

**POLICIES AND PROCEDURES—ATTACHMENT B
RESPONSIBILITIES OF APPOINTED 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 appointed 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.
- 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.
- 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.
- 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.

COMMUNITY PROJECTS DIRECTOR

1. Oversees the work of the Burckhalter School Project volunteers.
 - a. Solicits volunteers to staff the library and provide one-on-one tutoring and other classroom help.
 - b. Visits school, principal, and teachers before school opens in September. Meets with new and returning teachers and discusses teachers' needs for the coming year.
 - c. Keeps in communication with principal, teachers, and staff on a regular basis.
 - d. Sends a "Burckhalter Update" by email to all volunteers and acts as liaison between teachers and volunteers.
 - e. Arranges with principal for volunteers to meet with teachers once or twice a year, October, and April, if possible, to discuss how volunteers can help and to plan activities such as the school-wide reading program and the use of the library.
 - f. Takes interested volunteers to school to meet teachers.
 - g. Matches volunteers with teachers.
 - h. Writes articles for *Triad*; requests volunteers, materials, and help with special projects.

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- i. Presents Burckhalter project to members at September Showcase and solicits volunteers.
2. Chairs OML's portion of holiday toy drive with other partners, publicizing drive with publicity in *Triad* and at board and general meetings. Takes donations to charity of choice after board approval.

NEWSLETTER DIRECTOR

1. Develops schedule for article submission by board and other members.
2. Contacts board members who haven't submitted articles to see if they need space.
3. Produces 10 newsletters per year for first-of-the-month publication. Gets digital pictures from branch photographer or other members that can be inserted electronically.
4. Includes material from AAUW CA, AAUW, and other local branches when space is available.
5. Recruits member to proof and provides president an opportunity to review.
6. Sends a PDF file for publication to the website director who will send out a notice that the newsletter is posted on the website.
7. Checks with database coordinator for required number of printed copies for mailing to those without email and those who pay to receive by mail.
8. Recruits a newsletter mailer to mail out newsletters if needed.
9. Works with advertising coordinator to place new ads in the master document.

PARLIAMENTARIAN/BYLAWS/POLICY DIRECTOR

1. Serves on the board and on the executive committee as an appointed, non-voting member.
2. Counsels the president on questions related to parliamentary process.
3. Takes a copy of branch Bylaws, Standing Rules, the Policies and Procedures Handbook, the current edition of *Robert's Rules of Order, Newly Revised*, and other documents likely to be needed to every board meeting.
4. Keeps the branch Policies and Procedures Handbook and Standing Rules up to date.
5. Keeps the branch Bylaws current, making changes as mandated by AAUW and AAUW CA.
6. Provides a draft of proposed bylaws changes to the AAUW CA Bylaws Committee representative prior to submitting the changes to the branch membership for approval.
7. Provides copies of amended Bylaws to State Bylaws Committee representative for certification. Provides electronic copy to board members and required copies to AAUW and AAUW CA.
8. Delivers the certified Bylaws to the secretary for safekeeping. Ensures secretary has the most current Policies and Procedures and Standing Rules.
9. Ensures the website director has posted the most current Bylaws, Policies and Procedures Handbook, and Standing Rules on branch website.

PUBLICITY DIRECTOR

1. Communicates AAUW's mission, activities, and deliverables to the broader Lamorinda area to highlight initiatives and accomplishments, recruits new members, and secures funding for worthy endeavors.
2. Identifies/recruits a small group of writers to work with the director to broaden the offerings and audiences.

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3. Reviews with officers/members proposed topics/concepts for value, venues, and timing.
4. Provides guidance to members preparing articles as to how to best “spin” the piece for the intended audience and identifies the venues in which to share the articles.
5. Edits submitted articles and reviews final version with the original author to ensure story line meets initial objectives. Publicity for all general meetings must include a statement that the meetings are open to the general public and are handicapped-accessible.
6. Distributes article (and companion photos) to news outlets and other OML communication stewards—website director and newsletter director—for their use.
7. Sends article links to other members of OML for information and further distribution within their own circles.
8. Connects with publicity chairs in other branches to leverage efforts.
9. Maintains a file of media coverage, including copies of newspaper articles/releases and media coverage obtained.

PUBLIC POLICY DIRECTOR

1. Recruits a public policy committee.
2. Serves on the program development committee.
3. Plans one public policy-oriented branch activity/meeting each year.
4. Becomes familiar with all AAUW public policy materials. Subscribes to appropriate AAUW Public Policy news publications and committee information and forwards pertinent materials to key branch members.
5. Writes articles for the newsletter and local newspapers on public policy issues.
6. Educates branch members regarding use of name, candidate endorsement, and coalition policies.
7. Works with other community organizations to form coalitions around issues important to AAUW.

SCHOLARSHIPS/AWARDS DIRECTOR

1. Selects a local scholarship committee in consultation with the president and serves as its chair. This committee consists of the president-elect and two non-board members in addition to the chair.
2. Serves on the program development committee.
3. Organizes the April meeting with the Tech Trek director along with support from the program vice president to acknowledge winners.
4. Appoints a treasurer liaison to work with the branch finance vice president on finance matters involving donations and expenses.
5. Develops a budget for, plans, and coordinates all local scholarship fundraising activities, ensuring that they do not conflict with AAUW Funds activities.
6. Educates members of the branch about local scholarships.
7. Writes articles for the branch newsletter focusing on local scholarship fundraising and candidate selection.
8. Publicizes the availability of local scholarships at the three local high schools and St. Mary’s College.
9. With the committee, reviews the candidate application form and updates it if necessary.
10. With the committee, reviews candidate applications, interviews the finalists, and selects the scholarship recipients. Notifies, with regrets, those not selected.
11. Publicizes scholarship recipients. Plans presentations at the April branch general meeting. Arranges for names of recipients to be engraved on school plaques.

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Arranges for at least one member of committee to attend Award night at each school to present the plaque in honor of the most recent recipient.

12. Ensures that timely payment is made to the awardees' educational institutions when proof of registration at the colleges is provided.
13. Oversees local scholarship finances. Keeps accurate record of all monies contributed to local scholarship fund by branch members.
14. Pays branch and state AAUW dues annually from the Scholarship/awards account for the college/university representative from St. Mary's College.
15. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.

SISTER-TO-SISTER DIRECTOR

1. Recruits and maintains an adult committee of branch members that will be in charge of all aspects of a one-day summit for girls to be held in March each year. Adult committee meets monthly from September to January; twice monthly January to March.
2. Appoints a treasurer liaison to work with the branch finance vice president on finance matters involving donations and expenses.
3. Recruits and trains high school girls who will lead the events of the day and facilitate discussion groups with middle school girls. Teen committee meets monthly September to January and twice monthly January to March. Teen meetings include dinner, games, speakers on topics relevant to girls' issues and the summit discussion group, developing facilitation skills, etc.
4. Solicits community support through donations from community non-profits and businesses.
5. Develops and distributes a brochure to attract middle school girls.
6. Works with treasurer in receiving and disbursing funds.
7. Works with publicity director for newspaper coverage.
8. Ensures that current jobholders maintain a list of available jobs and a complete time line.

TECH TREK DIRECTOR

1. Recruits Tech Trek committee members
2. Serves on the program development committee
3. Organizes the April meeting with the Scholarships/Awards director along with support from the program vice president to acknowledge winners.
4. Appoints a treasurer liaison to work with the branch finance vice president on finance matters involving donations and expenses.
5. Recruits liaisons to coordinate with each of the three OML middle schools.
6. Contacts science and math teachers in the three middle schools in the Lamorinda area asking for teachers' selection of girls interested in math and science.
7. Contacts girls by email to request a written essay.
8. Interviews girls and selects finalists using 3 member panels.
9. Works with other branch priority directors/VPs to send out fundraising letter. Shares proceeds.
10. Holds reception for Tech Trek girls and parents after camp and invites girls to relate camp experiences.
11. Sends requested information and all payments to state Tech Trek Camp chairs; observes deadlines.

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12. Prepares articles for the Triad.
13. Sends thank you notes to donors for tax purposes.
14. Maintains communication with parents.
15. Maintains communication with Camp Director.
16. Keeps track of past winners, if possible.
17. Initiates fundraisers to benefit Tech Trek and manages the Restaurant Walk, donations, grants, and other sources of funds.

WEBSITE DIRECTOR

1. If desired, recruits a website committee of 2–3 members to assist her.
2. Arranges for the domain name and for a service provider.
3. Maintains the website and keeps the website information current.
4. Pays website bills and is reimbursed by the branch Finance VP.
5. Maintains the website calendar for the branch.
6. Works closely with the newsletter director to ensure the Triad/newsletter calendar is consistent with the website calendar.
7. Works closely with the advertising coordinator to include appropriate advertiser information on the website.