

**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 each have a vote.

The responsibilities of any elected officer are as follows:

- Is a branch member in good standing.
- 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.
- Encouraged to attend as many AAUW and AAUW CA 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 \$200 over line item 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 a copy to the 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.
- Gives articles/news to the newsletter editor and website coordinator before deadlines.
- Performs any additional duties as requested by the president.
- Except for the Programs and Membership VPs, participates on the board of directors of the 501(c)(3): AAUW OML Community Outreach Fund, Inc., and handles the particular responsibilities of the office on that board.

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. Schedules and presides at all branch and board meetings.
3. Appoints chairs of all committees not specifically outlined in the Policies and Procedures.
4. Working collaboratively with the board, leads development and implementation of a mission-centered strategic plan for the branch, with goals and objectives for the year.
5. Interprets the objectives of AAUW to the members and the public.
6. Submits a list of branch officers and chairs to AAUW CA and AAUW.

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7. Writes a president's message for the Triad when appropriate.
8. Submits the documentation for the AAUW and AAUW CA branch recognition programs.
9. Ensures the branch bylaws are in conformity with the AAUW and AAUW CA Bylaws.
10. Ensures the branch has enrolled in the state liability insurance program.
11. Serves as ex-officio member of all committees except the nominating committee.
12. Ensures fiscal responsibility.
13. Represents the branch at AAUW CA and AAUW conventions and meetings to the extent possible and reports back to branch members.
14. Knows and implements business-like procedures and processes.
15. Ensures AAUW Fund contributions are made from branch reserves in memory of deceased members and the families are notified about the memorial contribution.
16. Works closely with president-elect.
17. Chooses the installing officer for their installation.
18. Writes an annual branch history for inclusion in the directory.
19. Upon becoming the immediate past-president, chairs the past presidents' luncheon if one is held.

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. Keeps aware of the committees' activities by attending committee meetings or contacting the committee chairs.
3. Acts as the liaison between the interest groups and the board.
4. Reserves space for monthly board meetings.
5. Assists the Programs VP with Fall Showcase.
6. Attends new member socials, assists with the orientation of new members, and assists with involving members where needed.
7. Attends meetings of the Contra Costa County Interbranch Council. Attends AAUW and AAUW CA conventions, and AAUW leadership training sessions as reasonably possible.
8. Orders the past president's pin in advance of the new president's installation.
9. Receives year-end reports and amended job descriptions and follows up as necessary.

PROGRAMS VICE PRESIDENT

1. Oversees the execution of programs for all general meetings, September through May, including programs planned by the AAUW Fund VP; the Public Policy, Tech Trek and Scholarships Chairs; and the May Luncheon Coordinator.
2. Chairs the Program Development Committee. Meets with committee over the summer to identify priorities and possible speakers. 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 monthly newsletter articles about upcoming program events for the membership. Provides information on upcoming programs to the publicity chair and website coordinator.
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.

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8. Makes sure that the Finance VP has been contacted to provide honorarium checks as needed or that thank you gifts are purchased in lieu of honorariums.
9. Contacts general meeting presenters to coordinate with them prior to meeting.
10. Reserves and prepares meeting rooms for general meetings. In coordination with the hospitality coordinator and committee:
 - Arrives early to unlock facility. Makes sure that room is set up correctly, and brings additional items for the tables such as handouts as needed.
 - Prepares room: turns heat on and sets up audio-visual equipment as necessary.
 - Assists 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. Staffs the name tag table at each branch meeting.
4. Prepares and issues a dues renewal statement and member profile sheet to each branch member.
5. Contacts non-renewing members to encourage them to renew or learn why they are not renewing their membership.
6. Prepares and provides a new member packet; consisting of a welcome letter, latest Triad and branch directory; to each new member.
7. Schedules and hosts socials for new members, with existing members invited.
8. Writes newsletter articles focusing on membership and new members of the branch, as needed.
9. Sends periodic letters/emails to new members to maintain communication.
10. Ensures information is sent to prospective members.
11. Responds to questions/requests about membership received on OML website/email.
12. Processes paperwork with AAUW for 50-year members.
13. Develops budget for the branch's membership activities.
14. Works with membership treasurer to maintain an accurate list of branch members.
15. Works with database coordinator and website coordinator to maintain an accurate list of members' addresses/emails.
16. Assists directory editor by providing current information for publication in the membership directory.
17. Coordinates with the database coordinator about information from the membership profiles regarding priorities/interests/willingness to help.
18. Notifies AAUW and AAUW CA regarding member deaths and address changes ASAP.
19. Serves on the budget committee as needed.

AAUW FUND VICE PRESIDENT

1. Plans and coordinates fundraising activities for AAUW Fund.

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2. Oversees AAUW Fund finances in coordination with the AAUW Fund 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 Fund 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 Fund through articles in the Triad, social media 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 Fund.
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 Fund Committee Chair by deadline date; and works with the president to select the date for recognizing the branch honoree(s).

SECRETARY

1. Records attendance and takes minutes at board meetings.
2. Sends "Board Meeting Highlights" to the Triad editor following each board meeting and before the Triad deadline.
3. Keeps minutes of executive committee, branch, and special meetings as needed.
4. Sends a copy of the minutes of the previous board meeting to the president within 10 days of the board meeting.
5. 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.
6. Keeps minutes of board and branch proceedings forever, as they are the legal record of the organization.
7. Keeps certified copies of the current Bylaws, as well as current copies of the Policies and Procedures and Standing Rules.
8. 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.
9. Orders Certificates of Insurance in a timely manner as needed for official branch functions, including fundraising events.

FINANCE VICE PRESIDENT

1. Chairs the budget committee. (See budget committees in Policies and Procedures.)
2. Receives all monies due to the branch.
3. Pays all bills provided for in the budget or authorized by the board.
4. Keeps an accurate set of financial records.
5. Manages the branch general bank accounts.

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6. Together with the budget committee, prepares the annual budget for approval of the membership at the September or October general meeting.
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. Conveys such records to the next Finance VP.
9. Ensures that the branch financial records are reviewed 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 and files *IRS Form 990-Return of Organization Exempt from Income Tax* by November 15.
13. Files *California Form 199-California Exempt Organization Information Return* biennially by November 15.
14. Files *California Form RRF-1 Annual Registration Renewal Fee Report* annually by November 15.
15. Files *California Statement of Information* with the Secretary of State along with appropriate fees biennially as follows:
 - AAUW OML Branch, Inc. in January
 - AAUW OML Community Outreach Fund, Inc. in July (
16. For a raffle permit, facilitates filling out the permit with whatever part of the 501(c)(3) organization wants to conduct a raffle requiring a permit. Receives the information needed for the annual report to CA State of the proceeds and files that report as required.
17. Pays the annual branch P.O. Box rental fee.