

## **ATTACHMENT A - RESPONSIBILITIES OF ELECTED OFFICERS**

### **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.

6/05  
(Revised 4/13)

## **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.

6/05  
Revised 3/09  
Updated 8/13

## **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 monthly branch programs, except for the September membership event and the month of the Wildflower Run. Collaborates with Membership VP for Neighborhood event.
  - 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, website, and calendar.  
Assists the editor of the newsletter with content displayed on the front page.
  - d. Works with Publicity Chair to publicize programs that are open to the public.
  - e. Coordinates with Hospitality Chair to arrange for room set-up and refreshments.
5. Serves on Budget Committee.
6. Develops and monitors a budget for programs.
7. Attends monthly board meetings and provides a report.
8. Presides and acts in the absence of the President and the President-Elect.
9. Performs other duties as requested by the President and the Board of Directors.
10. Keeps current website content related to the position of Program Vice President (added 4/13)
11. Maintains an experience binder.

\*The Program Planning Committee shall consist of:

Program Vice-President  
President  
Hospitality Chair  
Public Policy Chair  
Membership Vice-President  
AAUW Funds Chair  
Members with ideas for programs

6/05  
Revised 4/08,  
Updated 11/12, 4/13

## **MEMBERSHIP VICE PRESIDENT**

The responsibilities of the Membership Vice President are:

1. Forms and chairs the Membership Committee to assist with membership responsibilities.
2. Develops and coordinates the membership recruitment strategy.
3. Plans and chairs the September membership event, new members Wine and Whine event, and other new member events and orientations.
4. Manages the annual renewal campaign, follows up with members who do not renew, and works toward a high level of membership retention.
5. Makes annual updates to the membership forms and website pages
6. Attends monthly board meetings, and provides a report.
7. Receives and deposits checks for new and renewing members and updates national database (MSD) and provides CFO/Treasurer with branch dues summary.
8. Updates national database for membership transfers and member contact information.
9. Submits monthly updated member information to branch website manager.
10. Writes newsletter articles focusing on membership and new members.
11. Submits annual membership reports required by AAUW CA or Association.
12. Serves on the Program Planning Committee.
13. Serves on the Budget Committee and develops the budget for branch membership activities.
14. Presides at board meetings and branch events in the absence of the President, President-Elect, and Program Vice President.
15. Attends branch events to provide AAUW information to prospective members.
16. Performs other duties as requested by the President or Board of Directors.
17. Maintains an experience binder.

Approved 6/05  
Updated 1/12, 4/13  
Revised 11/7/19

## **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 Educational Opportunities Fund and Eleanor Roosevelt 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 Funds 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 to membership annually.
8. Attends monthly board meetings and informs board about current Educational Opportunities 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.

Approved 6/2/16

## **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.
3. Sends a copy of the minutes of board meetings and branch events to each board member in a timely manner.
4. Finds a substitute secretary when s/he is unable to attend board or branch meetings.
5. Retains official communications, such as letters and announcements sent and received.
6. Keeps master copies of policies and procedures, standing rules, and certified copies of branch bylaws.
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.

## **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. Monitors Wildflower Run income and expenses.
4. Receives all monies due the branch.
5. Pays all bills provided for in the budget or verified by the President or Program VP.
6. Processes dues, fees and contributions, including filing the necessary forms with State and Association.
7. Works with Membership Vice President to process membership dues, including filing the necessary forms with State and Association.
8. Keeps accurate financial records using accepted accounting principles and practices. Obeys all local, state, and federal charitable tax laws.
9. Presents a financial report at the board meetings and at the annual meeting of the branch. Publishes the budget in the September newsletter.
10. Pays premiums for insurance policies on or before due dates.
11. Bills any person who fails to cancel a reservation in time to recover the branch payment.
12. Ensures that branch financial records are reviewed annually.
13. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.
14. Submits appropriate forms to IRS and State Franchise Board.
15. Orders the past President's pin.
16. Sends a memorial gift of \$100.00 to AAUW Funds upon the death of an active member.
17. Performs other duties requested by the President or Board of Directors.
18. Maintains an experience binder.

\* 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