



BREVARD AAUW ACTIVITIES

Annual Book Sale

Book Sale Committee – help to coordinate all aspects of the sale, including move in/move out coordination

Sorting and Pricing – price and box a specific book category at the warehouse; unpack, arrange and maintain display at sale

Collection Boxes – place a box at an area business; check box regularly and deliver books to the warehouse

Publicity – assist with writing promotional material or with placement of signs around the community

Cashier – work a 2-3 hour shift during the sale

Greeter – provide floor maps to customers; welcome and answer their questions

Other – includes helping with move-in/move-out, coordinating collection boxes and more!

Branch Leadership

Serving as an officer of the AAUW Brevard Branch

Bylaws/Parliamentarian Committee

Maintain file on current policy, bylaws and other related materials; alert board if any changes are needed; oversee these changes

Chamber of Commerce Liaison

Attend Chamber gatherings as possible

Communications Manager

Send out AAUW news, programs and events via Instagram, Snapchat, and Twitter; maintain branch Facebook page

Directory (formerly called Yearbook)

Gather information to prepare, print and distribute the annual Directory (yearbook).

Historian

Collect and make a permanent record of all Branch activity reflected in newsletters, newspaper clippings, yearbooks, brochures, special program materials, photographs, etc.

Hospitality

Identify hostesses for monthly meetings; arrange meeting rooms and purchase necessary supplies; work with program coordinators of the annual holiday and spring luncheons

Jeopardy

Bring Women in History as a Jeopardy game to 5th grade students in Transylvania County during March Women in History month

Leadership Development/IWIL/Start Smart and Work Smart Salary Negotiation Workshops

Participate in leadership development activities with Brevard College and Blue Ridge Community College to engage young women in developing their leadership potentials through activities such as the Institute for Women in Leadership (IWIL), Start Smart and Work Smart programs, and other related leadership development activities

**Membership**

Contact prospective members and inform them about AAUW; attend meetings, distribute nametags and information for guests and prospective members at meetings; help host a spring membership event

Newsletter

Prepare newsletter for the months of September through May; prepare and update mailing lists; oversee printing and distribution by mail and email

Nominating Committee

Identify and confirm members to serve as officers; make recommendations for this slate to the Board and general membership

Photographer

Take pictures at meetings and other AAUW functions for use in the newsletters and other publicity

Program Committee

Arrange monthly programs for the general meetings, September through May, in accordance with the purposes and goals of AAUW

Public Policy/Voter Education

Act as an advocate for AAUW's mission of promoting equity and education for all women and recruit members to contact elected officials on critical issues; communicate public policy matters in newsletter reports; projects include equal pay and voting process activities

Publicity

Prepare and submit press releases/information on regular and special meetings, events and other Branch activities; work with other Board members to determine publicity needs

Scholarship Committee

Oversee scholarship programs at various educational summer camps, Brevard College, and Blue Ridge Community College; maintain contact with Transylvania County Schools

Sunshine/Community Correspondence

Send cards; make phone calls to members during periods of illness, hospitalization, etc.; send congratulatory notes to achieving community women (as identified in local newspaper or by AAUW members)

Website Manager

Oversee, update and maintain AAUW Brevard website

Women's History Month Committee

Plan and oversee the display in the Transylvania County library bookcase during March (National Women's History Month; prepare publicity for display and photograph the display, if appropriate)

Women Who Make a Difference Committee

Select one awardee annually from nominations from our AAUW Branch, government officials and not-for-profit organizations - this annual award is given to a woman who has made a difference in Transylvania County

Social Groups:

Book Club

Bridge Club

Tripping Around