

**POLICIES AND PROCEDURES—ATTACHMENT C
RESPONSIBILITIES OF APPOINTED POSITIONS**

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.

Members holding appointed positions do not vote with the Board of Directors.

The responsibilities of any appointed position are as follows:

- Reads and is familiar with the Bylaws, Standing Rules, and Policies and Procedures Handbook.
- Attends board meetings and general meetings, as warranted.
- 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.

AAUW FUNDS TREASURER

1. Receives individual donations at all levels and completes Branch AAUW Funds Contribution Report as necessary. A copy of the report with donor checks is sent directly to the national AAUW Development Office in Washington, D.C. A copy of the report is sent to the AAUW-CA office to notify office of donations received by our branch. A copy is kept for branch records.
2. Sends a copy of the Branch AAUW Funds Contribution Report to the AAUW Funds vice president(s) so that thank you notes may be written. Compiles annual donor information for publication in the program for the May Luncheon.
3. Collects monies from AAUW Funds fundraisers after fundraiser expenses are paid.
4. Ensures that all accounts are properly credited to branch and designated as requested by donors.
5. Works with AAUW Funds vice president(s) on a regular basis.
6. Serves on the AAUW Funds committee.

Note: If there is no AAUW Funds treasurer, an AAUW Funds vice president may assume these duties.

ADVERTISING COORDINATOR

1. Recruits a committee of 10-15 members to solicit ads from local businesses. Coordinates and supports committee.
2. Sets goal to raise \$4,000-\$5,000 in ad revenue to cover costs of publishing the branch newsletter and the annual directory, and to help with other branch operating expenses.
3. Holds initial committee meeting to brainstorm new ads, evaluate pricing, and review past advertisers.
4. Gets board approval for the annual goal and the advertising rates recommended by the advertising committee.
5. Prepares ad reps' sales kits for both renewing and prospective advertisers: cover letters, samples, size sheet, and contract with prices.
6. Helps committee members June through August to renew, change, solicit, or acquire new advertising.
7. Works with directory coordinator to review placement of ads according to contract designations.
8. Coordinates disbursement of checks to OML Finance VP.
9. Assists with editing the member business listings.
10. Relays all ad changes to branch website director and newsletter director. Continues review of listing changes until final.
11. Urges support of advertisers through committee, at general meetings, and in writing.
12. Encourages and promotes articles in the newsletter. Fulfills contract offerings.
13. Optionally, schedules wrap-up party for committee members.

BRANCH PHOTOGRAPHER

1. Takes photos at general meetings and special events such as Sister-to-Sister.
2. Sends replacement photographer if unable to attend meetings and events.
3. Emails photos to newsletter director, website director, and other officers as needed.
4. Stores old scrapbooks (albums).

DATABASE COORDINATOR

1. Maintains the branch database, updating or deleting information as required.
2. Works with directory editor on the membership section of the directory.
3. Works with email marketing coordinator and website director to ensure members' emails are correct and to confirm which members are not getting email marketing and Triads via emails.
4. Prints and delivers mailing labels for the Triad, the membership directory, and other mailings as needed.
5. Provides information from the database as requested.
6. Serves on the membership committee and attends meetings as requested.
7. Coordinates with the Membership VP about information from the membership profiles regarding priorities/interests/willingness to help, and distributes to appropriate officers, coordinators, and interest group chairs.

DIRECTORY COORDINATOR

1. Sets goal of printing/ mailing directory so membership receives it at the beginning of October.
2. During August, verifies with president the names and addresses of board of directors, AAUW and AAUW-CA officers, and business directory.

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3. Verifies list of interest chairs with president-elect.
4. Checks with parliamentarian for updates to the Standing Rules.
5. Contacts the appropriate elected officials' offices to verify political directory.
6. Contacts the outgoing president for an annual branch history for the directory.
7. Reviews general information contained on first pages of directory, including schedule of meeting dates.
8. Contacts AAUW Funds VP(s) to see if information about AAUW Funds needs updating.
9. Works with advertising coordinator to establish number, size, and cost of ads and ensures that advertising is being solicited.
10. Contacts members who might wish to advertise in the business (classified) section in the back of the directory, and lets all members who have paid advertising in either the Triad or the directory know that they may place a classified ad free of charge.
11. Contacts database coordinator to establish date to receive final list of membership on a computer disk, using Showcase meeting as the cut-off time.
12. Ensures with the Membership VP and database coordinator which members have paid and are to be included in the directory.
13. Establishes number of directories to be printed with Membership VPs.
14. Recruits a mailing person to handle sending out the directories.
15. In late September, either personally set ups or delivers all directory material to a computer person to set up in a computer-publishing program.
16. After proofs are printed, recruits volunteer to help with checking and proofing of directory.
17. When all sections are proofed, delivers finalized disk to printer (or emails file).
18. Ensures that directories are distributed or addressed and mailed out to membership.
19. In January, confers with Membership VPs to consider printing a directory update of new members to be pasted into back empty pages of directory.

DISTINGUISHED WOMAN COORDINATOR

1. Selects committee according to the branch Policies and Procedures.
2. Requests letters of nomination from branch members through timely articles in the Triad and E-news as well as announcements at board and general meetings.
3. Forwards all nomination letters to committee members, including letters that have been held over for the past 5 years. Emphasizes confidentiality of information.
4. Meets with committee to select the year's Distinguished Woman and to divide responsibilities for her recognition.
5. Announces the Distinguished Woman as a surprise at the March general meeting and presents tribute and gift(s) at the May branch luncheon.
6. Coordinates with the May luncheon coordinator about the luncheon program.

EMAIL MARKETING COORDINATOR

1. Sets up email marketing system.
2. Coordinates with database coordinator to keep member emails up to date.
3. Sends out periodic emails at request of branch members, with approval of the board.

HOSPITALITY COORDINATOR

1. Coordinates with the program vice president(s) about each general meeting. Makes sure everyone is clear about who is responsible for what. Assists with decorations for meetings as needed.

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2. Oversees provision of refreshments for the monthly general meetings of the branch. Recruits volunteers to bring refreshments and assigns them a meeting date. Refreshments may include, but are not limited to: fruit, coffee cakes, cheese and crackers, water, tea, and coffee.
3. Purchases additional hospitality snacks/food as needed.
4. Provides paper goods such as tablecloths, plates, napkins, beverage cups, and plastic utensils.
5. Arrives about one hour prior to meeting start time to make coffee and set up hospitality table.
6. Oversees arrival of refreshments from volunteers. Places on hospitality table. Makes sure serving utensils are available, if needed.
7. Gives away any extra hospitality/snacks after meetings, puts supplies back into hospitality box, empties coffee/hot water carafes, and cleans up serving tables.
8. Oversees general meetings' hospitality budget set at beginning of the year.

MAY LUNCHEON COORDINATOR

1. Selects a location for the May Luncheon after a date has been set by the Board of Directors.
2. Selects a committee to decide on a menu/price, design/print/mail invitations, track reservations, and provide decorations for tables.
3. Includes Charter/Early members in distribution list for invitations.
4. Coordinates with the Distinguished Woman coordinator and president about the luncheon program, oversees design of program, and gets program printed.
5. Oversees set-up of venue on day of event.
6. Ensures payment of expenses following the event.

MEMBERSHIP TREASURER

1. Receives membership dues and completed profile sheets. Dues run from July 1 to June 30.
2. Completes internal dues sheet that shows how much the member paid, check number, whether she wants the Triad mailed to her, dues amount, and the amounts donated to OML's branch priorities.
3. Enters members' names on the AAUW website. Takes responsibility for ensuring information on the AAUW website is correct.
4. Emails OML Finance VP requesting checks for AAUW dues and AAUW CA dues. Submits checks with required paperwork.
5. Coordinates information with the Membership VP, directory coordinator, database coordinator, and the OML Finance VP.

NAMETAG COORDINATOR

1. Receives new or replacement nametags from member who prints them—or does own printing. Includes name of college and permanent title such as Distinguished Woman or past president.
2. Inventories current tags and requests budget amount if many new tags are needed.
3. Recruits another member to help, especially at end of meeting.
4. Arrives early at general meetings to place nametags on table in alphabetical order.
5. Reminds members to leave nametags at end of meeting.
6. Picks up nametags after meeting and stores them.

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7. Keeps list of new or continuing members who need nametags or need new information put on nametags.

NEWSLETTER/DIRECTORY MAILINGS COORDINATOR

1. Is a one-time mailer of the annual branch directory.
2. Receives mailing labels from the database coordinator and attaches to directories. Purchases and applies stamps and mails directories.
3. As monthly newsletter mailer, receives Triad issues by email and prints out.
4. Gets necessary mailing labels from the database coordinator. Purchases and applies stamps and mails newsletters.
5. Assists with other branch mailings as needed.