@charter.net
Address: HBRHS, P.O. Box 6704, Monona, WI 53716 and sign a contract.
- Update job description at the end of term and pass on to new chair.

Updated 11/2/22

Odyssey Meals Project Chair

Odyssey Project is a program for men and women who are 18 years or older, have a high school degree or GED, and have financial need. These students are frequently single parents and need a chance to start college for the first time through a program of support and compassion. Once each year we pass an envelope to collect donations used to purchase a meal for approximately 40 adults for one evening of classes.

Traditionally we have supplied food on the 4th Wednesday of either October or November. Thanksgiving and Halloween sometimes interfere with this schedule. The date is established with Emily Azad in the spring.

- Odyssey meals contact is Emily Azad emily.azad@wisc.edu 608-590-5862 in spring. (If can't get her, contact Candace Patterson cpatterson7@wisc.edu (608) 265-4940.
- Write a notice to appear twice in the *Scope* the two months before the date.
- At the first meeting and second meeting pass an envelope for the donations. The finance officer will hold the money.
- Create a menu and deliver it on the established day between 4:45 - 5:00 PM at their classroom located at 2312 S. Park St. Last year we purchased 40 sandwiches from Milio's. We also provided drinks, chips and fruit. Milio's donated 40 big cookies for their dessert. We are asked to omit pork and peanuts from our meals. We will continue to follow the same menu. The students wrote glowing reviews of our meal.

We are all invited to their graduation in May. It is a wonderful heartwarming experience to see the pride the graduates had for themselves and the thanks that they gave to the people who helped them.

Updated 7/13/22

Holiday Luncheon Chair

- Arrange the holiday luncheon with Maple Bluff Country Club first Saturday of December. Contact is Janet Knoeller 608-249-2144 Ext 324 janetk@mbcc1899.com to set up arrangements and contract.
 - Determine 3 options for lunch (make sure to have a salad option instead of just 3 sandwiches since heavy on the bread. Also will need a vegetarian option).
 - Prepare publicity articles for *Scope* about holiday luncheon—silent auction, live auction, book sale—and reservation form with meals listed. See Nov/Dec 2022 *Scope* on website.)
 - Determine price, just lunch and tax as well as Maple Bluff service fee (currently above 20%). No additional money is added in for scholarships. (2022 was \$26.)
 - Compile list of reservations and collect money.
 - Prepare name cards for each attendee with colored sticker on each to indicate meal choice (red for prime rib, etc.) for staff. We do have little metal stands for the table to put name tags into.
 - Arrange metal stands on day of luncheon in alphabetical order to be picked up by members as they arrive to be put at their seat for luncheon.
 - If any changes in physical layout, make sure they are put into Janet's diagram for following year.
- If sponsored by a Maple Bluff member, we do not pay rental and other fees. For 2023, Mrs. Karen Moser and her husband have agreed to sponsor us, which is on our contract. Make sure we have a sponsor for following year.
- Subcommittees will handle the silent auction, live basket auction, and book sale and their duties are listed below so make sure all is going well.
- Duties for silent auction subcommittee:
 - Announce the silent auction and ask for contributions at the October and November meetings.
 - Have approximately 150 bid sheets made and pens/pencils for mark bids.
 - Ask the finance officer to provide start-up cash.
 - Arrange sale items on tables day of the luncheon. Be sure to keep aisles clear so no one trips. Bidding occurs before lunch is served and for a limited time afterwards. Call time when auction is closed and tally/collect payments.
 - Count the collected cash after the auction payments are completed by at least two members and turn it over to the finance officer.
 - Have donors take home their items without bids.
 - Keep a file of bid sheets, pencils/pens and other significant information.
- Duties for the live basket auction subcommittee:
 - Announce the live basket auction and encourage contributions at the October and November meetings.
 - Have each contributor have a title for the basket and a list of all items in the basket. (Very necessary for the auctioneer.)
 - Arrange baskets day of luncheon.
 - Have a sticky note with title of each basket prepared for the actual auction.
 - Be a lively auctioneer and keep the bids rising

- When the final bid is determined, jot down the price on the sticky note and give basket and note to the winner who will then give note to whoever is accepting payments so accurate records can be kept.
- Duties for the book sale subcommittee:
 - Pick out stylish books for Holiday Luncheon during fall book sale. Children's books are popular.
 - Arrange books day of sale on three tables, if using Maple Bluff.
 - Put out a large jar on table with a note on it "Donations Accepted, Cash or Checks"
 - Give money to whoever is accepting payments to record.
 - Box up remaining books.
- Update job description at the end of term and pass on to new chair.

Updated 6/6/23

WEB Editor

Using Word Press:

- Upload new officers' names, meetings/programs, and listing of lit and other interest groups from pdf document received from directory editor at the beginning of each year in August.
- Upload *Scope* newsletter every month.
- Upload information on events as they arise during the year.
- Replace old job descriptions master with new job descriptions master done by president.
- Read emails from AAUW national WEB editor for additional information on web sites.
- Monitor the branch email account for messages:
mononamadisonaauw@gmail.com
- Update job description at the end of term and pass on to new chair.

Updated 5/30/22

College/University Relations Chair

Responsibilities to AAUW and other higher levels of student education

- Respond to and initiate communications with AAUW at national, state, and branch levels.
- Disseminate information about [faculty](#), [staff](#), and [student](#) benefits related to appropriate campus offices and academic departments.
- Regularly disseminate information and plan specific methods to recruit students. Specific methods of student communication will be used to facilitate connections with local educational institutions in accordance with professional organizations. This may include technology, group discussions, and a variety of communication methods regarding relevant topics.
- Encourage and promote campus participation in AAUW programs such as the [National Conferences](#), [Webinars](#), [Start Smart/Work Smart Programs](#), and other initiatives including scholarship, leadership, and project grant opportunities.
- Serve as liaison between AAUW students and other students on campus.
- Respond to outreach initiated by AAUW in an attempt to meet the needs of student branches using AAUW resources.
- Inform the AAUW national office of new contact information when it changes.
- Review national AAUW information pertaining to campus organizations.
- Coordinate AAUW and student calendars.
- Build the AAUW Student Network by using the national database and contacting other CU state college representatives.
- Assist student leaders to revisit goals quarterly or twice a year noting both successes and challenges.
- Encourage appropriate fundraising events - possibly with local adult branch.

Responsibilities to Monona/Madison AAUW

- Communicate, disseminate, and update AAUW to local colleges and UW-Madison student branch events, activities and plans to local branch at monthly meetings.
- Organize at least one joint meeting a year for AAUW participating student to attend local meeting and social event.
- Address AAUW student concerns at scheduled local branch board meetings.
- Recruit additional AAUW members to mentor AAUW students.
- Update job description at the end of term and pass on to new chair.

Updated 11/5/22

Study/Interest Groups (updated 6/11/22)

Morning and Evening Lit Groups

- Each group should select a leader.
- The leader is responsible for scheduling monthly meetings and hostess locations. This information plus the title of each book to be read should be submitted to the directory editor before August 1.
- The leader is responsible for notifying group members of any changes.
- The leader will collect \$10-15 per participant in the fall to be added to the general scholarship budget.

Lunch Book Bunch

- The leader will set up monthly dates at local restaurants for anyone who is interested in attending and commenting on books, with focus determined by leader and will have opportunities to just visit with each other.
- Send out reminder each month of the date and place.

La Cuisine Group

- The group selects a leader who is responsible for submitting the meeting dates, hostess locations and menu selections to the directory editor before August 1.
- The leader is responsible for notifying members of any changes.
- The leader will collect \$15 per participant (members and spouses) in the fall to be added to general scholarship budget.

Bridge Marathon

- The leader is responsible for organizing the following year: organize the signup sheets, make the schedule, assign helpers to provide drinks at the final tournament, and tally the couple scores.
- The leader will collect \$10 per participant in the fall to be added to the general scholarship budget.

Film Group

- The film committee consists of 2 members who determine the movie, time and location for the movie viewing each month.
- They then notify members interested by e-mail the week before the movie viewing. After each viewing the group will visit a nearby restaurant for a light snack and discussion.
- At the September general meeting the committee will collect the e-mails of members interested in receiving movie information.

Great Decisions

- A branch member volunteers as leader to collect names of interested members,
- The leader registers the group with the Great Decisions organization, collects the price of the books, and organizes the time and location of the bimonthly meetings January – May.
- The leader will describe the year's topics at the December/January general meeting. Sign up for participation will be at this time.
- The leader will facilitate the video and discussion at each meeting.