

## PRESIDENT

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

1. Serves as the official representative of the branch in AAUW activities 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 AAUW to the members and to the public.
5. Submits a list of the incoming and continuing branch officers and chairs to AAUW CA by June deadline.
6. Writes the President's Message for the newsletter.
7. Reviews newsletter content with the editor.
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 National 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 and AAUW CA bylaws.
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 National AAUW.
15. Serves as an ex-officio member of all committees, except the Nominating Committee.
16. Attends Interbranch Council meetings and district leadership workshops.
17. Represents the branch at AAUW CA and National conventions to the extent possible. Acts as chair of convention delegation. Reports the results of these meetings and conventions to branch members.
18. Submits documentation for branch recognition programs, as 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.
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. Passes binder to successor one-on-one, if possible.