

There are some great Board of Director positions up for election this year!

If you're curious to learn more about GRAB AAUW or would like to become more involved with its inner workings, running for a position on the Board of Directors is a great way to start. Our elections are held on 5/13/14 at the annual meeting and dinner. If you're interested in running or hearing more about the whole process, please contact Jean Arrowsmith at jnarrowsmith@msn.com or 585-278-3964.

Here's a list of the open positions with a short description of the responsibilities for each:

Program VP – If you like planning events and public speaking this might be a good match for you. The Program VP, along with the program committee plans the monthly branch dinner meetings and promotes the development of mission based programs. Duties include recruiting a program committee and holding planning meetings, contacting and arranging for speakers, writing an article about the program for the newsletter, working with the Events Manager to arrange the rooms and catering, introducing the speaker at the event, writing a thank you note for the speaker's appearance and supporting the development of mission based programs.

Membership VP – Are you friendly and believe in the mission of the GRAB AAUW branch? The Membership VP recruits new members and focuses on retaining our current members by responding to inquiries about joining and sending membership information packets to prospective members, following up with prospects via telephone, letter, email, etc., welcoming new members with a letter, telephone call and invitation to the branch dinner, attending events and encouraging people to join GRAB through networking, tabling and presentations, maintaining a database of contact information for all members and prospective members and working closely with the Assistant Treasurer for Membership to maintain all membership records.

Development VP - If you would like a position concerned with the well-being and support of the Perkins Mansion, consider the Development VP position. The Development VP recruits a development committee and holds meetings to plan how to raise money in support of maintaining the Perkins Mansion. Events that support their mission include the annual support drive and other fund raising events such as the annual card party and "Adopt a Yard" of the house.

Corresponding Secretary – This position would work for someone who enjoys talking with people, organizing data and writing correspondence. The primary responsibilities of the Correspondence Secretary include organizing a committee to produce the membership directory, verifying member contact information, selling advertisements to help fund the printing costs, acquiring multiple price quotes from printers and delivering the finished program in electronic format and maintaining correspondence including Board correspondence, thank you notes, condolence notes and get well cards.

Assistant Treasurer – Are you good with budgeting and accounting for income and expenses? Ginger Goyer, Branch Treasurer is looking for an assistant to help her handle our "money" related responsibilities in a fiscally sound way. The Treasurer's duties include taking care of our checking accounts, paying bills, making bank deposits, reviewing branch assets at regular intervals, preparing monthly spreadsheet reports of income and expense, ensuring payments for events are collected and

appropriately deposited, handling payroll for employees, preparing a yearly budget and ensuring tax forms are submitted in a timely manner.

The present Board of Directors would be grateful if you considered running for one of these offices. Please get in touch and we can talk more about it.

Sincere Regards,

Jean Arrowsmith, Program V.P.