

March 24, 2023 from Margot 4/2022

DIRECTORY EDITOR

Job Description:

- Maintain the Branch Directory of members and update as needed.
- Arrange for annual printing of the Directory, labelling, and distribution.

Responsibilities:

- Maintain an accurate Word document of member information, officers, and AAUW contacts. Member information includes name, address, telephone, email address, academic history, status (life member, dual member), and neighborhood.
- Update all directory information as soon as new information is available. Keep in touch with Membership VP and Neighborhood Coordinator to learn of changes.
- Maintain a separate document listing all directory changes since the last printing
- When new members are added, send PDF versions of the updated Directory and list of changes to the Internet: Website Manager to post on the Branch website. Also notify the Triad Editor of changes so she can change standing content (name of Neighborhood Chair, new member, etc.)
- After election of officers, update all relevant officer information.
- For the September Event, prepare an updated Directory file with new officer listings for distribution. If some member listings are incomplete, try to locate missing information. For proofreading, send PDFs to the President, Neighborhood Coordinator, and Membership VP.
- Print and label the directories:
 - Call Daisy at Copy 2000 to alert her that a PDF will be sent for printing. Specify paper size and color of cover. Estimate number of copies at 20-25 more than membership total; these extras are for distribution to new members.
 - Send PDF to Daisy at Copy 2000 by e-mail. Print job is usually complete in 2-3 days.
 - Collect print copies of the Directory from the printer and label (Avery 8160 labels or similar) each with membership number, member name, neighborhood number, and address, like so:

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Marion Talbot 2

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- At the September Event, distribute the printed directories. Copies not given to members will be distributed by Neighborhood Chairs. Extra copies go to the Membership VP.

Deadlines:

- September Event. See above for details.
- Maintain a notebook that includes your End of Year report and any other useful materials