

AAUW FUND CHAIR

The responsibilities of the AAUW Fund Chair are:

1. Keeps accurate records of all money contributed by the branch to AAUW Fund.
2. Sends annual branch AAUW Morgan Hill Fund donation along with contribution report to AAUW – CA and to AAUW national.
3. Writes newsletter articles describing the various programs within AAUW Fund, including Legal Advocacy Fund.
4. Appoints three members to serve on 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.
6. Attends Allocation meeting and makes recommendation regarding branch's annual AAUW Fund contribution.
7. Reports on recipients of Blaine/Cate Endowment and Wildflower Fund Research and Projects Grants to membership.
8. Attends board meetings and informs board about current AAUW Fund and AAUW Honoree considerations.
9. Performs other duties requested by the President or the board.
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. Gives information to successor. (updated 10/20)

ADVOCACY COORDINATOR

The Advocacy Coordinator facilitates branch activities related to Public Policy, DEI (Diversity, Equity, and Inclusion) and CEAC (Climate Education and Action Committee). The responsibilities of the Advocacy Coordinator are:

1. Serves as Public Policy chair and represents Public Policy, DEI and CEAC at branch board meetings.
2. Interacts with DEI and CEAC representatives to support branch advocacy.
3. Shares appropriate Public Policy information with DEI and CEAC chairs.

As Public Policy Chair: (See separate DEI and CEAC job descriptions under Advisory positions.)

1. Recruits members for the branch Public Policy Committee and serves as chair.
2. Serves on the branch Program Planning Committee to coordinate the scheduling of Public Policy, DEI, and CEAC events.
3. Writes articles on Public Policy issues for the newsletter. Writes Public Policy alerts for weekly email as needed.
4. Organizes biannual local candidate and issue forums.
5. Informs members via email of any legislative or policy issues as requested by AAUW CA or AAUW national.
6. Coordinates branch response to national and state AAUW Public Policy alerts.
7. Coordinates branch Public Policy studies and action, such as organizes branch members to represent AAUW MH positions at city council, school board, or county commissioner meetings.
8. Uses AAUW national and AAUW CA Public Policy websites to educate members.
9. As part of national and AAUW CA 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.
10. Encourages branch members to complete AAUW Public Policy surveys.
11. Educates branch members on difference between a non-partisan yet political organization and the use of the AAUW and individuals' names.
12. Attends monthly board meetings and provides a report.
13. 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 information to successor in a timely manner.

Approved 12/4/2024

ALLOCATIONS MANAGER

The Allocations Manager facilitates the allocation of Wildflower Funds that supports all the branch projects and programs that further the mission of AAUW.

The responsibilities of the Allocations Manager are:

1. Provides financial oversight related to allocation of Wildflower Fund monies for projects and programs, including but not limited to Tech Trek, Scholarships, Young Women Leaders, and Community Action Grants.
2. Prepares for annual Allocation Committee meeting:
 - Determines Wildflower Fund (WFF) monies available for distribution. This is the total in Interbranch Special Projects Foundation WFF account minus committed scholarships, Wildflower Run start-up funds, and other annual obligations.
 - Sets date with Allocation Committee members, which include all chairs and coordinators who will be requesting funds.
 - Invites participation by president and chairs of annual member giving campaign, Wildflower Run corporate sponsors, and governance committees, and other interested members.
3. 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.
4. Prepares results of meeting for final review and approval by committee members.
5. Presents allocations proposal for approval at September board meeting. Revises proposal if needed and presents at October board meeting for approval.
6. Submits allocations report to newsletter editor for publication.
7. Answers questions and provides clarification to those receiving funds as needed. If issues arise, consults with allocations committee.
8. Provides information to web manager to update Wildflower Run and branch websites.
9. Maintains a record of historical and year-to year allocations.
10. Attends board meetings and provides a report.
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. Gives information to successor in a timely manner.

Revised 9/3/24

COMMUNICATIONS/MARKETING COORDINATOR

The Newsletter 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.

Photo Editor

Revised May 2022

GOVERNANCE/BYLAWS CHAIR

The responsibilities of the Governance/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

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

MEMBERSHIP CHAIR

The responsibilities of the Membership Chair 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 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. Performs other duties as requested by the President or Board of Directors.
20. 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.

Revised 9/2022

PROGRAMS/COMMUNITY EVENTS CHAIR

The Programs/Community Events Chair develops and coordinates the overall programs and events plan for the year. The responsibilities are:

1. Submits the branch plan for programs and events to the website Calendar administrator. As well as any changes or corrections.
2. Chairs the Program Planning Committee* to help develop and implement AAUW programs in June or July.
3. Evaluates previous branch programs and assesses membership needs and interests.
4. Plans and implements branch programs, except for those organized by other committees, such as DEI, CEAC or Public Policy.
 - a. Contacts, greets, and introduces speaker and arranges for gift and meal, as appropriate.
 - b. Arranges for meeting space and obtains insurance rider from AAUW CA, if necessary.
 - c. Submits program information to the newsletter, weekly email, website, and calendar.
 - d. Works with Communications/Marketing Coordinator to publicize programs that are open to the public.
5. Serves on Budget Committee.
6. Develops and monitors a budget for programs.
7. Attends board meetings and provides a report.
8. Performs other duties as requested by the President and the Board of Directors.
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. Gives information to successor in a timely manner.

*The Program Planning Committee shall consist of:

Programs Chair
President or President Elect
Public Policy Chair
Membership Chair
Diversity, Equity, Inclusion (DEI) Chair
Climate Education and Action (CEAC) Chair
Hospitality Chair, if needed
Members with ideas for programs

October 3, 2024

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 Chair 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 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)