

POLICIES AND PROCEDURES  
**INCLUDING JOB DESCRIPTIONS**

AAUW NAPA COUNTY BRANCH, CALIFORNIA

1. BRANCH GOVERNING DOCUMENTS REVIEW

1.1. Branch policies and procedures shall be reviewed in the even numbered years by a committee composed of the immediate past president, current president and the 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 immediate past president, the current president and chaired by the parliamentarian. 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 members present at a board meeting. No policy may be adopted that conflicts with branch bylaws, which have priority and may only be amended as specified in those documents by a branch membership vote.

1.4. Whenever the bylaws, or policies and procedures are amended, the official branch copy of the document shall be updated with the date of approval on the footer of each page, posted on the branch website 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 membership directory and posted on the branch website.

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. If the member wishes to appear at the board meeting to speak to the proposal, that request should also be included.

2.3. A summary of board actions at regularly scheduled or emergency board meetings shall be written by the secretary and published in the branch newsletter in the President's Message.

2.4. A board-to-board potluck meeting shall be held after the branch elections, at which time outgoing board members will turn over their files to their successors. The date shall be the regularly scheduled board meeting in June and the location of this meeting shall be determined by the incoming president. Any out-going board member who cannot attend this meeting will make arrangements to turn over the officer files in a private meeting with the incoming officer.

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.

Last amended and approved by board: September 2, 2014

- 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 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 chair at least five (5) months before the annual meeting. See branch bylaws and Appendix C of these policies and procedures for more information on the nominating chair and committee.
  - 3.4.3. Ensure nominations and any other voting measures are sent to all members at least fourteen (14) 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 another meeting date for the vote.
- 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, IBC 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 experience binder.
- 3.12. Keep a current experience binder or file that includes resource material, AAUW and AAUW CA mailings, notes, ideas, and recommendations for a successor. Submit any suggested changes to the position description to the 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. Give all historical material for the historian.

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

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. Board approves budget (deadline is August 30)

4.1.5. 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 committee holds fund raising projects to meet contribution deadlines

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 to be eligible to raise funds

##### **4.3. Winter (December-February)**

4.3.1. Nominating chair and committee are appointed by board approval.

4.3.2. Board conducts mid-year budget review

4.3.3. Board confirms dates for annual meeting and branch elections (see Section 3.4)

##### **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

#### **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 and business takes place during board meetings or the board retreat or a separate board committee meeting.

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 October newsletter.

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 \$100 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 and state conventions.

5.1.6.1. 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. A minimum reserve shall be an amount established by the board at 25% percent of the preceding year's total general revenue. At no time shall the reserve fall below this base amount. Should the base amount fall below 20% 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 and gift baskets are set by the program committee and financed from the program budget.

## **5.2. Vouchers and Reimbursements**

5.2.1. Vouchers for reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred, if possible or within the fiscal that the expense was incurred. Receipts for ALL expenses must accompany the voucher to be eligible for reimbursement. In the absence of the receipt, reimbursement shall be approved by the treasurer and the president.

## **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 Napa County Scholarship Foundation and/or an AAUW Fund as selected by vote of the board. 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:

Last amended and approved by board:      September 2, 2014

AAUW: \$59 (\$56 of which is tax deductible)  
 AAUW CA: \$20 (\$16 until March 2015; \$20 thereafter)  
 Branch: \$24

Student Affiliate dues are:

AAUW: \$17 (\$16 of which is tax deductible)  
 AAUW CA: \$10 (\$8 until March 2015; \$10 thereafter)  
 Branch: \$0

5.4.2 Members must join or renew by August 31 in order to be included in the membership annual directory.

5.4.3 Any new members joining the branch between January 1 and March 15 shall pay full AAUW CA dues, one-half of AAUW dues and one-half of branch 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 state and the branch and the branch will pay the state 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.

5.4.6 Individuals who have donated the equivalent of total AAUW membership dues but are not currently eligible for AAUW membership may be affiliated with the organization. They will be designated Friends of AAUW.

5.4.7 Upon request and with board approval, a dues subsidy is available using money budgeted in the "Angel Fund." The subsidy of varying amounts can be available to an active member who has extenuating circumstances such as, but not limited to, being on a fixed income.

## 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 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 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. 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 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 fund raising 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.

6.3.2. Donation checks for the local scholarship fund shall be made out to Napa County AAUW Scholarship Foundation and delivered to that entity in accordance to its requirements.

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). All raffles and opportunity drawings are done through the Napa County AAUW Scholarship Foundation.

6.5. **AAUW Funds.** In addition to branch fund raising 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 intended for 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. 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.

7.3. 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 SECTIONS

8.1. Prospective members may attend up to two member-only functions (e.g. sections) before joining. An exception is made for spouses or partners of members in couples groups such as gourmet or bridge.

8.2. 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.

8.3. No section will be scheduled on the date of a branch general meeting or branch special event or fundraiser. The branch general meeting takes precedence over any scheduled branch section meeting.

8.4. 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.

8.5. With the approval of the board, any member may form a new section providing that it is open to all members.

8.6. At least one section in each interest area must remain open to new and existing members at all times and sections which are at their capacity limit accept potential members to a “wait list”.

8.7. Charter Sections will be established in each interest area that has closed sections or day sections when evenings are preferred. The purpose of the charter sections would be to remain open in perpetuity and to spin-off additional sections, which would accept new members until, they too, reached capacity.

8.8. Operating dues for individual sections are permitted.

8.9. Section chairs will provide to the membership VP by August 31 of each year, the name and phone number of chair(s), a list of members and meeting day and time.

8.10. Our newsletter will only publish the sections which are accepting new members. Closed sections will only be listed in the Membership Directory as sections with wait lists.

8.11. Member complaints or concerns about sections shall be settled by the membership vice president in consultation with the membership committee. A member may appeal to the board for resolution of section 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. The decision to join the coalition and the amount of financial support must be approved by the board.

Last amended and approved by board: September 2, 2014



## 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.

Revised August 1998 by Jean Haight, Melinda Dittman, Elizabeth Henderson, Kim Medlin, and Evelyn Vogt; Adopted by the board September 1, 1998; amended by the board November 13, 1998

Reviewed by Jean Haight, Tege Montmorency, Portia Catania, and Kuniko Okamoto September 24, 2003; amended by the board June 6, 2006; amended by board September 4, 2007

Revised by Judy Magnuson, Sallyann Berendsen and Jean Haight January 10, 2009. Adopted by the board February 3, 2009.

Revised by Sallyann Berendsen, Kim Smith and Jean Haight May 10, 2010. Adopted by the board on June 1, 2010.

Revised by Pat Parker, Toby Mitchell and Portia Catania July 30, 2014. Adopted by the board September 2, 2014.

National dues updated on page 5, May 1, 2018.

**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 general meetings. Presides at all board meetings at her home or secures an appropriate meeting room. Sends out notices for the board meetings and compiles committee/officer monthly reports.
3. Upholds the bylaws, the policies and procedures, 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, including the financial review committee except those chairs provided for by election.
6. Interprets the objectives of AAUW to the members and to the public. Submits all information to our website manager at AAUW National. Maintains a website that advertises branch events, educates the public about AAUW and its mission, creates a positive image of the branch in the community and attracts prospective members to the branch.
7. As requested, 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 and includes the actions of the board in the message.
9. Reviews newsletter content with the newsletter editor before submission of copy to the printer.
10. Submits the documentation for the current AAUW CA branch recognition program.
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. Attends Interbranch Council and district meetings or sends a representative.
14. 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.
15. Creates a harmonious climate for cooperative interrelationships among board members.
16. Encourages member participation.
17. Works closely with the president-elect.

18. Keeps an experience notebook.

### **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. Learns as much as she can about the administration of the branch by working collaboratively with the president while president-elect.
2. 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.
3. 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. 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 for the installation event.
12. Keeps an experience notebook.
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 with the exception of the membership dues. 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, and any other accounts required by the IRS to be kept separate.
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 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. The president appoints the annual financial review committee that includes but is not limited to, one past president, one past treasurer and one member from the general membership. The review will be conducted after the books have been closed in June. A report of this review will be submitted at the September board meeting.
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. Keeps an experience notebook.
14. Performs other duties as requested by the president or the board.

### **SECRETARY**

The secretary is the recording and corresponding 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 meetings and annual branch meetings. (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 copies of the minutes from the annual branch meetings to the president within 10 days of the branch meeting.
8. Replies to any correspondence at the request of the president or the board.

9. Keep minutes of board and branch proceedings for seven years, as they are the legal record of the organization.
10. Keeps an experience notebook that includes sample minutes.
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, mission and public policy priorities into the branch program.
3. Plans branch programs with the committee.
4. Keeps an updated list of meeting venues (with and without meals) that can be used in choosing sites for programs.
5. 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 and the president-elect.
7. Writes or is responsible for newsletter articles about monthly upcoming program events for every newsletter edition.
8. Submits program information to the president so that each general program can be posted on the branch website.
8. Reserves meeting rooms and makes meal arrangements if necessary for general meetings.
9. Keeps an experience notebook.
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 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 orientation meetings and in the branch newsletter. Ensures new members are added to all branch communications lists, including newsletter distribution, sections of choice and email or phone

lists.

3. Plans and chairs membership meetings, including orientations.
4. Develops the budget for the branch's membership activities.
5. Keeps an accurate list of branch members, keeps the data file of member qualifications and interests and keeps information on prospective members.
6. 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.
7. Notifies the appropriate person in other branches when members transfer in or out of the branch.
8. Works with the membership directory editor to keep the directory updated throughout the year and especially during September for final updates and printing.
9. Keeps an updated copy of the membership application on the website.
9. Acts as the membership treasurer with membership records. Receives all checks from new and renewing members. Fills out membership report forms for AAUW and the state.
10. Shares new information received from the Association and AAUW CA with the officers and the branch membership.
11. Assists members who want to form a new section and guides new members to sections of interest. Maintains a current list of sections and submits a current list of sections and their members to the Membership Directory Editor. Acts as advisor and the liaison between the section 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. Participates on the program and finance planning and committee meetings.
14. Keeps an experience notebook.

#### **AAUW FUNDS VICE PRESIDENT**

The AAUW Funds vice president:

1. Serves as AAUW Napa County Scholarship President and is responsible for their board meetings and administering their bylaws.
2. 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.
3. Instructs members how to contribute to AAUW Funds by the contribution deadlines.
4. Provides branch members with updates on AAUW Funds information and AAUW research provided by AAUW.
5. Assures that all members who contribute \$100 or more receive written acknowledgments on

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branch stationery and all members who make a memorial contribution of any value receive a written acknowledgement on branch stationery.

6. Educates the branch and the community about the programs of AAUW.
7. With the board members at a board meeting, recommends and decides the amount of the annual branch contribution to Funds.
8. Manages the Scholarship Foundation's W-U-G Fund that allows the branch to contribute to AAUW Funds. Acts a fiduciary to keep W-U-G- Funds invested in a way that enables the branch to make a contribution to selected AAUW Funds.
9. If the branch has raised enough for AAUW Funds to qualify, ensures that the board recommends to the board branch member(s) those person (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.
10. Keeps a historic list of past Branch Named Gift Honorees, and publishes the list in the branch directory.
11. Serves on the program committee.
12. Keeps an experience notebook.
13. Performs other duties requested by the president or the board of directors.

#### **LEGAL ADVOCACY FUND VICE PRESIDENT**

The LAF vice president:

1. Selects the LAF committee and serves as chair.
2. In consultation with the AAUW Funds committee, plans and coordinates fund raising activities for LAF.
3. Educates members of the branch about LAF.
4. Develops budget for LAF activities.
5. Instructs members how to donate to LAF by the donation deadlines.
6. With the LAF committee, decides the amount of the annual branch contribution to LAF.
7. Ensures that all branch members who contribute \$100 or more to LAF receives a written acknowledgement on branch stationery.
8. Serves on the program committee.
9. Keeps an experience notebook.
10. Performs other duties requested by the president or the board of directors.





**APPENDIX B  
APPOINTED OFFICERS JOB DESCRIPTION**

**COMMUNICATIONS CHAIR**

The communications chair is the President who oversees the following appointed officers:

1. Non-email phoning - Phones members who do not have email.
2. Branch e-mail- Sends email blasts and monthly newsletters to all members, the state association and the website manager and ensures that communications are used only for branch purposes, primarily for reminders and announcements of branch activities.
3. Membership Directory Editor- Prepares the annual directory with the help of the Membership VP. Keeps a current mailing list of all members for mailing labels.
4. Newsletter Editor- See job description.
5. Newsletter Advertiser: Solicits advertising (sponsorships) for the newsletter and annual directory. The word sponsorship is used to refer to paid advertising so that cost for mailing can be kept to a minimum. Remind sponsors to renew in July.
6. Facebook Manager: Posts items on our Facebook page.
7. Newsletter Circulation: Works with Membership VP to ensure that new members are added to the communications network. Prepares and distributes printed newsletters to members who pay a mailing fee amount determined by the board to receive a printed copy. 50-year old members will be exempt from this fee. Gets mailing labels from the membership directory officer. Submits invoices to the treasurer for printing and stamps. Gives extra copies to the Membership VP for use in new member recruitment.
8. Friendship Chair: Sends cards of sympathy, get-well cards, congratulations or other appropriate wishes to branch members when requested.
9. Hospitality Chair: Provides name tags for general and special meetings and acts as a greeter at meetings. May take reservations and meal selections for general meetings.
10. Publicity Chair: See job description

**LOCAL SCHOLARSHIP SELECTION CHAIR**

The local scholarship selection chair:

1. Selects a local scholarship selection committee and serves as its chair.
2. Responsible for overseeing the selection of scholarship candidates by reading and rating the scholarship applications received from the local Napa County high schools and Napa Valley College.

3. Educates members of the branch about local scholarships.
4. May write monthly articles for the branch newsletter focusing on local scholarship fund raising and candidate selection. May send in scholarship winner's thank you letters to the newsletter editor.
5. Attends Napa County Scholarship Foundation board meetings
6. With the local scholarship committee, reviews candidate applications and selects recipients. Publicizes names of scholarship recipients.
7. Ensures that timely payment(s) is (are) made to the educational institution.
8. Maintains an on going list of recipients. If possible, follows up with recipients for several years.

### **NEWSLETTER EDITOR**

The newsletter editor:

1. Holds to the submission deadline of the 10<sup>th</sup> of the month prior to publication of the newsletter. The TWIG is published from September to June with the exception of January.
2. Collects articles and edits to fit format.
3. Emails draft to president and proofreader before final draft goes to the printer.
4. Submits electronic version of the newsletter to the printer and to the person in charge of electronic distribution to any branch members willing to receive it electronically.

### **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. Chairs a committee to review branch governing documents as required in Section 1 of the branch policy.
6. 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 amendments adopted by membership) to the state governance committee representative for certification.
7. Provides copies of any updated or amended branch governance document (bylaws or policies and procedures) to board members within 30 days.

8. Delivers the state governance committee's certification form for newly amended branch bylaws to the president for branch records.
10. Keeps an experience notebook.
11. 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 and serves as chair. (See Appendix C for committee description.)
2. Serves on the branch program committee.
3. Coordinates branch forums 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 an experience notebook.
10. 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, Speech Trek,
  - Local scholarship information (e.g., bios of recipients)
3. Develops and maintains a list of media contacts and their deadlines, including:
  - Local columnists and reporters

- Public service announcements
  - Calendar listings
4. Writes news releases, calendar notices, and public service announcements and distributes to media, meeting their deadlines. Works with president to keep website and Facebook updated.
  5. Maintains a file of media coverage, including copies of newspaper articles.
  6. Keeps an experience notebook, including copies of news releases and media coverage obtained.
  7. Performs other duties as requested by the president or the board.

## APPENDIX C

### COMMITTEE JOB DESCRIPTIONS

#### 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

#### 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. After board approval, send the proposed budget to the newsletter editor in time for it to be published at least 2 weeks before the branch vote of approval.
4. Lead branch discussion of proposed budget before branch vote of approval
5. Present revised budget to the board as needed.

#### 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 AND POLICIES AND PROCEDURES COMMITTEE

**Composition:** Parliamentarian, immediate past president and current president.

**Chair:** Parliamentarian

#### 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

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newly amended bylaws to all board members and any interested branch member. Post on branch website.

e. Send newly amended/revised bylaws or policies and procedures 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.

**MEMBERSHIP COMMITTEE**

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

**Chair:** Membership vice president.

**Duties of Chair:**

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

**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 new member orientations and social events.
- d. Welcome new members.
- e. Assists the chair in resolving any section concerns or disputes.

**NOMINATING COMMITTEE**

**Composition:** The board members elect the committee that is recommended by the nominating committee chair and is composed of no less than 3 or no more than 5 members. There will be one holdover from the previous committee, one or two from the current board and one or two from the general membership. The president and president elect may not serve on this committee

**Selection of the Chair:** The chair is appointed by the president and voted on by the board and committee members may not serve 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 fourteen days before the annual meeting and election in May or June.
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.
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. Respects the confidentiality of the committee work.

**PROGRAM COMMITTEE**

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

**Chair:** Program vice president.

**Duties of Chair:**

1. Call meetings of committee beginning in July.

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, publicity chair and president for the website, 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. This can be printed on a bookmark with sections listed on the back.
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/SECTIONS).

**PUBLIC POLICY COMMITTEE**

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

**Chair:** Public policy vice president.

**Duties of Chair:**

- a. Coordinate and facilitate committee members' activities and communication.
- b. Serve on the Program committee.

**Duties of Committee:**

- a. Write articles for the branch newsletter focusing on AAUW and state public policy priorities.
- b. Coordinate branch public policy studies and action.
- c. Coordinate branch forums.
- d. Educate members about the state and AAUW Action Alerts, and encourage them to participate.