

AAUW Lower CT Valley Position Description and Timeline

Position: Vice-President

Elected

Board Member

Term: One Year July 1 through June 30

Term Limits: Four consecutive one-year terms

Responsibilities

- 1. Develop Candidate Slate for Board Officers positions.** Selects Officer Nominating Committee from the membership (January). Develop a slate of Board officers for the following year. Present the officer candidate list at the March or April Branch meeting. Conducts the officer vote at the May Annual Meeting.
- 2. Recruit Interest Group and Committee leadership. Ensure groups run smoothly and activities are communicated in a timely way.** Current Interest Groups include two Book Discussion Groups, Cultural Arts, Hiking, Mah Jongg and Gourmet Club. Accepts and reviews requests for additional interest groups. Committees include Program and Hospitality Committees.
- 3. Manage September Potluck Meeting/Picnic.** Organizes events sign up for appetizers, mains, and desserts for meetings. Coordinates with the Hospitality Committee.
- 4. Reserve locations for all Board Meetings and monthly Branch meetings.** Maintains communications with Acton Library and Old Saybrook Parks and Recreation staff. Requests required equipment. Communicate with the Program and Hospitality Committee about needs.
- 5. Assists the President** with requested special tasks and duties.

ONGOING

- 1. Confirm Projector/AV requirements for monthly meetings with the Program Chair. Pick up a Projector at OSB Parks and Recreation. Confirm projector/internet availability with Library staff.**

JUNE

1. Reserve sites for monthly and back-to-back LCV and ESP Board meetings.
2. Schedule LCV Board and Education & Scholarship Program (ESP) 501(c)(3) Board meetings at Acton Library (back-to-back meetings)
3. Confirm meeting reservations with President, Program Chair and Great Decisions Chair.

Monthly Meetings: Saybrook Point Pavilion, 155 College Street, Old Saybrook

Contact: Ray Allen, Director, Old Saybrook Parks and Recreation 860-395-3152

ray.allen@oldsaybrookct.gov

Front desk person: Rick Pine

2nd Thursday September, October, November, December, March, April, May, June 6 Note:
June may be cancelled if the social is held elsewhere.

1st Saturday in January – January Tea

LCV and ESP Back-to-Back Board Meetings: Acton Library, Old Saybrook, 60 Old Boston Post Road, Old Saybrook CT (12 meetings per year maximum for group).

Contact Person: Lisa Mendes lmendes@actonlibrary.org

Contact Person: Fiona Saunders fsaunders@actonlibrary.org

- a. Board Meetings with dates confirmed by President.
- b. Great Decisions events as scheduled by Great Decisions Interest Group Chair
- c. February Valentine Luncheon (11 am to 3 pm)

Fill out annual meeting room application and submit to actonlibrary@actonlibrary.org

Download application: <https://www.actonlibrary.org/wp-content/uploads/Meeting-Room-Booking-Request.pdf>

4. Request \$100 check from LCV Treasurer to Acton Library and send with thank you letter.

JULY

1. Ensures Interest Group Chair positions are staffed. Confirm continued chair leadership and/or recruit new chairs.
2. Confirms interest group meeting schedule for following year, Update interest group table for LCV website. Update Interest group chart and submit to post on LCV website.

SEPTEMBER

1. Manages September Potluck supper.
2. Bring sign up sheets to the meeting for Interest Group sign up.

MARCH/APRIL/MAY (per LCV Bylaws)

DEVELOP OFFICER CANDIDATE SLATE for May Annual Meeting and Elections

§ Conduct a periodic survey of member interests and skills.

§ Discuss potential candidates with the Board President and other board members.

§ Approach individual members about interest/willingness to serve in given positions. Share position descriptions and Timelines/Activities to ensure candidates understand responsibilities and time commitments.

§ Present officer slate to Board

§ Publish candidate slate in May Newsletter

§ Conduct Election at May Annual Meeting.