

ATTACHMENT B – RESPONSIBILITIES OF APPOINTED OFFICERS

ALLOCATIONS CHAIR

The Allocations Chair coordinates allocation of Wildflower Funds to support all the branch philanthropic projects and programs. The responsibilities of the Allocations Chair are:

1. Prepares for Allocation Committee meeting:
 - Determines Wildflower Fund (WFF) monies available for distribution. This is the total in ISPF WFF account minus committed scholarships, Wildflower Run start-up funds, and other annual obligations.
 - Requests participation by committee chairs/coordinators who will be requesting funds.
 - Requests participation by representatives of Annual Giving campaign and Wildflower Run Sponsors.
2. Facilitates Allocation Committee meeting:
 - Reviews and assesses success of past year's allocations.
 - Reviews priorities and helps determine balance of available funds to be distributed.
3. Prepares results of meeting for final review and approval by committee members.
4. Presents allocations proposal for approval at September board meeting. Revises proposal if needed and presents at October board meeting for approval.
5. Submits allocations report to newsletter editor for publication.
6. Answers questions and provides clarification to those receiving funds as needed. If issues arise, consults with allocations committee.
7. Provides information to web manager to update Wildflower Run and branch websites.
8. Provides a summary of results at May board meeting.
9. Attends board meetings.
10. Keeps an experience binder.

10/4/18

PUBLIC POLICY CHAIR

The responsibilities of the Public Policy Chair are:

1. Recruits members for the branch Public Policy Committee and serves as chair.
2. Serves on the branch Program Planning Committee.
3. Writes a monthly column on public policy issues for the newsletter.
4. Informs members via email of any legislative or policy issues as requested by AAUW-CA or Association.
5. Coordinates branch response to AAUW public policy alerts.
6. Coordinates local candidate forums.
7. Coordinates branch public policy studies and action.
8. Distributes the AAUW Public Policy Program brochures to members.
9. Informs legislators about AAUW issues and asks them about their positions on a continuing basis.
10. Interviews elected officials, when requested by AAUW-CA, regarding their positions on AAUW issues, and reports those positions to branch members and to state and national public policy chairs.
11. Encourages branch members to complete AAUW public policy survey.
12. Educates branch members on use of name, candidate endorsement and coalition policies.
13. Becomes familiar with all AAUW public policy materials.
14. Attends monthly board meetings and provides a report.
15. Maintains an experience binder.

TECH TREK COORDINATOR

The responsibilities of the Tech Trek Coordinator are:

1. Forms Tech Trek Committee
2. Coordinates selection of Tech Trek campers
 - a. Disseminates camper selection information to middle schools to seek nominations
 - b. Distributes application packets to nominated campers
 - c. Scores submitted essays with committee
 - d. Interviews applicants with committee
 - e. Makes final camper selection with committee
3. Submits names of selected campers to Stanford Tech Trek camp director
4. Submits payment to Stanford Tech Trek treasurer for camperships
5. Coordinates Tech Trek girls' participation in Wildflower Run, 4th of July parade, and fall membership event.
6. Prepares and presents certificates during award ceremonies at Britton and Murphy Schools in May.
7. Coordinates camper orientation
 - a. Party for new campers and their families and previous campers
 - b. IBC Tech Trek orientation
8. Works with Publicity Chair to arrange local news coverage
9. Attends monthly board meetings
10. Maintains an experience binder

4/07
Updated 10/13

LEADERSHIP DEVELOPMENT CHAIR

The responsibilities of the Leadership Development Chair are:

1. Recruits committee members.
2. Proposes ideas to the board for leadership development.
3. Provides suggestions of members who are potentially interested in being more involved.
4. Stresses the importance of succession planning to board members.
5. Encourages board members to mentor prospective branch leaders.
6. Encourages board members to participate in leadership training opportunities.
7. Attends monthly board meetings.
8. Maintains an experience binder.

4/07
Updated 5/14

PUBLICITY CHAIR

The responsibilities of the Publicity Chair are:

1. Coordinates all branch publicity and news releases
2. Evaluates previous branch publicity and news releases and assesses current needs
3. Works with other branch officers and committees to help gain visibility for branch activities, including membership brunch, events for new members, Tech Trek, programs/events that are open to the public, local scholarship information (applications and recipients), Wildflower Run
4. Develops and maintains a list of media contacts and their deadlines, including the Morgan Hill Times, Out and About, www.yourmorganhill.com, Country News, Morgan Hill Access TV (MHAT), San Jose Mercury News
5. Makes a press packet that includes information about the Association and the branch
6. Writes news releases, calendar notices and public service announcements and distributes to media in order to meet their deadlines
7. Keeps a binder of media coverage, including copies of newspaper articles
8. Sends information on branch events to AAUW CA, as requested
9. Attends monthly board meetings
10. Maintains an experience binder

11/07

NEWSLETTER EDITOR (COPY AND LAYOUT)

The responsibilities of the Newsletter Editor are:

1. Publishes newsletter quarterly, plus September and branch election issues.
2. Sets deadline for newsletter items, and sends request for articles to board members.
3. Collects articles and ads from the person in charge of advertising.
4. Screens articles submitted for relevance to AAUW business.
5. Edits and corrects submitted items, as needed. Discusses any major editing with the writer.
6. Creates layout and design with standard software and works with copy editor to prepare final draft.
7. Sends newsletter draft to president for review before final proofing.
8. Sends newsletter in final pdf format to the web manager.
9. Makes sure the newsletter is available online.
10. Writes newsletter alert and sends to email manager for distribution to members.
11. Makes copies of newsletter and sends to those who request delivery by mail.
12. Notifies AAUW CA and other local branches that newsletter is available.
13. Attends monthly board meetings.
14. Maintains an experience binder, including copies of newsletters.

4/08
Updated 3/1/18

LEGAL ADVOCACY FUND CHAIR

The responsibilities of the Legal Advocacy Fund (LAF) Chair are:

1. Educates the membership about the Legal Advocacy Fund.
2. Writes articles for the branch newsletter using information from AAUW Association and State websites.
3. Consults with Educational Opportunities Fund Chair to make recommendations for disbursement of AAUW Funds.
4. Encourages individual member and branch donations to LAF.
5. Attends monthly board meetings and reports as appropriate.
6. Maintains an experience binder.

11/07
Revised 1/12

WILDFLOWER RUN DIRECTOR

The responsibilities of the Wildflower Run Director are:

1. Coordinates all aspects of the Wildflower Run, the major branch fundraising event.
2. Recruits and chairs Wildflower Run Committee, which consists of those members responsible for various aspects of the run.
3. Establishes Wildflower Run date to be announced at board retreat.
4. Writes monthly Wildflower Run articles for newsletter.
5. Chairs monthly Wildflower Run Committee meetings, starting in November.
6. Requests and submits required permits and insurance.
7. Supervises all activities on day of the run.
8. Coordinates with Program Vice-President to organize post-Wildflower Run lunch.
9. Acts as the final arbiter for any problems that may arise.
10. Attends monthly board meetings and provides reports.
11. Maintains an experience binder.

4/09

BYLAWS CHAIR

The responsibilities of the Bylaws Chair are:

1. Recruits and chairs the Bylaws Committee
2. Maintains master copy of bylaws, policies and procedures, standing rules, and job descriptions
3. Attends all board meetings, determines if a quorum is present, and resolves questions related to parliamentary process
4. Ensures that a copy of the branch bylaws, policies and procedures, standing rules, and job descriptions are available for reference at every board meeting
5. Makes mandated changes in bylaws as required by Association and/or AAUW CA
6. Provides an advance copy of proposed bylaws changes to the AAUW CA District Bylaws Committee representative prior to submitting the changes to the branch for approval
7. Submits proposed bylaws, policies and procedures, standing rules, and job description changes to the board for review and approval
8. Follows proper procedures when amending branch bylaws
9. Keeps an experience binder

6/09
Updated 3/18

SCHOLARSHIP COORDINATOR (CHAIR)

The responsibilities of the Scholarship Coordinator (Chair) are:

1. Coordinates scholarship and grant committee chairs: College Scholarships for High School Seniors, College Scholarships for Re-entry Women, Lauren Jenkins Health Care Professional Scholarship, Keeping In Touch (KIT) Grants, National Conference for College Women Student Leaders (NCCWSL).
2. Attends scholarship committee meetings as a non-voting member as needed.
3. Assists as requested with each committee's process to review applications, interview finalists, and select recipients.
4. Educates members about scholarship programs and writes articles for the branch newsletter announcing scholarship recipients.
5. Supplies information about scholarships and recipients to the Publicity Chair in a timely manner.
6. Requests scholarship and grant checks from the Interbranch Special Projects Foundation treasurer, including the completed form letter that will accompany each check.
7. Compiles information and tracks current scholarship and grant recipients: name, college, area of study, amount and date paid.
8. Confirms that enrollment verification forms are completed properly, in accordance with Policies and Procedures, Article XVI, Educational Awards, #4.
9. Ensures that scholarship information on the website is accurate, sending updates as needed to the web manager.
10. Attends monthly Board meetings and provides reports as needed.
11. Maintains an experience binder.

Approved Jan. 7, 2016

GEMS (GIRLS ENGAGED IN MATH AND SCIENCE) COORDINATOR

The responsibilities of the GEMS coordinator are:

1. Forms GEMS committee.
2. Maintains GEMS roster.
3. Contacts Tech Trek Coordinator to extend GEMS membership invitations to Tech Trek campers.
4. Coordinates monthly activities, such as field trips, workshops, and career talks.
5. Coordinates GEMS' participation in the Wildflower Run and other community volunteer activities.
6. Surveys girls to evaluate GEMS' activities and program effectiveness.
7. Writes a monthly newsletter article describing current and upcoming activities.
8. Sends monthly calendar and other website updates to the web manager.
9. Attends monthly board meetings and reports on GEMS activities.
10. Maintains an experience binder.

WILDFLOWER RUN CORPORATE SPONSOR CHAIR

The responsibilities of the Wildflower Run Corporate Sponsor Chair are:

1. Coordinates all aspects of the business sponsor fundraising campaign.
2. Recruits members for the Sponsor Committee.
3. Develops timeline for meeting dates and deadlines.
4. Collaborates with graphic artist to design and print sponsor packet in early Fall.
5. Sets annual fundraising goal with committee.
6. Attends run committee meetings to provide updates.
7. Maintains sponsor data spreadsheet.
8. Communicates with team members as needed.
9. Coordinates with In-Kind Donations Chair.
10. Collaborates with Finish Fest Chair.
11. Writes newsletter articles.
12. Sends email thank you to contributing sponsors.
13. Participates on Allocations Committee.
14. Attends monthly board meetings to provide updates.
15. Maintains experience binder.

Approved December 1, 2016

12/16