

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 asking for 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. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible. (updated 10/20)

10/4/18

January 2023

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. Submits final versions of bylaws, policies and procedures, addenda, standing rules, and job descriptions to web manager for posting.
8. Follows proper procedures when amending branch bylaws.
9. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

6/09

Updated 3/18, 10/20

DIVERSITY, EQUITY AND INCLUSION OFFICER

The DEI officer will develop a plan to work toward the recruitment and retention of diverse members. The responsibilities of the DEI officer are:

1. Forms a committee to help plan and implement DEI strategies.
2. Determines current demographics of branch membership and leadership.
3. Collaborates with the Membership VP to review recruitment and retention of diverse members.
 - a. How members are recruited
 - b. Retention rate and why members leave
4. Collaborates with the Program VP to schedule DEI programming for the branch and the community.
 - a. Types of programming and target audience
 - b. Serves on the program planning committee.
5. Develops measurable goals to be achieved within a set timeline.
6. Provides input to the Leadership Development Team to encourage diverse branch leaders.
7. Works with branch leadership and members to maintain a welcoming culture at branch activities.
8. Participates in public events and activities where AAUW has a presence.
9. Serves as the diversity liaison with AAUW CA and National
10. Takes on other DEI projects as requested by the President or the Board.
11. Maintains an Experience Binder or e-file that includes resource materials, notes, timelines, committee meeting minutes, and suggestions for changes. Passes binder to successor.

Approved 12/1/2022

January 2023

GEMS (GIRLS ENGAGED IN MATH AND SCIENCE) COORDINATOR
(program currently suspended)

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 or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible. (10/20)

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 or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.
(updated 10/20)

Updated 5/14

January 2023

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. Attends monthly board meetings and reports as appropriate.
4. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.
(updated 10/20)

11/07
Revised 1/12
Updated 10/20

NEWSLETTER EDITOR

This position may be held by one or more persons.

The newsletter informs members about branch events and activities and documents branch history

The responsibilities of the Newsletter Editor are:

Managing Editor

1. Publishes newsletter bi-monthly, September to July.
2. Sets deadline for newsletter items.
3. Sends request for articles and photos to board members, committee chairs, and other appropriate members.
4. Collects and logs articles for current newsletter.
5. Screens articles submitted for relevance to AAUW business.
6. Collects member ads from the Advertising Coordinator.
7. Sends articles to copy editor
8. Works with copy editor to secure photos and images.
9. Collects reviewed articles from copy editor
10. Sends reviewed entries to layout editor
11. Posts proofed blog entries on website
12. Sends newsletter draft to president and designated member for final proofing
13. Publishes email newsletter to members and to AAUW-CA at branchnewsletters@aauw.ca.org.
14. Sends newsletter link to weekly email managers and web manager.
15. Attends monthly board meetings.
16. Maintains an Experience Binder or e-file that includes copies of newsletters, resource materials, notes, timelines, decisions, and suggested changes. Passes binder to successor one-on-one, if possible.

Copy Editor

1. Edits submitted items received from the managing editor as needed. Discusses any major editing with the writer.
2. Writes a 30-50 words summary of the blog entry article for the newsletter email.
3. Works with the writer of articles and managing editor to secure photos and images for articles.

Layout Editor

1. Creates layout for the email newsletter with materials received from the managing editor for final draft.
2. Creates necessary blog entries for completed articles.

Revised May 2022

January 2023

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 column on public policy issues for the newsletter. Writes public policy alerts for weekly email as needed.
4. Informs members via email of any legislative or policy issues as requested by AAUW-CA or Association.
5. Coordinates branch response to National and state AAUW public policy alerts.
6. Coordinates local candidate and issue forums.
7. Coordinates branch public policy studies and action. For example: Organize branch members to represent AAUW MH positions at city council, school board, or county commissioner meetings.
8. Uses National and CA Public Policy websites to educate members. May reproduce and print National and CA brochures when needed. May create local public policy brochures.
10. As part of National and state Lobby Days, interviews elected officials regarding their positions on AAUW issues, and reports those positions to branch members and to state and national public policy chairs. Informs legislators at state and national levels about AAUW issues and asks them about their positions on a continuing basis.
11. Encourages branch members to complete AAUW public policy surveys.
12. Educates branch members on what it means to be a non-partisan yet political organization. Educates branch members on the use of the AAUW and individuals' names. Advises the AAUW MH board on 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 or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

Revised 9/22

January 2023

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, Morgan Hill Life, gmhToday, and the 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 or file 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 or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

11/07, 4/08
Updated 3/18, 6/21

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 and Deferred-Entry Women, Lauren Jenkins Health Care Professional Scholarship, Keeping In Touch (KIT) Grants, National Conference for College Women Student Leaders (NCCWSL).
2. Attends scholarship committees 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 or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible. (updated 10/20)

Approved Jan. 7, 2016

January 2023

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 Morgan Hill Unified School District middle schools to seek nominations from math and science teachers.
 - b. Distributes application packets to nominated campers.
 - c. Scores submitted essays and applications 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 Tech Trek camp treasurer for camper tuition.
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 MHUSD schools at conclusion of school year.
7. Assists with camper orientation by inviting new campers to the Interbranch Council Tech Trek orientation, and assists at event as needed.
8. Works with Publicity Chair to arrange local news coverage.
9. Attends monthly board meetings.
10. Maintains an Experience Binder or file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

4/07

Updated 10/13, 10/20

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 or file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.
(updated 10/20)

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 an Experience Binder or file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.
(updated 10/20)