

LCV AAUW Interest Group Position and Timeline

Position: Film Group Chair

Interest Group

Appointed without Term Limits

Responsibilities

1. Maintains Film Interest Group Membership List (emails/phone)
2. **Solicits event suggestions from members** via email
3. **Selects scheduled and pop-up events**
4. **Announces event details to membership including any rsvp requirements, event locations, associated activities (e.g. meals) and member payment requirements**
5. **Assures events are listed on LCV website calendar and in LCV Newsletter and announced at branch meetings (if time permits).**
6. **Solicits donations** from members for optional donations for Book Author Luncheon auction in February
7. **Collects and manages funds required for events, including payment to vendors (e.g. restaurants)**