



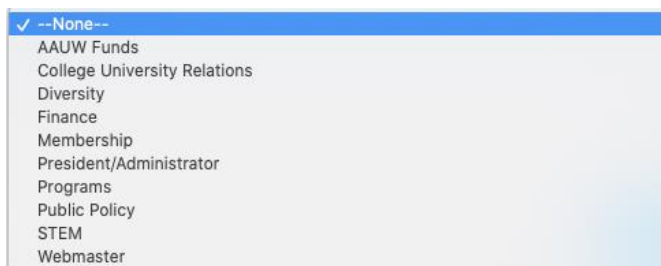
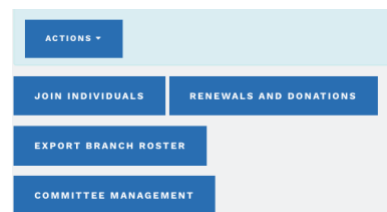
Adding Branch Officers to the Community Hub

- Log in to the aauw.org website, and you'll be in the Community Hub.
- You will see a column of clickable options on the left side of your screen. Click on "My affiliations."
- You should then get a display of your "Current affiliations," which will include AAUW of Michigan and your local branch. Click on the blue square with three dots to the right of your branch name and several menu options will appear.

A screenshot of a dropdown menu that appears when clicking the three-dot icon next to a branch name. The menu contains the following options: COMPANY PROFILE, EDIT COMPANY, SET AS PRIMARY, MANAGE ROSTER, REMOVE, and TAX INFORMATION.

COMPANY PROFILE
EDIT COMPANY
SET AS PRIMARY
MANAGE ROSTER
REMOVE
TAX INFORMATION

- Choose "Manage Roster" from the menu. The next screen that appears should have a blue button (among others) labeled "Committee Management." Click on that button, and the resulting screen is where you can edit your officer list.
- Click "Add New" to add a new position and start to type a branch member's name in the Name field. After you've typed in enough identifying information, the system will display a purple button with the member's full name and an "affiliation number" just below the Name field. (If you have multiple members with names starting with the same string of letters, more than one purple button and suggested name might appear.) Click on the correct name, and the affiliation number will be populated in the Name field.
- Click on "Committee position" and choose a job title from the dropdown menu. If you have multiple people sharing a position (e.g., co-Membership VPs), create separate position entries for each of them. Several branches have multiple treasurer and finance related jobs; enter each of the members serving in these positions as "Finance" officers. If your branch has job titles that don't exactly match the titles in the Hub, choose the nearest match (e.g., choose "President/Administrator" for Immediate Past President; choose College University Relations if you have an officer responsible for coordinating NCCWSL scholarships).



There are ten job titles in the Hub. These job titles receive periodic email updates from AAUW targeted at members in those positions. President/Administrator and Finance are the only two roles that are required by AAUW bylaws. If you do not have anyone serving



in other roles, you might want to consider listing someone from your branch for an unfilled officer position in the Hub for the sole purpose of receiving emailed information that might otherwise be missed by your branch.

Your "Committee" roster in the Hub might include some additional job titles that migrated from the old Members Services Database (e.g., Secretary), but AAUW is not maintaining current information about those titles. Please send State Services Manager, Leah Monger (stateservices@aauwmi.org) a list of any other officers not included in the Hub since AAUW of Michigan occasionally emails information to all branch leaders.

- Select term start and end dates for all new officers you are adding to your "Committee" roster. You will need to update term end dates for continuing officers if they have term end dates of June 30, 2023. If this date isn't updated for officers who are continuing for 2023-2024, they will be dropped from the "Committee" list and won't have the same level of access to the Community Hub or receive targeted emails for their cohort of officers from AAUW. Click "Submit" when you are finished editing an entry.
- For those officers whose terms are expiring, you do not need to delete their entries on the roster since those entries will be automatically removed. Only delete entries that are created in error.
- If you encounter any problems editing your leadership roster in the Hub, please contact State Services Manager, Leah Monger (stateservices@aauwmi.org) for assistance. The most common problem is duplicate member records, and Leah will contact AAUW to have the records merged and corrected. Until the duplicates are corrected, you will probably be unable to assign a position in the "Committee" roster to the affected member.

Note: The Hub uses the word "committee" instead of "Officers" or "Leadership Team." This is likely a default label from the vendor of the online platform for the Community Hub. There are also menu options for "Company," which is probably more default nomenclature that really means "branch" or "affiliate" in the context of AAUW.