

## **Appointed Position Description: Directory Editor, AAUW Amador Branch**

**Purpose:** The purpose of the Directory Editor is to collect, update, and maintain an up-to-date data base of all members on a yearly basis. This provides a means of communicating information concerning AAUW as well as on-going activities

### **Responsibilities:**

- Maintain on-going communication with the Membership and Finance chairs for updates, to ensure dues are current
- Establish deadline of updates by August 1st
- Member content information to include: name, address, telephone number/s, email, & degree/s
- Email a digital draft no later than mid-August to the Branch Leadership Chair, and the Membership, Finance and Program Chairs
- Review for any necessary changes
- Email or personally deliver the finalized draft to the printer no later than mid-August
- Select the cover color
- Personally meet with the printer after delivering the draft (approximately 3-5 days later) once they notify you. Review & sign off on the proof (usually immediately reviewed on site or at local facility)
- Pick-up the Directories once notified they are ready, and within 1-2 weeks before the first Branch meeting of the calendar year.
- Sign the invoice, retain a copy &, mail original including postage fees to the Finance Chair for payment
- Apply a printed label for each member & distribute to members at the General meetings in September/October. Mail remaining Directories.
- Provide a list of updates throughout the year in Gold Filings

*Revised 4-14-22*