

## **Study and Interest Groups Chair**

1. Review Board of Directors guidelines
2. Become familiar with the information and resources on the [AAUW National](#), [AAUW-NYS](#) and our [AAUW-Schenectady](#) websites
3. Serves on the Program Committee
4. Serves as liaison between Board and the Study & Interest Groups
5. Sends Newsletter editor the monthly schedule of group meetings by the first Friday of the previous month
6. Solicits ideas for new Study and Interest Groups from members
- 7.. Notifies the Study and Interest group leaders about upcoming fundraising projects they need to promote to their members.
8. Reminds Study and Interest Group leaders to promote upcoming General Meetings.
9. Assists Membership VP by informing Study and Interest Group Leaders to remind their members that their renewal dues should be paid by June 30<sup>th</sup>
10. Prepares end-of-year report and gives one copy to the President by June 1<sup>st</sup> and shares it and appropriate materials/records/guidelines with successor by June 30.