

## **PRESIDENT**

The President conducts the business of AAUW in the branch and develops, implements and oversees all AAUW in the branch and community. The responsibilities of the President are:

1. Serves as the official representative of the branch in activities of the Association at all levels.
2. Sets agenda and presides at all branch, Executive Committee and board meetings. Sends agenda to board members in a timely manner.
3. Appoints the chairs of all committees except the Nominating Committee and any additional positions authorized by the branch Bylaws.
4. Promotes the objectives of the Association to the members and to the public.
5. Submits a list of the incoming and continuing branch officers and chairs to AAUW CA and Association by June deadline.
6. Writes the monthly President's Message for the newsletter.
7. Reviews newsletter content with the editor before submission of copy to the printer.
8. Plans and leads retreat for new board in June or July.
9. Participates in Budget and Program planning meetings (July/August)
10. Distributes relevant information from State and Association to appropriate board members.
11. Checks post office box on a regular basis.
12. Ensures that the branch bylaws are in conformity with the AAUW Charter and Bylaws after each Association convention and with the AAUW CA Bylaws after each state convention.
13. Ensures that the branch has enrolled in the state liability insurance program and obtains insurance as required for branch events.
14. Completes the Affiliates Agreement as required by Association.
15. Serves as an ex-officio member of all committees, except the Nominating Committee.
16. Attends bi-monthly Interbranch Council meetings and semi-annual district leadership workshops.
17. Represents the branch at AAUW CA Convention, Association Convention, and other conventions and meetings to the extent possible. Acts as chair of convention delegation. Reports the results of these meetings and conventions to branch members.
18. Submits the documentation for the current Association branch recognition program, if requested by the board.
19. Encourages cooperative relationships among board members.
20. Encourages membership participation.

21. Knows and implements business-like procedures and processes.
22. Keeps current website content related to the position of President. (added 4/13)
23. 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)

6/2005  
(Revised 4/13, 10/20)

## **PRESIDENT-ELECT**

The President-Elect serves as president the following year. To qualify for this position, the President-Elect must have served as a board member at some time or have had comparable leadership experience. The President-Elect has the following responsibilities:

1. Learns about AAUW's Program and Policies.
  - a. Attends board meetings and branch events.
  - b. Attends Interbranch Council meetings with President or as her representative.
  - c. Attends state and association conventions if possible.
  - d. Becomes familiar with national, state, and branch websites.
2. Plans for term as President.
  - a. Develops list of prospective board members.
  - b. Starts planning in the spring for summer board retreat.
  - c. Attends leadership training workshops.
3. Presides at meetings at the request of or in the absence of the President.
4. Acts in place of the President in the case of absence or disability.
5. May serve as an ex-officio member of all committees, except the Nominating Committee.
6. As incoming President, chooses the installing officer for the installation event.
7. Performs other duties as requested by the President or Board of Directors.
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)

6/2005  
Revised 3/09  
Updated 8/13, 10/20

## **PROGRAM VICE PRESIDENT**

The Program Vice President develops and coordinates the overall program plan for the year. The responsibilities of the Program Vice President are:

1. Recruits and chairs the Program Planning Committee\* to help develop and implement AAUW programs.
2. Chairs program planning meeting in June or July.
3. Evaluates previous branch programs and assesses membership needs and interests.
4. Plans and implements branch programs, except for the September membership event and the month of the Wildflower Run.
  - a. Contacts, greets, and introduces speaker and arranges for gift and meal, as appropriate.
  - b. Arranges for meeting space and obtains insurance rider if necessary.
  - c. Submits program information to the newsletter, weekly email, website, and calendar.
  - d. Works with Publicity Chair to publicize programs that are open to the public.
5. Serves on Budget Committee.
6. Develops and monitors a budget for programs.
7. Keeps current website content related to the position of Program Vice President.
8. Attends monthly board meetings and provides a report.
9. Presides and acts in the absence of the President and the President-Elect if needed.
10. Performs other duties as requested by the President and the Board of Directors.
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.

\*The Program Planning Committee shall consist of:

Program Vice-President  
President or President Elect  
Public Policy Chair  
Membership Vice-President  
Diversity, Equity, Inclusion (DEI) Chair  
Hospitality Chair, if needed  
Members with ideas for programs

6/2005, revised 4/08  
Updated 11/12, 4/13, 10/20  
Revised 9/22

## **MEMBERSHIP VICE PRESIDENT**

The responsibilities of the Membership Vice President are:

1. Recruits and chairs the Membership Team to assist with membership responsibilities.
2. Develops and coordinates the membership recruitment strategy.
3. Plans and chairs the September membership event with Hospitality.
4. Plans and chairs the new members Wine and Whine event with Wine and Whine chair.
5. Plans and chairs other new member events and orientations with Leadership Development.
6. Manages membership renewals, follows up with members who do not renew, and works toward a high level of retention.
7. Encourages usage of social media to recruit and retain members.
8. Makes annual updates to online membership forms and website pages.
9. Manages incoming dues for new and renewing members and provides CFO/Treasurer with branch dues summary.
10. Updates branch member information on national database (Community Hub).
11. Sends new member interest group preferences to Interest Group Coordinator.
12. Provides new members with written welcome greeting and ensures that new members receive regular email contacts.
13. Requests photo (headshot) from new members and submits photo and contact information to branch web manager for online directory.
14. Writes newsletter articles focusing on membership and new members.
15. Attends branch events to provide AAUW information to prospective members.
16. Attends monthly board meetings and provides a report.
17. Serves on the Program Planning Committee or designates a committee member to attend.
18. Serves on the Budget Committee and develops the budget for branch membership activities.
19. Presides at board meetings and branch events in the absence of the President, President-Elect, and Program Vice President.
20. Performs other duties as requested by the President or Board of Directors.
21. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, decisions, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

Approved 6/05, updated 1/12, 4/13 Revised 9/22

## **AAUW FUND VICE PRESIDENT**

The responsibilities of the AAUW Fund Vice President are:

1. Keeps accurate records of all money contributed by the branch to AAUW Fund.
2. Sends annual branch AAUW Fund donation along with contribution report to AAUW – CA and to AAUW.
3. Writes a monthly newsletter article describing the various programs within AAUW Fund.
4. Appoints the three members of the AAUW Honoree Committee, one of whom will be designated as chair. Honorees within the last five years are eligible to serve on the committee.
5. Consults with Legal Advocacy Fund and Public Policy chairs to determine how the money is to be allocated among AAUW Fund programs.
6. Makes recommendations to board regarding disbursement of branch's annual AAUW Fund contribution to the various fund programs.
7. Reports current total of Blaine/Cate Endowment and Wildflower Fund Research and Projects Grants to membership annually.
8. Attends monthly board meetings and informs board about current AAUW Fund and AAUW Honoree considerations.
9. Serves on branch Program Planning Committee.
10. Performs other duties requested by the President or the board.
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 6/2/2016  
Updated 10/20, 6/21

## **SECRETARY**

The Secretary is the recording officer of the organization and the custodian of the records, except of those specifically assigned to others. The responsibilities of the Secretary are:

1. Records attendance at board meetings.
2. Records minutes of the board and branch meetings and maintains them in a permanent file for branch archives.
3. Makes available a copy of the corrected minutes of board meetings to board members in a timely manner.
4. Finds a substitute secretary when unable to attend board or branch meetings.
5. Retains official communications, such as letters and announcements sent and received by the branch.
7. Orders the Past President's pin in advance of the installation event. (Added 7/13)
8. Performs other duties as requested by the President.
9. Maintains an Experience Binder or file that includes current year hard copy of minutes, resource material, notes, timelines, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

Approved June 2005

Revised Nov 2020

## **CHIEF FINANCIAL OFFICER (CFO)/TREASURER**

The CFO/Treasurer oversees the fiscal operations of the branch. The responsibilities of the CFO/Treasurer are:

1. Chairs the Budget Committee to develop a budget that supports the programs and activities of the branch.\*
2. Opens and maintains bank accounts for checking and savings and establishes authorized check signers for the branch.
3. Receives all monies due the branch.
4. Pays all bills provided for in the budget or verified by the President or Program VP.
5. Processes dues, fees and contributions, including filing the necessary forms with State and Association.
6. Works with Membership Vice President to process membership dues, including filing the necessary forms with State and Association.
7. Keeps accurate financial records using accepted accounting principles and practices. Obeys all local, state, and federal charitable tax laws.
8. Presents a financial report at the board meetings and at the annual meeting of the branch. Publishes the budget in the September newsletter.
9. Pays premiums for insurance policies on or before due dates.
10. Bills any person who fails to cancel a reservation in time to recover the branch payment.
11. Ensures that branch financial records are reviewed annually.
12. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.
13. Submits appropriate forms to IRS and State Franchise Board..
14. Sends a memorial gift of \$100.00 to AAUW Fund upon the death of an active member.
15. Performs other duties requested by the President or Board of Directors.
16. 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)

\* The Budget Committee shall consist of the CFO//treasurer, as chair, president, president-elect, program vice president, membership vice president. The chair may add other committee members as needed, such as recent past president or recent past CFO/treasurer.

Updated 11/12, 11/13, 3/15, 10/20