

## 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 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.

Updated Oct 2020

## **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)

*Add: Updates board and committee members for branch website. Collects, compiles and gives to web manager.*

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

## 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 President's pin in advance of the installation event. (Added 7/23) \*
8. Performs other duties as requested by the President.
9. Maintains an Experience Binder or e-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.

\*First year pin (also called Past President's pin) <https://napacounty-ca.aauw.net/pin/>

\*Second year pin (also called Gift Honoree pin) <https://halfmoonbay-ca.aauw.net/fundraising/>  
(Scroll down to AAUW Gift Honoree Pin)

Approved June 2005

Revised Nov 2020

## TREASURER

The Treasurer oversees the fiscal operations of the branch. The responsibilities of the 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 chair.
5. Processes dues, fees and contributions, including filing the necessary forms with State and Association.
6. Works with Membership 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 treasurer, as chair, president, president-elect, program chair, membership chair. The treasurer may add other committee members as needed, such as recent past president or recent past treasurer.

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