

**POLICIES AND PROCEDURES—ATTACHMENT A
RESPONSIBILITIES OF ELECTED OFFICERS**

Elected officers and appointed officers together make up the Board of Directors and all (except parliamentarian) serve as voting members. Co-officers share a vote.

The responsibilities of any elected officer are as follows:

- Reads and is familiar with the Bylaws, Standing Rules, and Policies and Procedures Handbook.
- Attends all board meetings and general meetings. Notifies the president if unable to attend and arranges a substitute or sends a report.
- Attends as many conventions, conferences, workshops, etc. as reasonably possible.
- Reports to the board on the activities and concerns of the position.
- Spends only monies that have been allocated in the budget and incurs no indebtedness in excess of \$100 over amounts provided for in the budget except upon approval of the board beforehand.
- Consults with the president on all branch activities, procedures, and policies.
- Keeps a current experience notebook or file that includes relevant resource material, AAUW and AAUW CA mailings, notes, ideas, and recommendations for a successor. Places an inventory of all supplies and equipment received from predecessor in the notebook. At the end of term, writes and adds an updated job description to the notebook, giving copies to the president and president-elect. Passes notebook to successor at one-on-one meeting, if possible.
- Submits promptly all reports and other information required by AAUW or AAUW CA officers; gives a copy of such reports to the president; and files a copy in the experience notebook.
- Pays dues before taking office.
- Gives articles/news to the newsletter director and website director by the necessary deadlines.
- Performs any additional duties as the president may direct.
- Participates on the board of directors of the 501(c)(3): AAUW OML Community Fund, Inc., and handles the particular responsibilities of the office.

PRESIDENT

To qualify for this position the nominee should have served on the branch board at some time.

1. Serves as official representative of the branch in activities of AAUW and AAUW CA.
2. Presides at all branch and board meetings.
3. Appoints chairs of all committees not specifically outlined in the Policies and Procedures.
4. Interprets the objectives of AAUW to the members and public.
5. Submits a list of branch officers and chairs to AAUW CA and AAUW.
6. Writes a president's message for the Triad when appropriate.
7. Submits the documentation for the AAUW CA branch recognition program.
8. Ensures the branch bylaws are in conformity with the AAUW and AAUW CA Bylaws.
9. Ensures the branch has enrolled in the state liability insurance program.
10. Serves as ex-officio member of all committees except the nominating committee.
11. Attends or sends a representative to Inter-Branch Council and district meetings.

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12. Represents the branch at AAUW CA and AAUW conventions and meetings to the extent possible and reports results to branch members.
13. Knows and implements business-like procedures and processes.
14. Ensures AAUW Funds contributions are made from branch reserves in memory of deceased members and families are notified about the memorial contribution.
15. Works closely with president-elect.
16. Writes an annual branch history for inclusion in the directory.
17. Upon becoming the immediate past-president, chairs the past presidents' luncheon.

PRESIDENT-ELECT

1. Acts in place of the president in the case of absence or disability.
2. Serves as an ex-officio member of all committees except the nominating committee.
3. Acts as the liaison between the interest groups and the board.
4. Reserves space for monthly board meetings.
5. Assists the program VP(s) with Fall Showcase.
6. Attends new member coffees, assists with the orientation of new members, and assists with involving members where needed.
7. Attends meetings of Inter-Branch Council, convention, and leadership training sessions whenever possible.
8. As incoming president, chooses the installing officer for the installation event and orders the past president's pin in advance of the installation.
9. Receives year-end reports and amended job descriptions and follows up as necessary.

PROGRAM VICE PRESIDENT

1. Oversees the execution of programs for all general meetings, September through May, including programs planned by the AAUW Funds VP, the directors of Public Policy, Tech Trek and Scholarships/Awards, and the May Luncheon Coordinator.
2. Chairs the Program Development Committee. Meets with committee over the summer to develop a theme, and works programs into the theme. Incorporates AAUW and AAUW CA program themes and priorities into branch programs.
3. Develops the budget for the branch programs.
4. Assigns or takes responsibility for a monthly newsletter article about upcoming program events for the membership.
5. Serves on the budget committee.
6. Presides at meetings in the absence of the president and the president-elect.
7. Develops general meeting agendas for use by President and others.
8. Makes sure that the Finance VP has been contacted to provide stipend checks as needed or that thank you gifts are purchased in lieu of stipends.
9. Contacts general meeting presenters to coordinate with them prior to meeting.
10. Reserves and prepares meeting rooms for general meetings. Responsibilities include:
 - Arrives early to unlock facility, makes sure that room is set up correctly, and brings additional items for the tables such as handouts.
 - Prepares room: turns heat on and sets up audio-visual equipment as necessary.
 - Assists hospitality coordinator in setting up refreshment tables and members' tables.
 - Ensures that facility is clean and "back the way it was" before leaving.

MEMBERSHIP VICE PRESIDENT

1. Chairs membership team including membership treasurer, database coordinator, nametag coordinator, hospitality coordinator, community events coordinator, poster and print materials assistant, and persons responsible for prospective and new members.
2. Initiates and coordinates branch recruitment efforts.
3. Writes newsletter articles focusing on membership and new members of the branch, as needed.
4. Sends periodic letters/emails to new members to maintain communication.
5. Ensures information is sent to prospective members.
6. Responds to questions/requests about membership received on OML website/email.
7. Processes paperwork with AAUW for 50-year members.
8. Develops budget for the branch's membership activities.
9. Works with membership treasurer to maintain an accurate list of branch members.
10. Works with database coordinator and website director to maintain an accurate list of members' addresses/emails.
11. Assists directory editor by providing current information for publication in the membership directory.
12. Coordinates with the database coordinator about information from the membership profiles regarding priorities/interests/willingness to help.
13. Notifies AAUW and AAUW CA regarding member deaths and address changes ASAP.
14. Serves on the budget committee as needed.

AAUW FUNDS VICE PRESIDENT

1. Plans and coordinates fundraising activities for AAUW Funds.
2. Oversees AAUW Funds finances in coordination with the AAUW Funds treasurer and the Finance VP on branch 501(c)(3).
3. Observes all deadlines, especially contribution deadlines.
4. Maintains a list of all members who contribute to AAUW Funds and sends them written acknowledgements.
5. Reports the year's fundraising results and thanks all donors at the May Luncheon. Recognition certificates for donors giving \$100 or more may be distributed at this time.
6. Educates the branch and the community about the programs of AAUW Funds through articles in the Triad, E-news, and community newspapers.
7. Attends program development, fundraising, and budget committee meetings.
8. Plans and coordinates an annual branch program focusing on some aspect of AAUW Funds.
9. Follows the Policies and Procedures of the branch to select one or not more than two branch Named Gift Honorees; provides Named Gift Honoree(s) information to CA state AAUW Chair by deadline date; and works with the president to select the date for recognizing the branch honoree(s).

RECORDING/CORRESPONDING SECRETARY

1. Works with the President to prepare the order of business as requested.
2. Sends out notices of meetings if requested to do so by the president.
3. Works closely with the President and the Parliamentarian to achieve smooth-flowing, business-like meetings.

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4. Records attendance and takes minutes at board meetings.
5. Sends "Board Meeting Highlights" to the Triad editor following each board meeting and before the Triad deadline.
6. Keeps minutes of executive committee, branch, and special meetings as needed.
7. 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.
8. Sends a copy of the minutes of the previous board meeting and an agenda for the upcoming board meeting to board members in a timely manner as requested to do so by the president.
9. Keeps minutes of board and branch proceedings forever, as they are the legal record of the organization.
10. Keeps certified copies of the current Bylaws, as well as current copies of the Policies and Procedures and Standing Rules.
11. Performs the following correspondence duties:
 - Provides electronic copy of branch stationery/letterhead to officers and committee chairs as needed.
 - Sends cards of sympathy/congratulations to branch members when requested by the president or a branch member.
 - Sends invitations to special functions such as the past presidents' luncheon.
 - Pays the annual branch PO box renewal fee.

FINANCE VICE PRESIDENT

1. Chairs the budget committee. (See budget committee in Policies and Procedures.)
2. Receives all monies due the branch.
3. Pays all bills provided for in the budget or verified by the board.
4. Keeps an accurate set of financial records.
5. Manages the branch general bank accounts.
6. Together with the budget committee, prepares the annual budget for approval of the membership at the September general meeting. This budget is published in the September newsletter for membership review.
7. Prepares a financial report for board meetings.
8. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.
9. Ensures that the branch financial records are audited annually.
10. Pays premiums for insurance policies and state funds assessment, as billed by AAUW CA.
11. If there is no president-elect, orders the past president's pin.
12. Prepares annual financial report and submits to state AAUW Financial Vice President.
13. Prepares and files *IRS Form 990-Return of Organization Exempt from Income Tax* by November 15.
14. Files *California Form 199-California Exempt Organization Annual Information Return* by November 15.
15. Files *California Form RRF-1 Annual Registration Renewal Fee Report* annually by November 15.
16. Files *California Statement of Information* with the Secretary of State along with appropriate fees biennially as follows:
 - AAUW OML Branch, Inc. in January (last filed 1/28/14)
 - AAUW OML Community Outreach Fund, Inc. in July (last filed 7/12/13)