

ADMINISTRATIVE ASSISTANT

Purpose:

This position is appointed by the president. She is a full voting member of the state board and attends executive committee meetings to assist the president. This position is filled at the president's discretion.

This officer assists the state president as requested.

Responsibilities:

Monitor AAUW National and Maryland calendars and schedules. Help the president and officers meet their deadlines.

Handle correspondence for the state president. This may include writing, typing, reproducing, and distributing.

Compile, prepare, and distribute the counterparts directory.

Select and purchase appropriate gifts for the outgoing elected state officers.

Collect and compile the annual reports of the state board members. Submit copies to Communications Vice President and Convention Host Committee for distribution.

Skills Helpful to the Position:

Previous experience at the branch or state level

Calendar

July	Attend summer board meeting Attend Summer Conference Compile state counterparts directory
October	Attend fall board meeting Attend Fall Conference Prepare state counterparts directory for distribution.
January	Attend winter board meeting
April	Attend spring board meeting Attend state annual meeting
June	Attend national meetings, if held