

AAUW EAST MESA (AZ) BRANCH
AAUW
JOB DESCRIPTION GUIDELINES

ELECTED OFFICERS OF THE BOARD OF DIRECTORS

In addition to the responsibility listed in the Branch Bylaws, the following elected officers of the Executive Committee and appointed officers of the Board of Directors shall perform the following duties:

President

1. Create agendas and preside at all meetings of the branch Board of Directors, Executive Committee, Branch Monthly meetings, and the Annual Meeting held in March.
2. Appoint the Nominating Committee.
3. Serve as ex officio with a vote on all committees and boards except the Nominating Committee.
4. Appoint all appointed officers of the Board of Directors.
5. Arrange for the March Election of Officers, the April Installation, and give recognition to the Board of Directors and the Committee Chairs at the April branch meeting.
6. Take responsibility for bringing the branch Bylaws into conformity with those of AAUW after each AAUW National Convention.
7. Arrange for Board of Directors and branch general meeting rooms.
8. Update the President's Timeline as necessary.
9. Appoint all additional leaders as necessary except the Interest Group Chairs. Each Interest Group selects their own chair.
10. Invite the AZ AAUW State President to visit the Branch once in her term of office.
11. Serve as the official representative of the branch at all events.
12. Preside at all Board of Directors and General Monthly meetings.
13. Perform other duties as related to the office.

President-Elect

1. Become acquainted with all areas of AAUW; i.e., National, State, Region, and Branch by attending meetings with the branch President or by reviewing the websites of the other AZ - AAUW branches.
2. Become acquainted with all areas of the duties of branch President.
3. Never give the impression of being the branch President, as in AAUW there can only be one branch President at a time.
4. Attend all Board of Directors and General Monthly meetings.
5. Perform other duties as assigned by the branch President.

Program Vice President

1. Establish General Monthly meetings that reflect the Mission of AAUW.
2. Assume the duties of the branch President in the absence or inability of the President to serve.
3. Inform the Leisure World Recreation Department of any special arrangement needs and necessary equipment for the monthly branch General Meetings.
4. Coordinate with the branch President on branch meeting schedule/time.
5. Give the Public Relations Director information for press coverage. Also give the

- program information to the branch newsletter editor and the website manager.
6. Greet and introduce the speaker to the branch President at the meeting. Introduce the program and speaker to the membership at the monthly meeting and insure that the branch provides an appropriate gift and thank you.
 7. Attend all Board of Directors meetings and General Monthly meetings.
 8. Perform other duties as assigned by the branch President or the Board of Directors.

Membership Vice President

1. Actively recruit new members from the community.
2. Arrange for a membership drive and collect forms as required.
3. Introduce new members at the General Meetings.
4. Provide a brief bio of new members in the branch newsletter, *The EMBers*.
5. Coordinate with the Treasurer prior to sending a list of paid members with contact information to the Branch Membership Directory Editor within the deadline for publication.
6. Keep an up-to-date record of membership and inform the branch President, the treasurer, and the Newsletter Editor on changes and information on new members.
7. Send information containing a new member's name, address, and E-mail addresses to the E-Blast Chair.
8. Coordinate with the branch President to create a welcoming and informed experience for new members by arranging for a new members' function each year.
9. Secure current members to become a mentor for new members, if needed.
10. Attend all Board of Directors and General Monthly meetings.
11. Perform other duties as assigned by the branch President or the Board of Directors.

Treasurer (Finance)

1. Serve as custodian of all funds and business papers of the branch.
2. Arrange for signature cards on all branch accounts. The president and treasurer are the authorized signers on both (general and scholarship) accounts. The treasurer is the signatory on requests for payment as noted by the BOD or as submitted with proper documentation. In the treasurer's absence, the President may sign with like documentation.
3. Order printed checks of the branch containing only the name "AAUW East Mesa Branch" on them.
4. Collect all dues.
5. Keep an itemized account of all receipts and disbursements.
6. Prepare a detailed financial statement for presentation at each board meeting and a summary at monthly branch meetings.
7. Submit the financial records for financial review (audit) at the close of the fiscal year.
8. Chair the budget committee, which includes an audit Committee member, the current President, and Program and Membership VPs.
9. Forward State and AAUW National dues along with an updated membership roster within a month (no later than 8 weeks) after payment.
10. Attend all Board of Directors and General Monthly meetings.
11. Perform other duties as assigned by the branch President or the Board of Directors.

Secretary

1. Be responsible for recording the minutes of all Board meetings and the branch general meetings and submit to the branch President for corrections in a timely manner.
 - a. Once corrected, distribute the minutes to the Board of Directors for their meeting.
 - b. Retain all copies of the minutes as required by law.
2. Attend all Board of Directors meetings and General Monthly meetings. If unable to attend, notify the President in a timely manner so a substitute can be appointed.
3. Perform other duties as assigned by the branch President or the Board of Directors.
4. Keep informed of all members' information, illnesses, address changes, etc. and share information with the branch President. If privacy is in question, discuss with the branch President before sending information out as an E-Blast. Inform the membership directory chair, Membership Vice President, and the newsletter editor of any information regarding member's changes regarding their address, email, or telephone numbers.
5. Perform other duties as assigned by the branch President or the Board of Directors.

APPOINTED BOARD OFFICERS

Legal Advocacy Fund (LAF) Director

1. Educate the members of the branch as to the purpose and program of the National AAUW Funds and encourage contributions at the general meetings and through the branch newsletter. Be open, but not required, to include a branch program on LAF in coordination with the Program Vice President.
2. Arrange, if possible, for a current AAUW Funds recipient to attend a general meeting during the program year as a guest and speak briefly about her goals.
3. Complete correct National forms to register the contributions to the AAUW Funds and submit before the end of the calendar year.
4. Perform other duties as assigned by the branch President or the Board of Directors.

Public Policy Director

1. Present the State and National Public Policy Programs to the Branch membership at branch general meetings and through the branch newsletter.
2. Attend all State meetings, if possible. Keep current on Public Policy issues by reading the National Website and the AZ-AAUW Website.
3. Encourage members to vote and be knowledgeable about current issues in the state.
4. Attend Legislative Day and encourage members to participate.
5. Perform other duties as assigned by the branch President or the Board of Directors.

Development Director

1. Organize an event for the annual local scholarship Fund Raising Program.
2. Prepare a self-sufficient budget and present it to the Executive Committee for review and the Board of Directors for approval.
3. Submit all publicity to the branch President for content and IRS requirements before it is distributed for publicity purposes.

4. Write an article publicizing the event for the branch newsletter and the branch website and submit the article to the Public Relations Director to use to attract the public to the event.
5. Create a committee from the membership to handle different assignments (aspects) required to have a successful fund raising event. The Board of Directors shall approve the committee members.
6. Follow IRS requirements required by National and AZ-AAUW. The local scholarship event is not tax deductible. Announce this notice at the branch general meeting before the event, and include a statement regarding this matter in the event program handout.
7. Present the program handout to the branch President before publication for review to meet all IRS requirements.
8. Perform other duties as assigned by the branch President or the Board of Directors.

Public Relations Director

1. Prepare all media publicity including notice of branch general meetings and special events to the community-at-large.
2. Review all publicity with the branch president.
3. Be aware of all publicity deadlines and remind event officers/chairs of the articles and photos needed to promote the branch.
4. Edit for spelling, grammar, and completeness all articles submitted.
5. Attend all Board of Directors and general monthly meetings to keep up to date with all upcoming events.
6. Perform other duties as assigned by the branch President or the Board of Directors.

College/University (C/U) Director

1. Plan-and develop a mutually supportive relationship between institutions of higher education and the branch.
2. Act as a liaison and coordinate AAUW programs as appropriate to C/U Partner(s) particular needs.
3. Facilitate communication between C/U Partner at AZ – AAUW and the Branch via frequent e-mails, branch website, and guest attendance at meetings.
4. Coordinate with the Membership Vice President to encourage student affiliate members.
5. Write an article for the branch newsletter and website explaining the C/U program to the membership and potential members reading the website.
6. Perform other duties as assigned by the branch President or the Board of Directors.

Parliamentarian

1. Serve as an advisor to all the members of the Executive Committee and the Board of Directors regarding Parliamentary procedures. The Parliamentarian is the neutral voice on the BOD to assist with any difficult situation that might arise in the discussion process.
2. Attend all Executive Committee, Board of Directors, and general branch meetings. The Parliamentarian does not have a vote on the Executive Committee and Board of Directors but may participate in the discussion process.
3. Vote as a branch member at general meetings only.
4. Cannot be assigned other duties, as this position is limited only to parliamentary issues and board etiquette matters.

OTHER BRANCH LEADERS

Scholarship Selection Chair

1. Create a committee from the membership and submit to the Board of Directors for approval.
2. Participate in the review process of applicants and the final selection of the recipients to be awarded scholarships. Apprise the Executive Committee and Board of Directors and the membership of scholarship recipients, amount of funds to be awarded to each recipient for approval and write articles about the recipients for the Branch Newsletter and the Branch Website. The Board of Directors will approve the recipients and the amount of funds to be awarded to each of the recipients.
3. Track the scholarship recipients for a reasonable amount of time.
4. Invite the recipients to the Annual Fund Raising Event.
5. Perform other duties as assigned by the branch President or the Board of Directors.

Community Action Chair

1. Organize and promote participation by members in the local community.
2. Maintain contact with local social service administration sites to promote AAUW participation.
3. Give recognition to members for participating in Community Action activities.
4. Perform other duties as assigned by the branch President or the Board of Directors.

Membership Directory Chair

1. Establish summer deadlines for all information to be placed in the Membership Directory.
2. Establish a format with the branch President.
3. Confer with the Membership Vice-President and Treasurer (Finance) for paid members as of a publication date for the Member Roster section in the Membership Directory. Each Membership Directory shall have the member's name and National I.D. number on it.
4. Complete information on National, State, and Branch in an organized, attractive fashion.
5. Have the Membership Directory completed and published for distribution to the membership in October and no later than November.
6. Perform other duties as assigned by the branch President or the the Board of Directors.

Newsletter Editor

1. Ensure publication on a monthly or bimonthly basis from October to April.
2. Set the newsletter monthly deadline dates for articles and photos.
3. Be familiar with activities of the branch and deadlines required for particular Branch activities.
4. Consult with the branch President when necessary. Submit the newsletter copy to the branch President for review before sending to the Board of Directors for changes. In addition, submit the newsletter to the E-blast Chair for distribution to the membership prior to the monthly General Meeting.
5. Provide hard copies of the newsletter to the Membership Vice president for those members without e-mail access.

6. Perform other duties as assigned by the branch President or the Board of Directors.

Webmaster

1. Work with the National Website specialist to keep the Branch Website current and complete with information on Branch, State, and National activities, events, policies, and programs available to enable members to fully participate in AAUW.
2. Keep the *'Members Only'* section current and complete to promote communication among members, transparency of board of directors business, Bylaws, and photos of branch events.
3. Be available to the membership to assist members with using the branch website and conduct a periodic survey on website use.
4. Inform the branch President of any submissions to the website from members or chairs before adding to the website.
5. Perform other duties as assigned by the branch President or the Board of Directors.

Submitted for final review to the East Mesa (AZ) BOD, February 23, 2015