

POLICIES AND PROCEDURES

INCLUDING JOB DESCRIPTIONS

AAUW ALHAMBRA-SAN GABRIEL BRANCH, CALIFORNIA

1. BRANCH GOVERNING DOCUMENTS REVIEW

- 1.1. Branch policies and procedures and standing rules shall be reviewed in the even numbered years by a committee appointed by the president and chaired by the bylaws/parliamentarian.
- 1.2. The bylaws shall be reviewed in the odd numbered years, or whenever mandatory amendments are required by national or state AAUW, by a committee appointed by the president and chaired by the bylaws/parliamentarian.
- 1.3. The policies and procedures may be amended or revised by a majority vote of the board when a quorum is present. No policy may be adopted that conflicts with branch bylaws or standing rules, which have priority and may only be amended as specified in those documents by a branch membership vote.
- 1.4. Whenever the bylaws, policy, or standing rules are amended, the official branch copy of the document shall be updated with the date of approval on the footer of each page, and distributed to all board officers within 30 days.

2. BOARD OF DIRECTORS MEETINGS AND BUSINESS

- 2.1. Board meetings are open to all branch members. Dates and locations of board meetings shall be published in the branch newsletter and on the branch website.
- 2.2. Any branch member may bring a proposal in writing to the board for discussion and action at its next regular meeting by requesting the president to include the proposal as an agenda item at least seven days before the agenda is published. If the member wishes to appear at the board meeting to speak to the proposal, that request should also be included.
- 2.3. Voting by email between meetings is authorized in accordance with the bylaws. It may only be used if ALL members of the board have an active email account. It shall not be used to replace in-person discussion and voting at regular board meetings, but rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure:
 - 2.3.1. The president's email message calling for a vote must present the motion and allow at least 24 hours for discussion after a motion is made and seconded.

- 2.3.2. During that discussion period, standard parliamentary procedure will apply, including the ability to amend the motion. Should there be an amendment to the original motion, the president must allow a minimum of 24 hours from that time to allow the amendment to be seconded and discussed, before a vote is called.
- 2.3.3. All email discussion must include ALL board members, not just email replies sent only to the president.
- 2.3.4. Should a vote of the board be required, the votes (YES, NO, ABSTAIN) must be emailed to the entire board.
- 2.3.5. In the event that immediate action on a program or policy question is necessary, if it has not been discussed at a regularly scheduled board meeting within the previous two months, a three-fourths vote of the board members shall constitute approval for use of name.
- 2.4. A board-to-board planning meeting shall be held after the branch elections, at which time outgoing board members will turn over their files to their successors. The date and location of this meeting shall be determined by the incoming president, and advertised to the entire branch membership.

3. BOARD OF DIRECTORS, RESPONSIBILITIES

- 3.1. Per the bylaws, the board has the general power to administer the affairs of the branch and to carry out its programs and its policies, and shall accept responsibilities delegated by AAUW and the state. The board's priorities shall be to:
 - 3.1.1. Contribute to the growth and advancement of AAUW and AAUW Fund.
 - 3.1.2. Participate in the development and promotion of AAUW mission through branch programs, projects, and public policy advocacy.
 - 3.1.3. Support branch needs and promote positive change toward equity for women and girls in the community.
 - 3.1.4. Cooperate in AAUW work at the district, state, and national level.
- 3.2. Act for the branch between membership meetings and have fiscal responsibility as outlined in the bylaws and Section 5 of this handbook.
- 3.3. Establish committees as needed to conduct the programs and projects of the branch. See Appendix C of this handbook for committee job descriptions.
- 3.4. Plan for the annual meeting and branch elections.
 - 3.4.1. Set the date of the annual meeting in accordance with branch bylaws.

- 3.4.2. Appoint the nominating committee at least 3 months before the annual meeting. See branch bylaws and Appendix C of these policies and procedures for more information on the nominating committee.
- 3.4.3. Ensure nominations and any other voting measures are sent to all members at least 21 days prior to the annual meeting, in accordance with the bylaws requirements.
- 3.4.4. If a quorum is not present at the annual meeting, arrange for mail/email voting in accordance with the bylaws to conduct the branch election. This method of voting may not be used in lieu of holding an annual meeting.
- 3.5. Read and be familiar with the bylaws and these policies and procedures, including job descriptions for elected officers (Appendix A) and appointed officers (Appendix B).
- 3.6. Attend all board meetings and general meetings. Notify the president if unable to attend and arrange a substitute if necessary. Send a report if necessary.
- 3.7. Attend as many AAUW conventions, conferences, Interbranch Council meetings, workshops, etc. as possible.
- 3.8. Report to the board on the activities and concerns of the officer position.
- 3.9. Spend only moneys that have been included in the budget and clear any additional expenses beforehand with the board and the treasurer.
- 3.10. Consult with the president on all branch activities, procedures and policies.
- 3.11. Submit promptly all reports and other information required by AAUW or AAUW CA officers. Give a copy of all reports to the president and put a copy in the experience binder.
- 3.12. Keep a current experience binder or file that includes resource material, current minutes, AAUW and AAUW CA mailings, notes, ideas, and recommendations for a successor. At end of term of office, add updated position description to binder and give copies to president and president-elect. Pass binder to successor at one-on-one meeting if possible. Assist in updating job description in these policies and procedures, when appropriate.
- 3.13. Give important papers that ought to be kept in the branch permanent file to the president.
- 3.14. Set advertising rates for the newsletter and the directory.

- 3.15. Submit newsletter material to the editor by the deadline and submit materials to web manager as needed to keep the website current.

4. ADMINISTRATIVE CALENDAR

The branch year begins July 1, but board members may begin planning as soon as they are elected.

- 4.1. Summer (June-August):
 - 4.1.1. Board sets annual goals and objectives, establishes calendar
 - 4.1.2. Treasurer submits year-end finance report (July 1-June 30)
 - 4.1.3. Incoming branch president appoints financial reviewer, who will report to the board by the end of August (see Section 5.1.4)
 - 4.1.4. Standing committees are appointed
 - 4.1.5. File intent to hold raffle by Sept. 1 deadline (see Section 6.4)
- 4.2. Autumn (September-November)
 - 4.2.1. Board approves budget in September
 - 4.2.2. Bylaws committee reviews documents (see Section 1)
 - 4.2.3. AAUW Fund committee ensures donations meet contribution deadlines
 - 4.2.4. Treasurer sends state insurance and AAUW Fund assessment to state officer per state invoices
 - 4.2.5. Treasurer submits required IRS and Franchise Tax Board filing, and renews registration with the California Attorney General's office to be eligible to raise funds
 - 4.2.6. Report on previous year's raffle with state attorney general's office by Oct. 1 deadline (see Section 6.4)
- 4.3. Winter (December-February)
 - 4.3.1. Nominating committee is elected.
 - 4.3.2. Board conducts mid-year budget review
- 4.4. Spring (March-May)
 - 4.4.1. Officer elections and board reports to branch at annual meeting
 - 4.4.2. Membership committee sends renewal information to members
 - 4.4.3. Outgoing president submits Board Officer Reports to national and state AAUW

5. BUDGET AND FINANCE

5.1. Budget Management

- 5.1.1. The Budget Committee's membership and job description is outlined in Appendix C of these policies and procedures.
- 5.1.2. The proposed budget will be presented to the board for approval no later than the September Board meeting. It will be published in the newsletter no later than October.

- 5.1.3. Each officer, elected or appointed, having budget funds, shall be responsible for approval of the bills and vouchers for her/his committee and for keeping a current account of funds remaining in her/his budget. Any expenditure over budget requires board approval.
- 5.1.4. Branch financial records must be reviewed annually. The president will work with the treasurer to identify someone who will perform this service, who may or may not be a branch member.
- 5.1.5. The financial review shall be conducted after the fiscal year's books have been closed by the treasurer. A report shall be submitted no later than the September board meeting.
- 5.1.6. A sum of money, to be determined by the budget committee, will be budgeted annually to encourage attendance at the AAUW conventions. The funds for each biennial convention shall be set aside annually to spread the cost over two years. Attendance at state meetings in years with no convention shall be at the expense of the attendee, without branch reimbursement.
 - 5.1.6.1. These funds will be allocated to the incoming president.
 - 5.1.6.2. In the event the incoming president is unable to attend or has not yet been elected by the time of the convention registration deadline, the funding will be allocated to the current president.
 - 5.1.6.3. If neither the incoming president nor the president can attend, the board will authorize convention reimbursement to an interested branch member approved by the board.
 - 5.1.6.4 Any recipient of branch funds to assist attendance at AAUW conventions is expected to report the event's highlights in the branch newsletter, and to share pertinent information with the appropriate officer and/or committee.
- 5.1.7. A permanent reserve shall be an amount established by the board at 25 percent of the preceding year's dues revenue. At no time shall the reserve fall below this base amount. Should the base amount fall below 25 percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.
- 5.1.8. Honoraria and speaker's fees are set by the program committee and financed from the program budget, except in the case of fellowship/grant recipients or LAF litigants, which are financed from the AAUW Fund budget.

5.2. Vouchers and Reimbursements

- 5.2.1. Vouchers for reimbursement should be submitted to the treasurer. Receipts for ALL expenses must accompany the voucher to be eligible for reimbursement.
- 5.2.2. The treasurer shall issue checks only after approval of vouchers and bills by the appropriate officer in charge of that budget category.
- 5.2.3. Funds being transferred by the treasurer to or from savings accounts need not be approved.
- 5.2.4. No indebtedness over amounts provided for in the budget shall be incurred by any branch member except upon a recommendation of the board.

5.3. Branch Donations/Contributions

- 5.3.1. The branch will neither raise funds for nor contribute to any organization outside of AAUW. See also Section 9 for additional policies concerning outside organizations.
- 5.3.2. The branch may contribute neither money nor anything of material value to candidates for elective office, partisan or non-partisan, nor accept their paid political announcements for inclusion in AAUW publications.
- 5.3.3. Upon the death of a member, her/his participation in AAUW may be honored with a memorial gift from the branch to the AAUW Fund, Speech Trek, or Tech Trek. Funds for the gift shall be taken from the general fund and the amount decided upon by the board.

5.4. Membership Dues

- 5.4.1. Changes in dues occur as written in the bylaws. Current dues for membership are:

AAUW:	\$59 (\$56 of which is tax deductible)
AAUW CA:	\$20
Branch:	\$21

Student Affiliate dues are:

AAUW:	\$18.81(\$16 of which is tax deductible)
AAUW CA:	\$10
Branch:	\$21

- 5.4.2. Members must renew by July in order to be included in the membership annual directory.
- 5.4.3. Any new members joining after March 15 shall pay the full amount of dues, which will cover their dues for the following fiscal year.
- 5.4.4. College/university representatives of a partner member institution may join the branch by paying branch dues.

- 5.4.5. E-student affiliates from an AAUW college/university partner member institution may participate in all branch activities without paying any fees, but are not eligible to vote or run for branch office, and may only receive branch publications (e.g., newsletter, directory) electronically, rather than print.

6. FUND RAISING

- 6.1. **Purposes.** The primary purpose of AAUW fund raising is to finance AAUW programs and projects.
 - 6.1.1. To retain tax-exempt status, AAUW must pay attention that fund raising does not become its primary focus. Further information can be found in IRS publication 598, "Tax on Unrelated Business Income of Exempt Organizations."
 - 6.1.2. In order to raise funds legally in California, the branch must register with the state attorney general's office, filing a CT1 form once and then annually renewing by filing the RRF1 form by the November 15 deadline: <http://ag.ca.gov/charities/>.
 - 6.1.3. All fund raising publicity must state clearly for what purpose the money being raised and what percentage or amount, if any, is tax exempt.
 - 6.1.4. If an event is raising funds for multiple purposes (e.g., branch operating budget, AAUW Fund, Tech Trek), the board must decide in advance how the proceeds will be allocated, and this must be disclosed in all fund raising publicity.
- 6.2. **Safeguards.** To ensure compliance with state and federal laws and to protect AAUW and its volunteers against loss, theft and mismanagement of funds, the following procedures must be followed:
 - 6.2.1. The fund raising project must meet the standards established in Section 6.1 and have the approval of the general membership in advance of the event and the vote must be recorded in the minutes of a branch meeting.
 - 6.2.2. The branch may not borrow start-up money to finance an AAUW project, nor lend money to other groups (including student body groups) needing money to begin or carry-out projects.
 - 6.2.3. Read all contracts carefully. Ensure that any contract is signed by two elected officers of the AAUW, one of whom must be the president, after the membership has voted to approve the project.
 - 6.2.4. Ensure that all money is always counted in a secure location by at least two adults who are not related by blood, marriage, or place of residence. Money must always be counted before being taken from the original site where it was obtained.

- 6.2.5. Use a cash verification form (signed by the counters) when counting money in order to have an accurate, written record of all money. Provide treasurer with a report.
 - 6.2.6. Deposit receipts promptly. Do not keep money at a member's home.
 - 6.2.7. Use an *Authorization for Payment* form when paying bills. Pay all bills by check (never in cash).
 - 6.2.8. Fund raising projects must not violate the noncommercial policy. Continuing or repetitive projects in cooperation with a commercial business may be perceived as AAUW endorsement of that business, as may the use of the name of AAUW along with the business name in promotions.
 - 6.2.9. The branch may accept donations from businesses or public officials (e.g., elected officials or candidates) as long as the donor does not publicly oppose AAUW positions and as long as the donor does not receive more prominent acknowledgement than others who donate at comparable levels.
- 6.3. **Tax Deductibility.** Funds intended for 501(c)(3) entities (e.g., AAUW Fund and Tech Trek) must be handled in accordance with IRS and state laws to protect the donors, the branch, and the tax-exempt status of national AAUW.
- 6.3.1. When tickets are sold to a fund raising event for AAUW Fund there are only two acceptable methods to send the monies to AAUW Funds that meet IRS requirements. (For full details see <http://www.aauw.org/files/2013/06/Events-with-Ticket-Sales.pdf>) In brief, they are:
 - A. Branch Donation - All income is recorded (gross amount), all expenses are deducted, and the remaining amount (net amount) is sent to national. NO individual members are credited with donations. This is ONE entry for the entire branch as a Special Event.
 - B. Individual Donations - The fair market value (FMV) of the event must be determined and the Event Fair Market Value Worksheet filled out and submitted with the monies to national. Individual donations should be listed minus the FMV, showing only the donation amount allowable for each attendee. (Note: It is difficult to retain funds to cover event costs when using this method.)
 - 6.3.2. Branch or individual contributions to Tech Trek or Speech Trek shall be handled through the AAUW CA Special Projects Fund (SPF). Donor checks must be made out to AAUW CA SPF, not to the branch, in order to meet IRS requirements for tax deductibility. Checks must be forwarded promptly to the Tech Trek camp treasurer, with the required transmittal form; or, if the donation is intended to the entire Tech Trek project, rather than toward camper fees, directly to SPF with a transmittal form explaining its intent.

- 6.4. **Raffles and Opportunity Drawings.** The forms and information on how to conduct a raffle or opportunity drawing legally must be consulted on the California Attorney General's website: www.ag.ca.gov/charities/raffle.htm.

Note: A completed registration form and registration fee must be submitted by September 1 of each year (September 1 through August 31) during which a raffle is expected to be conducted. A separate Nonprofit Raffle Report must be completed for each raffle conducted during a reporting year (September 1 through August 31). Reports are due on or before October 1.

- 6.5. **AAUW Fund.** In addition to branch fund raising events supporting AAUW Fund (see 6.3), direct donations may be solicited, either via the national AAUW website's donor platform, or by checks. All such donations are tax deductible.

6.5.1. Checks must be made out to "AAUW Fund." If the donor wishes, the designated fund may be written in the memo line. The board shall decide which funds(s) shall receive undesignated donations, with priority given to incomplete California endowment funds closest to completion.

6.5.2. Checks intended for AAUW Fund may NOT be deposited in the branch bank account. Checks must be mailed promptly to AAUW. Failure to follow this procedure puts the donor at risk for audit and endangers AAUW's tax-exempt status.

6.5.3. If a donor mails a check directly to national AAUW rather than the branch, the branch name must be noted in the memo line for the branch to receive credit for the donation.

7. CANDIDATE ENDORSEMENT

- 7.1. Candidates for public office may only speak at candidate forums or branch events in accordance with AAUW Policy #301. [AAUW policy is posted on the AAUW website: www.aauw.org/resource/aauw-board-of-directors-policy-book/]
- 7.2. Branch endorsements of candidates for non-partisan public office or public agencies within the West San Gabriel Valley area may be made using the procedures outlined in AAUW Policy #301.
- 7.3. An individual member may endorse, as a private citizen, candidates for appointive or elective office, partisan or non-partisan, but such endorsement shall not use the name of AAUW. The individual member endorsement shall not include any mention of her/his AAUW membership.
- 7.4. As a candidate for any office, a member may declare membership in AAUW as long as she or he is not opposing any AAUW program or policy. Declaring one's AAUW membership opposing an AAUW position violates the AAUW Use of Name policy.

8. MEETINGS, PROGRAMS, AND INTEREST GROUPS

- 8.1. Prospective members may attend only 2 member-only functions (e.g., interest groups) before being asked to join. An exception is made for spouses in couples groups such as gourmet or bridge. (See Standing Rule Membership #3).
- 8.2. Dates of all meetings, including interest group meetings, must be cleared with the board member who keeps the branch calendar.
- 8.3. No branch meeting or event, nor interest group meeting, shall be scheduled on the dates/times of Interbranch Council meetings, the district leadership training meeting, or the state or national AAUW conventions or annual meetings.
- 8.4. No meetings shall be scheduled on Maundy Thursday through Easter, Rosh Hashanah (2 days), Yom Kippur, the evening preceding the first day of Passover, Christmas, or any major holiday of significant religious or ethnic groups. This is in accordance with AAUW Diversity Policy.
- 8.5. No interest group activity will be scheduled on the date of the branch general meeting or branch special event or fund raiser. The branch general meeting takes precedence over any scheduled branch section or interest group.
- 8.6. All branch general meetings, special meetings and events will be accessible to persons with disabilities and all publicity about such meetings will carry accessibility information. Members will do everything possible to help handicapped members to attend events in private homes.
- 8.7. There shall be no smoking at any branch event, including those held in private homes.
- 8.8. Traditional dates of interest group meetings will take precedence over proposed meeting dates of new interest groups.
- 8.9. With the approval of the board, any member may form a new interest group providing that it is open to all members and providing that its meetings will not conflict with other scheduled general and interest group meetings, or state or national conventions.
- 8.10. Member complaints or concerns about interest group activities shall be settled by the membership vice president in consultation with the membership committee. A member may appeal to the board for resolution of interest group issues, but only after first seeking the assistance of the membership chair.

9. OUTSIDE ORGANIZATIONS

- 9.1. As previously noted in Section 5.3.1, the branch will neither raise funds for nor donate funds to any outside organization.

- 9.2. No outside organization shall be allowed to promote its fund raising activities or sell tickets at branch meetings. Members shall neither sell tickets to non-AAUW events nor advertise them during branch programs or events.
- 9.3. The branch directory shall not be made available to outside organizations for recruiting or solicitation.
- 9.4. Information concerning any organization other than AAUW shall not be published in the monthly newsletter or sent via the branch email network without board approval.
- 9.5. When joining with other organizations in a coalition, the branch must retain control of the use of the name AAUW. The objectives of the coalition must not be in conflict with the AAUW Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the board.

10. PUBLICATIONS AND COMMUNICATIONS

- 10.1. All publications of the branch shall be in accord with the AAUW “Use of Name” bylaws article, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW California.
- 10.2. Content of the branch newsletter shall be reviewed and approved by the president.
- 10.3. The branch directory, newsletter, and website shall be used exclusively for communication on AAUW matters among the branch members. They shall not be used for solicitation of any kind.
- 10.4. Personal contact information of any member (mailing addresses, phone numbers, and email) shall not be posted on the branch website, unless on a password protected page for members only, without the permission of that member. It is the responsibility of those who submit updates to the website, including newsletter articles when the newsletter is subsequently posted on the website, to obtain permission for personal contact information to be included from any member so identified.
- 10.5. The branch website will only include links to other AAUW entities or to coalition organizations approved by the board.

APPENDIX A ELECTED OFFICERS JOB DESCRIPTIONS

PRESIDENT

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the nominee must have served on the branch board at some time. The president:

1. Serves as the official representative of the branch in activities of AAUW at all levels.
2. Prepares agendas and presides at all branch, executive committee and board meetings.
3. Upholds the bylaws, the policies and procedures, and the standing rules, and ensures that all board officers have current copies of these documents.
4. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
5. Appoints the chairs of all task forces and committees except the nominating committee and those chairs provided for by election.
6. Interprets the objectives of AAUW to the members and to the public.
7. Submits the board officer reports to AAUW CA and AAUW after branch elections by the stated deadlines.
8. Writes a president's message for each newsletter issue.
9. Reviews newsletter/website content with the newsletter editor before submission of copy to the printer/web manager.
10. Submits the documentation for the current AAUW CA branch recognition program as needed.
11. Ensures that the branch bylaws are brought into conformity whenever notified by AAUW or AAUW CA of mandatory amendments.
12. Serves as an ex-officio member of all committees except the nominating committee.
13. Develops, in concert with the board and committees, the branch calendar.
14. Attends Interbranch Council and district meetings or sends a representative.
15. Represents the branch at AAUW CA conventions, AAUW conventions and other meetings to the extent possible. Reports the results of these conventions and meetings to branch members.

16. Creates a harmonious climate for cooperative interrelationships among board members.
17. Encourages member participation.
18. Works closely with the president-elect.
19. Keeps an experience binder.

PRESIDENT-ELECT

The president-elect is the elected president for the succeeding year and succeeds to the office without further election. To qualify for this position, the president-elect must have served as a board member at some time. The president-elect:

1. Maintains the branch calendar.
2. Reserves meeting rooms for all board meetings.
3. Orders the past president's pin in advance of the installation event. If the president already owns a pin, purchases alternative gift from another AAUW source, such as Shop AAUW or merchandise sold by other AAUW branches to support other AAUW activities.
4. Presides at meetings at the request of or in the absence of the president.
5. Acts in place of the president in the case of absence or disability.
6. Serves as an ex-officio member of all committees except the nominating committee.
7. Assists the other chairs and vice presidents with such activities as orientation or new member meetings.
8. Acts as the liaison between the interest group chairs and the board. Adjudicates any member complaints concerning interest groups. **See Policy 8.10.**
9. Attends meetings of Interbranch Council with the president or as her/his representative.
10. Writes newsletter articles as necessary.
11. As incoming president, chooses the installing officer and venue for the installation event.
12. Keeps an experience binder.
13. Performs other duties as requested by the president or board of directors.

TREASURER

The treasurer:

1. Becomes familiar with the Branch Finance Tool Kit on the national AAUW website and the AAUW California Branch Financial Information publication on the state website.
2. Chairs the budget committee.
3. Receives all monies due the branch. Pays all bills provided for in the budget or verified by the president.
4. Keeps an accurate set of financial records.
5. Manages the branch bank accounts. Keeps separate ledgers and records for the branch general account, AAUW Funds raised, and any other accounts required by the IRS to be kept separate. Remits dues to AAUW and the state by the specified deadlines.
6. Renders a financial report at board meetings and the annual membership meeting of the branch. Publishes the budget in the newsletter in early fall, at a date determined by the board.
7. Assists fund raising planning to assure compliance with IRS and California Franchise Tax Board regulations.
8. Bills any person who fails to cancel a reservation in time to recover any branch up-front payment.
9. Submits all financial reports and filings required by the IRS, AAUW and AAUW CA by the deadlines as instructed by AAUW.
10. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.
11. Ensures that the branch financial records are reviewed annually.
12. Ensures that the branch has enrolled in the state liability insurance program, and pays the premium on or before the insurance renewal date.
13. *[If there is no president-elect]* Orders the past president's pin. If the president already owns a pin, purchases a gift certificate to Shop AAUW as the president's gift.
14. Keeps an experience binder.
15. Performs other duties as requested by the president or the board.

SECRETARY

The secretary is the recording officer of the organization and the custodian of all the records except those specifically assigned to others.

The secretary:

1. Works with the president to prepare the order of business as requested.
2. Sends out notices of meetings as requested.
3. Works closely with the president and the parliamentarian to achieve smooth-flowing, business-like meetings.
4. Records attendance at board meetings.
5. Keeps minutes of board, executive committee and branch meetings, and send a summary of board actions to the newsletter editor to keep branch members informed of board actions. (See Section 2.4 of these policies and procedures). Keeps other important branch papers.
6. Sends a copy of the minutes of the previous board meeting, together with a list of unfinished business, to the president within 10 days of the board meeting.
7. Sends a copy of the minutes of the previous board meeting and an agenda for the upcoming board meeting to board members in a timely manner.
8. Keep minutes of board and branch proceedings forever, as they are the legal record of the organization.
9. Sends all correspondence as instructed by the board. Retains all communications received and copies of all letters sent by the branch or board.
10. Sends cards of sympathy or congratulations to branch members when requested by the president.
11. Keeps an experience binder.
12. Performs other duties requested by the president or the board.

PROGRAM VICE PRESIDENT

The program vice president:

1. Selects a program committee with board approval and serves as chair. (See committee description in Appendix C of these policies and procedures).
2. Incorporates AAUW and AAUW CA program themes and priorities into the branch program.
3. Plans branch programs with the committee.
4. Develops the budget for the branch programs and is a member of the budget committee.
5. Presides and acts in the absence of the president and the president-elect.
6. Writes newsletter articles about upcoming program events and submits program information to the web manager to be posted on the branch website.
7. Reserves meeting rooms for general meetings.
8. Keeps an experience binder.
9. Performs other duties requested by the president or the board of directors.

MEMBERSHIP VICE PRESIDENT

The membership vice president:

1. Selects a membership committee with board approval and serves as chair, planning and coordinating the branch recruitment and retention efforts. (See committee description in Appendix C of these policies and procedures).
2. Welcomes new members, making personal contact, and introduces them at membership meetings and in the branch newsletter. Ensures new members are added to all branch communications lists, including newsletter distribution and email or phone lists.
3. Plans and chairs membership meetings, including orientations.
4. Develops the budget for the branch's membership activities.
5. Fills out membership report forms for AAUW and the state.
6. Keeps an accurate list of branch members as provided by AAUW National.
7. When national AAUW releases its branch member count, checks the Member Services Database (MSD) on AAUW's website, and works with national staff to correct any inaccuracies. Updates members' current email addresses on the MSD no later than March 1 to ensure all members receive email invitations to vote in national and state AAUW elections.
8. Notifies the appropriate person in other branches when members transfer in or out of the branch.
9. Coordinates the publication of the membership directory.
10. Assists the treasurer with membership records.
11. Acts as the liaison between the interest group chairs and the board. Adjudicates any member complaints concerning interest groups. See Policy 8.10.
12. Writes a monthly newsletter article focusing on membership and new members of the branch.
13. Presides at meetings in the absence of the president, president-elect and program vice president.
14. Serves on the program and budget committees.
15. Keeps an experience binder.
16. Performs other duties requested by the president or the board of directors.

AAUW FUND VICE PRESIDENT

The AAUW Fund vice president:

1. Understands all facets of AAUW Fund programs, Fund names, and numbers, and is familiar with where Fund information is found on the national and state websites.
2. Selects an AAUW Fund committee with board approval and serves as chair. (See committee description in Appendix C of these policies and procedures).
3. Plans and coordinates AAUW Fund fund raising activities that emphasize AAUW Fund program. (Must follow procedural requirements outlined in Section 6-Fund raising to ensure all fund-raising meets AAUW and legal requirements.)
4. Develops a budget for those fund raising activities.
5. Instructs members how to contribute to AAUW Fund by the contribution deadlines.
6. Recommends to the board which fund(s) shall receive any non-designated donations to AAUW Fund received by the branch. (See policy 5.4.3.)
7. Provides branch members with updates on AAUW Fund information and AAUW research provided by AAUW.
8. Maintains a list of all members who contribute \$100 or more and sends them written acknowledgments on branch stationery.
9. Thanks all donors by recognizing them in the branch newsletter and/or by sending them personal notes.
10. Educates the branch and the community about the programs of AAUW.
11. With the Fund committee, decides the amount of the annual branch contribution to the AAUW Fund and ensures that the Fund financial report and other necessary forms are correctly filled out.
12. If the branch has raised enough for the AAUW Fund to qualify, recommends to the board branch member(s) to become Branch Named Gift Honorees, selecting members who have made significant contributions to the work of the branch and AAUW's mission. Announces the Named Gift Honoree(s) at the branch annual meeting and in all branch publications.
13. Keeps a historic list of past Branch Named Gift Honorees, and publishes the list in the branch directory.
14. Serves on the program committee.

15. Presides at meetings in the absence of the president, the president-elect, the program vice president and the membership vice president.
16. Keeps an experience binder.
17. Performs other duties requested by the president or the board of directors.

APPENDIX B APPOINTED OFFICERS JOB DESCRIPTION

MEMBER NOTIFICATION CHAIR

The member notification chair:

1. Oversees communications: phone tree, email and text.
2. Appoints members of the notification committee.
3. Works with membership vice president to ensure new members are added to the communications network.
4. Ensures that branch communications networks are only used for branch purposes. (See Sections 9-10 of these policies and procedures.)
5. Keeps an experience binder.
6. Performs other duties requested by the president or the board.

PROGRAM HOST

The program host:

1. Attends the annual program planning meeting.
2. Coordinates hospitality for each branch membership meeting using the branch calendar and in coordination with the board.
3. Works with the responsible person established at the annual planning meeting, ensuring appropriate hospitality and refreshments.
4. Maintains supplies for use at meetings.
5. Ensures responsible person covers set-up and cleanup.
6. Keeps an experience binder.
7. Performs other duties requested by the president or the board.

NEWSLETTER EDITOR

The newsletter editor:

1. Establishes submission deadlines for each issue.
2. Collects articles and edits to fit format.
3. Emails draft to president and proof readers before final version is distributed.
4. Submits printing invoice, if any, to the treasurer for printing and stamps.
5. Submits electronic version of the newsletter to the person in charge of electronic distribution as necessary.
6. Submits hard copies to the person in charge of distribution of print copies.
7. Keep a binder with a copy of each issue as a historical record.
8. Submits electronic copies to the branch web manager and to AAUW CA for posting.

BYLAWS/PARLIAMENTARIAN

The parliamentarian:

1. Serves on the board as a non-voting appointed officer and chairs the bylaws committee.
2. Counsels the president on questions related to parliamentary procedure.
3. Takes a copy of branch bylaws, standing rules, policies and procedures, the current edition of *Robert's Rules of Order Newly Revised*, and other documents likely to be needed to every board meeting.
4. Assists the president and the public policy chair at endorsement meetings.
5. Chairs a committee to review branch governing documents as required in Section 1 of the branch policy.
6. Provides a copy of amended bylaws (after amendments adopted by membership) to AAUW National.
7. Provides copies of any updated or amended branch governance document (bylaws, policies and procedures, or standing rules) to board members within 30 days.
8. Keeps an experience binder.
9. Performs other duties as requested by the president or the board of directors.

PUBLIC POLICY CHAIR

The public policy chair:

1. Selects the public policy committee with board approval and serves as chair. (See Appendix C for committee description.)
2. Serves on the branch program committee, contributing to the design of the Public Policy general meeting.
3. Educates members of the branch about public policy concerns, focusing on national and state public policy priorities.
4. Coordinates branch public policy studies and action, including voter education campaigns.
5. Encourages members' participation in AAUW CA and AAUW Action Alerts.
6. Attends public policy events.
7. Maintains branch public policy files and a procedure binder.
8. Keeps an experience binder.
9. Performs other duties as requested by the president or the board.

PUBLICITY CHAIR

The publicity chair:

1. Evaluates previous branch publicity efforts and assesses current needs.
2. Works with other branch officers and committees to help gain visibility for branch priorities including
 - Branch Programs or Events highlighting AAUW's mission
 - Membership recruitment events
 - Tech Trek and Speech Trek
3. Develops and maintains a list of media contacts and their deadlines, including
 - Local columnists
 - Reporters covering the branch area
 - Education reporters (for local scholarship announcements)
 - Public service announcements
 - Calendar listings
4. Writes news releases, calendar notices, and public service announcements and distributes to media, meeting their deadlines. Works with web manager to keep website updated.
5. Maintains a file of media coverage, including copies of newspaper articles.
6. Keeps an experience binder, including copies of news releases and media coverage obtained.
7. Performs other duties as requested by the president or the board.

WEB MANAGER

The web manager:

1. Maintains the branch website, working with all board officers, particularly with the program vice president and communications and publicity chairs.
2. Coordinates the branch's social media presence.
3. Makes recommendations for website upgrades or formatting changes.
4. Maintains an experience binder.

DIRECTORY EDITOR

The Directory Editor:

1. Prepares, in concert with the President and Board of Directors, a compendium of:
 - Branch member contact information
 - National, State, and Interbranch Council event dates
 - Branch program descriptions and dates
 - Branch leadership listing including committees
 - Interest group listing
 - And other AAUW information as appropriate
2. Works with the president to determine cover color.
3. Ensures the directory is printed and available to members at the September meeting.

TECH TREK COORDINATOR

The Tech Trek (TT) Coordinator submits camp reservations to the State TT Coordinator, coordinates the funds sent to the Camp Treasurer for camper sponsorships, supervises camper selection, and provides camper registration information to the Camp Director.

Qualifications:

1. Member of the branch
2. Have the necessary computer skills to maintain records, report donations to the camp treasurer, and fill out forms online. Working knowledge of Microsoft Word and Excel as well as email proficiency required.

Duties:

1. Read the TT branch packet sent each fall, with the understanding that there may be changes from previous years' procedures explained in the packet, and meet all required deadlines.
2. Coordinate camper selection.
3. Ensure funds are sent to Camp Treasurer by deadline, using proper payment procedures.
4. Work with and respond to TT Coordinator.
5. Work with Camp Director to coordinate all aspects of registering campers and submit all required forms by the stated deadlines.
6. Keep in touch with former campers. Maintain records of all campers and update the camper tracking form annually.
7. Coordinate branch members' visits to camp on Branch Visitation Day.
8. Train successor and transfer all forms and records to her/him.

SPEECH TREK COORDINATOR

The Speech Trek (ST) Coordinator submits oversees all aspects of the branch Speech Trek competition.

Qualifications:

1. Member of the branch
2. Good organizational, communication and people skills.

Duties:

1. Read the Speech Trek branch tool kit, with the understanding that there may be changes from previous years' procedures explained in the packet, and meet all required deadlines.
2. Coordinate speakers, ensuring all forms are filled out.
3. Assemble a panel of three judges with public speaking expertise to rank the speakers.
4. Arrange for a videographer and time-keeper.
5. Ensure paperwork and branch check are sent to the State ST Coordinator and a video of the branch winner is posted to YouTube by the deadline.
6. Train successor and transfer all forms and records to her/him.

APPENDIX C COMMITTEE JOB DESCRIPTIONS

AAUW FUND COMMITTEE

Composition: AAUW Fund vice president, president, president-elect, and any others deemed necessary by the committee chair.

Chair: AAUW Fund vice president.

Term of Service: One-year term.

Duties of Chair:

- a. Oversee AAUW Fund finances. Keep accurate records of all money contributed by branch members to AAUW Funds.
- b. Thank all donors.
- c. Serve on the Program committee.

Duties of Committee:

- a. Educate the branch about the programs of the AAUW Fund, coordinating one membership meeting a year with an AAUW Fund theme.
- b. Plan and coordinate fund raising activities for the AAUW Fund, and ensure members are educated about how to donate and the donation deadlines.
- c. Recommend to the board where AAUW Fund contributions should be designated. If the branch has an open (unfinished) endowment, all donations should be directed to this endowment. Otherwise, priority shall be given to unfinished California endowments closest to completion.
- d. Recommend to the board any named gift honorees, based on their service to the branch and/or the state and national AAUW.

BUDGET/FINANCE COMMITTEE

Composition: The Budget Committee shall consist of the treasurer, president, president-elect, membership vice president, and program vice president. The chair may add other committee members as needed.

Chair: Treasurer

Length of Service: One-year term.

Duties of the Chair

1. Call meetings of the committee.
2. Present proposed budget to board for approval by the first board meeting of the fiscal year.
3. Send the proposed budget to the newsletter editor.
4. Ensure there is an agenda item at the January Board of Directors meeting for review of the budget.

Duties of the Committee

1. Ensure that budget planning maintains the fiscal health of the branch and takes into account all branch fiscal obligations as specified in branch bylaws and these policies and procedures.
2. Use realistic estimates of expected income.
3. Consult past budgets and year-end financial reports.
4. Consider branch goals in setting funding priorities.

GOVERNANCE COMMITTEE

Composition: Parliamentarian and any others deemed necessary by the committee chair.

Chair: Parliamentarian

Term of Service: One-year term.

Duties of Chair:

1. Coordinate and facilitate committee members' activities and communication.
2. Present committee recommendations to board.
3. Keep the branch bylaws current, making changes as mandated by AAUW or state. Distribute newly amended bylaws to all board members and any interested branch member.
4. Send newly amended/revised bylaws, policies and procedures, or standing rules to all board members and to AAUW National.

Duties of Committee:

1. Review branch documents as required in Policy Section 1.
2. Develop draft of proposed amendments for any of those documents to present to the board.

MEMBERSHIP NOTIFICATION COMMITTEE

Composition: Membership notification chair, a number of contact persons deemed necessary by the committee chair.

Chair: Membership notification chair.

Term of Service: One-year term.

Duties of Chair:

1. Attends Board meetings
2. Chairs meetings of the committee.
3. At the direction of the board, coordinate and facilitate committee members' activities.

Duties of Committee:

Email, Text and Phone Tree Branch Communications:

1. Keep an updated list of members willing to receive the branch newsletter and other branch messages electronically.
2. Create a phone tree to ensure those not receiving electronic messages are also included in special messages between newsletters.
3. Notify membership vice president of any branch member contact information changes.
4. Ensure that all messages sent are specifically concerning branch activities, and adhere to policy about outside organizations (see Policy Section 8.)

MEMBERSHIP COMMITTEE

Composition: Membership vice president, president, program vice president, and any others deemed necessary by the committee chair.

Chair: Membership vice president.

Term of Service: One-year term.

Duties of Chair:

- a. Coordinate and facilitate committee members' activities and communication.
- b. Serve on the finance and program committees.
- c. Work with the treasurer and directory chair to keep the membership directory current and accurate; ensure that branch records match AAUW membership records; and work with AAUW staff to correct errors.
- d. Notify other branches when members transfer.

Duties of Committee:

- a. Initiate and coordinate branch recruitment and retention efforts.
- b. Send out dues renewal to members between March 15 and June 1 of each year.
- c. Coordinate branch social events and new member orientations.
- d. Welcome new members.
- e. Assists the chair in resolving any interest groups concerns or disputes.

NOMINATING COMMITTEE

Composition: Five (5) members, elected as follows: three (3) shall be elected at the general meeting in January. Two (2) shall be elected by the board of directors at the first board meeting of the calendar year, one of whom shall be appointed chair of the committee (traditionally the immediate past president).

Selection of the Chair: The board appoints the committee chair.

Length of service: One year (from the time of appointment until the branch election), and not more than 2 consecutive years.

Desirable qualifications:

1. Branch members for at least two years
2. Active in the branch at least for the past two years, preferably having served on the board.
3. For chair: past president, current membership vice president, or current board member.

Duties of the Chair

1. Call meetings of the committee.
2. Emphasize the confidentiality of the work of the committee.
3. Instruct the committee on the elected positions to be filled and the desirable qualifications for each office.
4. Set deadline for finalizing the slate.
5. Keep in close touch with committee members.
6. Send the slate to the newsletter editor in time for it to be published in the time specified in the branch bylaws.
7. Submit a final report to the president with suggestions for the coming year.

Duties of the Committee

1. Become familiar with the duties of the elected positions for which they are selecting candidates.
2. Offer suggestions to the incoming president as to possible appointive officers, off-board positions and committee members.
3. In considering candidates for branch president or president-elect, candidates must have served on the board at some time. Other officers are required to have been branch members for at least one year.

4. Distribute job descriptions from these policies and procedures to prospective candidates to ensure they fully understand the position.
5. Develop a slate of officers and ensure it is published in the branch newsletter by the deadline required for prior notification per branch bylaws.
6. If the board authorizes an election using electronic or mail-in ballots, oversees the election using these procedures:
 - a. Publish the slate in the branch newsletter at least 30 days prior to the nominations deadline asking for additional nominations “from the floor” in writing by a specified deadline.
 - b. A final slate, including any additional nominations submitted by the deadline, is sent to all members by the prior-notice deadline, along with instructions on how to vote electronically or by mail if a member cannot attend the annual meeting in person. A ballot shall be made available upon request in advance of the annual meeting even if it is an uncontested election, in order to ensure a quorum is met.
 - c. Electronic and mail ballots must be received by the nominating committee by the time of the annual meeting in order to be counted. The nominating committee will verify mailed/mailed ballots were submitted by members not present at the annual meeting before counting those ballots towards the quorum or the final election count.
 - d. The election results shall be finalized and announced at the annual meeting.
 - e. Should the board request a branch vote at the annual meeting on any other issue, such as a change in branch dues, the nominating committee will include that motion on the ballot used for officer elections.
7. Respect the confidentiality of the committee work.

PROGRAM COMMITTEE

Composition: Program vice-president, membership vice-president, AAUW Fund vice president, public policy chair, publicity chair. The general membership is encouraged to participate in making each activity successful.

Chair: Program vice president.

Length of Service: One-year term.

Duties of Chair:

1. Call meetings of committee.
2. Coordinate committee members' activities and facilitate communication between committee meetings.
3. Present branch program plan to board.
4. Send branch calendar of programs to newsletter editor and web manager, with updates in each issue throughout the year.
5. Submit a report to the president at the end of the year with recommendations for the coming year.

Duties of Committee:

1. Create a branch calendar of branch programs that fulfill AAUW's mission to advance equity for all women and girls, through advocacy, education, philanthropy, and research.
2. Assign responsibilities for each membership meeting, including (but not limited to): securing meeting space no later than August 15 of each year, publicity, branch newsletter articles, getting board approval for speaker honoraria, and providing for speakers' equipment needs.
3. Ensure that programs are scheduled in accordance with branch policies and procedures (see Section 6: MEETINGS/PROGRAMS/INTEREST GROUPS) and standing rules.

PUBLIC POLICY COMMITTEE

Composition: Public policy chair, president, and any others deemed necessary by the committee chair.

Chair: Public policy chair

Term of Service: One-year term.

Duties of Chair:

1. Coordinate and facilitate committee members' activities and communication.
2. Serve on the Program committee.

Duties of Committee:

1. Write articles for the branch newsletter focusing on AAUW and state public policy priorities.
2. Coordinate branch public policy studies and action.
3. Coordinate branch fora and endorsement meetings.
4. Educate members about the state and AAUW Action Alerts, and encourage them to subscribe.