

# **AAUW GLENDALE BRANCH, INC., CALIFORNIA**

## **POLICIES AND PROCEDURES INCLUDING JOB DESCRIPTIONS**

### **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 committee chair.
- 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 committee chair. Proposed amendments should be sent to the district representative on the AAUW CA governance committee for approval before being voted on by the branch membership, per branch bylaws.
- 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.

### **2. BOARD OF DIRECTORS MEETINGS AND BUSINESS**

- 2.1. Board meetings are open to all branch members. (See Standing Rule #14.) Dates and locations of board meetings shall be published in the branch newsletter.
- 2.2. Any branch member may bring a proposal 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. (See Standing Rule # 15.)
- 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. (See Bylaws Article VII Section 6.)
- 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 Funds.

- 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 towards 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 these policies and procedures.
- 3.3. Establish committees as needed to conduct the programs and projects of the branch. See Appendix C of these policies and procedures 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 60 days 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 14 days prior to the annual meeting, in accordance with the bylaws requirements.
- 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, LACIC (L.A. County 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 monies 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 procedures binder.
- 3.12. Keep a current procedures binder or file that includes resource material, 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. 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. Give a copy of all legal documents to the treasurer to put in the branch safe deposit box.
- 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 at a summer planning meeting.
  - 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 September. (See Section 5.1.4.)
  - 4.1.4. Board approves budget at September board meeting.
  - 4.1.5. Standing committees are appointed.
  - 4.1.6. File intent to hold raffle and report on previous year's raffle with state attorney general's office by Sept 1 deadline (See Section 6.4.)
- 4.2. Autumn (September-November)
  - 4.2.1. Bylaws committee reviews documents. (See Section 1)
  - 4.2.2. AAUW Funds, Tech Trek, and Ways and Means committees plan fund raising projects.
  - 4.2.3. Treasurer sends state insurance and AAUW Funds assessment to state officer per state invoices.
  - 4.2.4. Treasurer submits required IRS and Franchise Tax Board filing, and renews registration with the California Attorney General's office by November 15 to be eligible to raise funds.
- 4.3. Winter (December-February)
  - 4.3.1. Nominating committee is established per bylaws Article V, Section 1.
  - 4.3.2. Board sets dates for annual meeting and branch elections (see Section 3.4)
- 4.4. Spring (March-May)
  - 4.4.1. Officer elections.
  - 4.4.2. Membership Treasurer sends dues renewal information to members.

#### **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 September. The board approved budget 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.
  - 5.1.3.1 Per the branch bylaws, 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 October 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 and state conventions. The funds for each biennial convention shall be set aside annually to spread the cost over two years.
- 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 any interested branch members wishing to attend, giving priority to first-time convention attendees.
  - 5.1.6.4 Any recipient of branch funds to assist attendance at AAUW or state conventions or annual meetings 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 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 Funds budget.

## **5.2. Vouchers and Reimbursements**

- 5.2.1. Vouchers for reimbursement should be submitted to the treasurer in a timely manner. Receipts for ALL expenses must accompany the *Payment Voucher* form 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.
- 5.2.5. The president or her/his representative will be reimbursed for registration for district and LACIC meetings.
- 5.2.6. In the case of co-presidents, when both attend LACIC, district, state or national AAUW meetings or conventions, the reimbursement available will be split equally between them.

## **5.3. Branch Donations/Contributions**

- 5.3.1. The branch will neither raise funds for nor contribute to any organization outside of AAUW (Standing Rule #18). 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.

#### **5.4. Membership Dues**

- 5.4.1. Changes in dues occur as written in the standing rules. Current dues for membership are:
- |          |  |
|----------|--|
| AAUW:    | \$49 (\$46 of which is tax deductible) |
| AAUW CA: | \$20                                   |
| Branch:  | \$30                                   |
- Student Affiliate dues are:
- |          |  |
|----------|--|
| AAUW:    | \$17 (\$16 of which is tax deductible) |
| AAUW CA: | \$10                                   |
| Branch:  | \$30                                   |
- 5.4.2. Members must renew by July in order to be included in the membership annual directory. (See Standing Rule #12.)
- 5.4.3. Any new members joining the branch between January 1 and March 15 shall pay full branch dues, AAUW CA dues, and one-half of AAUW dues. 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 membership 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. FUNDRAISING**

- 6.1. **Purposes.** The primary purpose of AAUW fundraising is to finance AAUW programs and projects.
- 6.1.1. To retain tax-exempt status, AAUW must pay attention that fundraising 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://o9ag.ca.gov/charities/>.
- 6.1.3. All fundraising 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 Funds, 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 fundraising project must meet the standards established in Section 6.1 and have the approval of the board in advance of the event and the vote must be recorded in the minutes of a board 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 board 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.
- 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 a *Payment Voucher* form when paying bills. Pay all bills by check (never in cash).
- 6.2.8. Fundraising 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 Funds 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 fundraising event for AAUW Funds 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 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](http://www.ag.ca.gov/charities/raffle.htm).

6.4.1. 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 September 1.

- 6.5. **AAUW Funds.** In addition to branch fundraising events supporting AAUW Funds (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 Funds." 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 payable to AAUW Funds 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/](http://www.aauw.org/resource/aauw-board-of-directors-policy-book/).

7.2. The branch shall not participate or interview in any political campaign on behalf of or in opposition to any candidate for public office.

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. (See Standing Rule # 26.)

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. (See Standing Rule #27.)

## 8. MEETINGS, PROGRAMS, AND INTEREST GROUPS

8.1. Prospective members may attend only three member-only functions (e.g., interest groups) before being asked to join. (See Standing Rule #8).

8.2. Dates of all meetings, including interest group meetings, must be cleared with the president or other board member who keeps the branch calendar.

- 8.3. No branch meeting or event, nor interest group activity, shall be scheduled on the dates/times of LACIC 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. (All Jewish holidays begin at sundown the day before.) This is in accordance with AAUW Diversity Policy. (See Standing Rule #3.)
- 8.5. No interest group activity will be scheduled on the date of the branch general meeting or branch special event or fundraiser. 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. Members will do everything possible to help handicapped members to attend events in private homes.
- 8.7. 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. (See Standing Rule #16.)

## **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. (See Standing Rule #18.)
- 9.3. The branch directory/yearbook 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/yearbook, 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. (Standing Rule #11.)



- 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. (See Standing Rule #28.)
- 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. Presides at all branch, executive committee and board meetings.
3. Arranges, with approval of the board, for location of branch and board meetings.
4. Upholds the bylaws, the policies and procedures, and the standing rules, and ensures that all board officers have current copies of these documents.
5. Ensures that a quorum is present in order to conduct business at branch and board meetings.
6. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
7. Appoints, with the consent of the board, the chairs of committees except the nominating committee and other officers as authorized by the branch bylaws.
8. Interprets the objectives of AAUW to the members and to the public.
9. Submits the board officer reports to AAUW CA and AAUW after branch elections by the stated deadlines.
10. Writes a president's message for each newsletter issue.
11. Reviews newsletter/website content with the newsletter editor before submission of copy to the printer/web manager.
12. Submits the documentation for the current AAUW CA branch recognition program.
13. Ensures that the branch bylaws are brought into conformity whenever notified by AAUW or AAUW CA of mandatory amendments.
14. Serves as an ex-officio member of all committees except the nominating committee.
15. Attends Los Angeles County Interbranch Council (LACIC) and district meetings or sends a representative.
16. 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.
17. Activates email and telephone tree communications when appropriate.
18. Creates a harmonious climate for cooperative interrelationships among board members.
19. Encourages member participation.
20. Keeps a procedures notebook.

## **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. Collects dues and AAUW Funds and remits them to AAUW and the state by the specified deadlines.
6. Renders a financial report at the annual meeting of the branch and at other times as requested by the board. Publishes the budget in the newsletter in early fall, at a date determined by the board.
7. Assists fundraising 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. Obtains a Certificate of Liability Insurance from the AAUW CA insurance agent for branch and board meeting venues in commercial establishments and/or private homes. Obtains a Certificate of Liability Insurance for board and branch members who are involved with AAUW activities such as transporting Tech Trek campers.
14. Routinely collects branch mail from the post office box, pays the annual fee, and distributes the mail to the board of directors.
15. Serves on the Student Grants (local scholarships) committee.
16. Performs other duties as requested by the president or the board.

## **RECORDING SECRETARY**

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

The recording secretary:

1. Works with the president to prepare the order of business as requested.
2. Sends out notices of meetings as requested.
3. Records attendance at board meetings.
4. Keeps minutes of board, executive committee and branch meetings. Keeps other important branch papers.
5. Sends a copy of the minutes of the previous board meeting to board members in a timely fashion.
6. Keeps minutes of board and branch proceedings forever, as they are the legal record of the organization
7. Maintains a supply of Glendale branch stationery with up-to-date AAUW logo and ensures that each officer/chair has a sufficient quantity to do her job.
7. Has available for reference at all meetings a copy of the branch bylaws, standing rules, and policies and procedures and a list of its branch officers, committee chairs, and members.
8. Keeps the branch calendar.
9. Orders the past president's pin. If the president already owns a pin, selects an alternative gift.
10. Keeps a procedures notebook including suggestions for successor.
11. 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.
5. Is a member of the budget committee.
6. Presides and acts in the absence of the president.
7. Writes newsletter articles about upcoming program events and submits program information to the web manager to be posted on the branch website.
8. Arranges for needs of speaker or event, such as screen, extra tables, etc.
9. Keeps a procedures notebook that includes suggestions for programs..
10. 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. Provides membership applications and AAUW brochures to prospective members and transmits completed applications and dues checks to the membership treasurer for processing.
3. Makes applications and brochures available at all branch functions.
4. 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.
5. Orients new members and ensures they are aware of dues categories and deadlines according to fiscal year.
6. Plans and chairs membership meetings.
7. Works with membership treasurer to keep an accurate list of branch members.
8. Develops the budget for the branch's membership activities.
9. Notifies the appropriate person in other branches when members transfer in or out of the branch.
10. Writes a monthly newsletter article focusing on membership and new members of the branch.
11. Presides at meetings in the absence of the president and program vice president.
12. Serves on the program and finance committees.
13. Keeps a procedures notebook.
14. Performs other duties requested by the president or the board of directors.

## **AAUW FUNDS VICE PRESIDENT**

The AAUW Funds vice president:

1. Understands all facets of AAUW Funds programs, Funds names, and numbers, and is familiar with where Funds information is found on the national and state websites.
2. Selects an AAUW Funds committee with board approval and serves as chair. (See committee description in Appendix C of these policies and procedures).
3. Plans and coordinates AAUW Funds fundraising activities that emphasize AAUW Funds 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 fundraising activities.
5. Instructs members how to contribute to AAUW Funds and LAF Fund by the contribution deadlines through the newsletter.
6. Recommends to the board which fund(s) shall receive any non-designated donations to AAUW Funds received by the branch. (See policy 5.4.3.)
7. Provides branch members with updates on AAUW Funds information and AAUW research provided by AAUW through the newsletter.
8. Maintains a list of all members who contribute \$100 or more and sends them written acknowledgments and a certificate.
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 Funds.
11. With the board, decides the amount of the annual branch contribution to Funds and ensures that the Funds financial report and other necessary forms are correctly filled out.
12. If the branch has raised enough for AAUW Funds 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 branch newsletter.
13. Keeps a historic list of past Branch Named Gift Honorees.
14. Serves on the program committee.
15. Presides at meetings in the absence of the president, the program vice president, and the membership vice president.
16. Keeps a procedures notebook.
17. Performs other duties requested by the president or the board of directors.

## **MEMBERSHIP TREASURER**

The membership treasurer:

1. Prepares the dues envelopes for mailing with the April newsletter.
2. Collects all annual membership dues.
3. Receives from membership vice president all checks from new members.
4. Maintains accurate files of the branch membership.
5. Fills out membership report forms for AAUW and AAUW CA.
6. Transmits forms and checks to treasurer.
7. Completes a BDR (Branch Dues Report) and sends completed copy to treasurer.
8. 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.
9. Works with yearbook chair to ensure membership information is up to date for publication of the branch yearbook.
10. Presents a written report of the annual financial review at the October board and branch meetings.
11. Keeps a procedures notebook.
12. Performs other duties requested by the president or the board.



**APPENDIX B**  
**APPOINTED OFFICERS JOB DESCRIPTION**

**BYLAWS CHAIR**

The bylaws chair:

1. Selects a bylaws committee with board approval and serves as chair. The parliamentarian is a member of this committee.
2. Chairs committee to review branch governing documents as required in Section 1 of the branch policies and procedures.
3. Per the bylaws requirements, provides a draft of proposed bylaws amendments to the state governance committee representative prior to submitting amendments to the branch membership for approval. Provides a copy of amended bylaws (after adopted by membership) to the state governance committee representative for certification.
4. Provides copies of any updated or amended branch governance documents (bylaws, standing rules, or policies and procedures) to board members.
5. Delivers state governance committee's certification form for newly amended branch bylaws to the recording secretary for branch records.
6. Keeps a procedures notebook.
7. Performs other duties as requested by the president or the board.

**COLLEGE/UNIVERSITY RELATIONS**

The college/university relations person:

1. Serves as a liaison between the branch and college or university campuses.
2. Sponsors student activities consistent with the AAUW program.
3. Promotes membership recruitment on campuses.

**CORRESPONDING SECRETARY**

The corresponding secretary:

1. Sends all correspondence as instructed by the board. Retains all communications received and copies of all letters sent by the branch or board.
2. Sends cards of sympathy or congratulations to branch members when requested by the president.
3. Sends invitations to past presidents of the branch and to honorary life (50-year) members to attend founders' day meeting in January.
4. Keeps a procedures notebook.
5. Performs other duties requested by the president or the board.

**EMAIL/TELEPHONE TREE**

The Email/telephone tree person:

1. Keeps an updated e-mail list of members willing to receive the branch newsletter and other branch messages electronically.
2. Sends branch newsletter and other messages as directed by the board electronically to email members.
3. Creates a telephone tree to ensure those not receiving electronic messages are also included in special messages.
4. Works with membership vice president to ensure new members are added to the phone tree and email contact lists.
5. Keeps a procedures notebook.
6. Performs other duties requested by the president or the board.

## **HISTORIAN**

The Historian:

1. Collects materials and assembles a record of branch and individual member activities during the year that is given to the outgoing president at the end of her term.
2. Keeps copies of the newsletter and yearbook and at the end of the year takes them to the Glendale Central Public Library Special Collections Department for inclusion in AAUW Glendale Branch archives.
3. Keeps a procedures notebook.
4. Performs other duties as requested by the president or the board.

## **HOSPITALITY**

The Hospitality chair:

1. Arranges for greeters at the door to welcome members and guests at branch meetings.
2. Includes newer members to assist with hospitality duties.
3. Is a member of the membership committee.
4. Keeps a procedures notebook.
5. Performs other duties as requested by the president or the board.

## **NEWSLETTER EDITOR/WEB MANAGER**

The newsletter editor:

1. Establishes submission deadlines for each issue of the branch newsletter, *Verdugo Views*.
2. Collects articles and edits to fit format.
3. Emails draft to president before final draft goes to the printer.
4. Submits invoice to the treasurer for printing, stamps, and supplies.
5. Submits electronic version of the newsletter to the person in charge of electronic distribution to branch members willing to receive it electronically.
6. Submits copy to the person in charge of distribution of print copies to those not receiving the newsletter electronically, who will prepare the mailing using these procedures:
  - a. Print copies are to be folded and stamped according to Postal Service requirements.
  - b. Mailing labels are created from lists provided by the yearbook chair and updates from the membership treasurer, who is informed of any changes should a newsletter be returned.
  - c. Give copies to membership vice president to use in member recruitment and display at branch events.
7. Maintains the branch website and submits an electronic copy of the newsletter to be posted on the website.
8. Provides newsletters to non-members at a cost to be determined by the board.
9. Accepts advertisements for the newsletter as follows:
  - All advertisements are subject to board approval.
  - The rate for a standard-sized business card space shall be at least \$50 per year, fees to be pro-rated at a minimum of \$5 per issue.

## **PARLIAMENTARIAN**

The parliamentarian:

1. Serves on the board as a non-voting appointed officer and is a member of 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. Keeps an experience notebook.
5. 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.
- 2. Serves on the branch program committee.
- . 3. Coordinates branch forums and endorsement meeting, following AAUW policy to ensure fairness and adherence to AAUW's Use of Name requirements. (See policy Section 7 on Candidate Endorsement Policies.)
- 4. Educates members of the branch about public policy concerns, focusing on national and state public policy priorities.
- 5. Coordinates branch public policy studies and action, including voter education campaigns.
- 6. Encourages members' participation in AAUW CA and AAUW Action Alerts.
- 7. Attends public policy events. Arranges interviews of local legislators.
- 8. Maintains branch public policy files and a procedure notebook.
- 9. Keeps a procedures notebook.
- 10. Performs other duties as requested by the president or the board.

## **PUBLICITY**

The publicity chair:

1. Assesses current needs for publicity.
2. Works with other branch officers and committees to help gain visibility for branch priorities including:
  - Branch programs or events
  - Membership events
  - Tech Trek, Student Grants or other events
3. Develops and maintains a list of media contacts and their deadlines.
4. Writes news releases, calendar notices, etc., and distributes to media.
5. Maintains a file of media coverage, including newspaper articles.
6. Keeps a procedures notebook.
7. Performs other duties as requested by the president or the board.

## **RESERVATIONS**

The reservations chair:

1. Takes reservations for branch meetings and events.
2. Collects money for events and remits to treasurer with appropriate reservation reconciliation form.
3. Provides name tags for branch meetings.
4. Asks email chair to send deadline reminders for events to members.
5. Keeps a procedures notebook.
6. Performs other duties as requested by the president or board.

## **STUDENT GRANTS (LOCAL SCHOLARSHIPS) CHAIR**

The student grants chair:

1. Chairs a committee composed of the president, treasurer, immediate past president, and three non-board branch members to be elected by the board of directors at its October meeting. Each branch member shall serve for three years, an election for one to be made each year, terms of the three to be staggered so that one term expires each year.
2. With the committee, supervises the investment of the student grants fund with a view to maintaining the quality and yield of the portfolio. The committee has the authority to buy or sell securities whenever it appears to its members to be expedient to do so. Any change in the fund's investments shall require a majority vote of committee members.
3. With committee approval, recommends to the board of directors for its approval, guidelines for the selection of student grant recipients. The student grants fund shall be used for the annual student grants to local students, according to the policy as determined by the committee.
4. May submit the application to the AAUW CA Special Projects Fund (SPF) to use as the pass-through funding mechanism that allows donations to be tax-deductible. Once accepted as a SPF account, submits all annual reporting SPF requires.
5. Educates members of the branch about student grants local scholarships.
6. Writes articles for the branch newsletter focusing on local scholarship fund raising and candidate selection.
7. With the student grant committee, reviews the candidate application form and updates it if necessary, reviews candidate applications, interviews finalists and selects recipients. Publicizes names of scholarship recipients.
8. Invites student grant winners, their school representative, and one parent to be guests of the branch at the annual award luncheon. Costs are to be paid from the student grant fund.
9. Ensures that timely payment(s) is (are) made to the student grants recipients upon presentation of proof of enrollment in a qualified college or university for a minimum of 12 college or university credits.
10. Oversees local scholarship finances.
11. Maintains a list of all branch members who contribute \$100 or more and sends them written acknowledgements on branch stationery. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.
12. Maintains an on-going list of recipients. If possible, follows up with recipients for several years.
13. Keeps a procedures notebook.
14. Performs other duties as requested by the president or the board of directors.

## **TECH TREK CHAIR**

The tech trek chair:

1. Selects a tech trek committee, with board approval, and serves as its chair.
2. Coordinates the selection and registration of the branch's tech trek middle school girls and the fundraising for scholarships.
3. Coordinates the funds sent to the camp treasurer for camper sponsorships, submits camp reservations, and provides camper registration information to the camp director.
4. Has the necessary computer skills to maintain records and reports. Working knowledge of Microsoft Word and Excel is required.
5. Works with committee to organize fundraising events for tech trek, such as founders' day opportunity prizes, Pasadena showcase house volunteers, and Macys' community day.
6. Works with committee to solicit funds for tech trek from other community organizations and private donors.
7. Works with and responds to tech trek state coordinator.
8. Works with committee to choose the schools, interview the tech trek applicants, and to select the tech trek recipients.
9. Invites tech trek recipients and one parent to be guests of the branch at a meeting where the girls report their camping experiences to the branch.
10. Keeps in touch with former campers. Maintains records of all campers and updates the camper tracking form annually.
11. Coordinates branch members' visits to camp on branch visitation day.
12. Provides donors with thank-you letters acknowledging donations to Special Projects Fund for tech trek that are tax deductible per 501(c)(3) IRS regulations.
13. Keeps a procedures notebook.
14. Performs other duties as requested by the president or the board of directors.

**WAYS AND MEANS CHAIR**

The ways and means chair:

1. Selects a committee with board approval and serves as chair.
2. Works with treasurer and budget committee to determine amount needed to be raised for branch operations.
3. Works with the committee to plan events to raise operating funds for the branch. All potential revenue-producing projects shall be proposed to the board for approval prior to initiation.
4. Develops a budget for these fundraising activities.
5. Publicizes event to branch members and the community at large if applicable.
6. Works with treasurer to assure compliance with IRS and California Franchise Tax Board regulations regarding fundraising events.
7. Serves on the budget committee.
8. Keeps a procedures notebook that includes ideas for fundraising events.
9. Performs other duties as requested by the president or board of directors

## **YEARBOOK/DIRECTORY**

The yearbook editor:

1. Receives copy of new member form from membership vice president and forwards information to newsletter editor for inclusion in the *Verdugo Views* newsletter, including updates to current members' information.
2. Distributes a copy of the current branch yearbook/directory to all new members.
3. Meets with membership treasurer after July 1 to review all members' information and make corrections to the current yearbook.
4. Determines yearbook printing budget needs for the next year and reports this to the treasurer for inclusion in the branch budget.
5. Makes all changes in early August and sends to printer to be printed and ready by the September board meeting.
6. Mails new yearbooks to "out of town" members in September. Hands out new yearbooks at the September and October branch meetings. Following the October meeting, mails to anyone who has not received a copy.
7. Keeps a procedures notebook.
8. Performs other duties as requested by the president or board of directors.

## APPENDIX C

### COMMITTEE JOB DESCRIPTIONS

#### AAUW FUNDS COMMITTEE

**Composition:** A number of members determined by the committee chair.

**Chair:** AAUW Funds vice president.

**Term of Service:** One-year term.

**Duties of Chair:**

- a. Oversee AAUW Funds finances. Keep accurate records of all money contributed by branch members to AAUW Funds.
- b. Thank all donors by recognizing them on the website and/or by sending them personal notes.
- c. Serve on the budget and program committees.

**Duties of Committee:**

- a. Educate the branch about the programs of the AAUW Funds and Legal Advocacy Fund.
- b. Plan and coordinate fundraising activities for the AAUW Funds and Legal Advocacy Fund, and ensure members are educated about how to donate and the donation deadlines.
- c. Recommend to the board where AAUW Funds contributions should be designated. If the branch has an open (unfinished) endowment, all funds 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, membership vice president, program vice president, AAUW Funds vice president, and ways and means chair. 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 board-approved budget to the newsletter editor in time for it to be published at least two weeks before the October branch meeting.

### **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.

## **BYLAWS COMMITTEE**

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

**Chair:** Bylaws Chair

**Term of Service:** One-year term.

### **Duties of Chair:**

- a. Coordinate and facilitate committee members' activities and communication.
- b. Present committee recommendations to board.
- c. Present board-approved bylaws amendments to the district representative of the AAUW CA Governance Committee for approval before the amendments are brought to a branch vote of approval.
- d. 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.
- e. Send newly amended/revised bylaws, policies and procedures, or standing rules to all board members and the AAUW CA Governance Committee representative.

### **Duties of Committee:**

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

## **EX-PRES COMMITTEE**

Composition: Past presidents of Glendale Branch

### **Duties:**

To support the current president and the board as requested

## **MEMBERSHIP COMMITTEE**

**Composition:** Membership vice president, president, program vice president, hospitality chair, 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 membership treasurer to keep the membership records current and accurate.
- d. Notify other branches when members transfer.

### **Duties of Committee:**

- a. Initiate and coordinate branch recruitment and retention efforts.
- b. Coordinate branch social events and new member orientations.
- c. Welcome new members.

## **NOMINATING COMMITTEE**

**Composition:** Five members, elected as follows: two of whom shall be current board members elected by the board of directors at the December board meeting and three shall be elected at a branch meeting prior to February 1. See Bylaws, Article V Section 1.

**Selection of the Chair:** One of the board members shall be appointed committee chair.

**Length of service:** One year from the time of election. A member shall not have served on this committee during the last fiscal year.

### **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. Discard, and instruct committee members to discard, all written items about members' qualifications and personalities as soon as the committee finishes its work.
8. 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 appointed officers, off-board positions, and committee members.
3. In considering candidates for branch president, candidates must have served on the board at some time.
4. Discuss job responsibilities with prospective candidates to ensure they fully understand the position.
5. Develop a slate of officers and ensure it is published in the branch newsletter at least 14 days prior to the election at the annual meeting per branch bylaws (Article V, Section 1. Nominations, c.)
6. Oversee the vote count for the election if a print ballot is used instead of a voice vote.
7. Respect the confidentiality of the committee work.

## **PROGRAM COMMITTEE**

**Composition:** Program vice-president, membership vice-president, AAUW Funds vice president, public policy chair, publicity chair, and any others deemed necessary by the committee chair.

**Chair:** Program vice president.

**Term 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. Submit to newsletter editor and web manager an article about upcoming program events each month that a program is planned.
5. Send branch calendar of programs to newsletter editor and web manager, with updates in each issue throughout the year.
6. Submit a report to the president at the end of the year with recommendations for the coming year.

### **Duties of Committee:**

1. Create a 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 program, including (but not limited to): securing meeting space, publicity, branch newsletter articles, getting board approval for speaker honoraria, providing for speakers' equipment needs, and arranging hospitality refreshments.
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:** Members 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.

### **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. Educate members about the state and AAUW Action Alerts, and encourage them to participate.

## **STUDENT GRANTS (LOCAL SCHOLARSHIPS) COMMITTEE**

**Composition:** Committee chair, president, treasurer, immediate past president, three non-board members to be elected by the board at its October meeting; and others as the board may direct. Each branch member shall serve for three years, an election for one to be made each year, terms of the three to be staggered so that one term expires each year.

**Term of Service:** One-year term.

### **Duties of Chair:**

See job description of Student Grants Chair.

### **Duties of Committee:**

- a. Develop policy about who is eligible to receive a scholarship for board approval.
- b. Supervise the investment of the student grants fund with a view to maintaining the quality and yield of the portfolio. The committee has the authority to buy or sell securities whenever it appears to its members to be expedient to do so. Any change in the fund's investments shall require a majority vote of committee members.
- c. Educate branch members about student grants.
- d. Publicize availability of student grants at educational institutions in the area.
- e. Review the candidate application form and update it if necessary, review candidate applications, interview finalists, and select recipients.
- f. Perform other duties as requested by the chair.



## **TECH TREK COMMITTEE**

Composition: Selected by chair with board approval.

Term of Service: One-year term

### **Duties of Chair:**

See job description of Tech Trek Chair

### **Duties of Committee:**

- a. Organize fundraising events for tech trek, such as founders' day opportunity prizes, Pasadena showcase house volunteers, and Macys' community day.
- b. Solicit funds for tech trek from other community organizations and private donors.
- c. Choose schools, interview tech trek applicants, and select tech trek recipients.
- d. Perform other duties as requested by the chair.