

AAUW Orinda-Moraga-Lafayette Branch, Inc.
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 each have a vote.

The responsibilities of any appointed 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 AAUW and AAUW CA conventions, conferences, workshops, etc. as is reasonably possible or desired.
- 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.
- 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 a copy to the president-elect. Passes notebook to successor at one-on-one meeting if possible.
- Gives articles/news to the newsletter editor and website coordinator before deadlines.
- Performs any additional duties as requested by the president.

COMMUNITY PROJECTS CHAIR

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.

NEWSLETTER EDITOR

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 coordinator 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.
10. Sends out emails to branch members as requested by the board.

PARLIAMENTARIAN

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 and branch practices.
6. Provides a draft of proposed branch bylaws changes to the board prior to submitting the changes to the branch membership for approval.
7. Provides required copies of branch Bylaws 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 coordinator has posted the most current Bylaws, Policies and Procedures Handbook, and Standing Rules on branch website.

PUBLICITY CHAIR

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

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that the meetings are open to the general public and are handicapped-accessible.

6. Distributes and posts articles (and companion photos) to media outlets/sites 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 the Contra Costa County Interbranch Council to leverage efforts with other branches.
9. Maintains a file of media coverage, including copies of submittals to the media and media coverage obtained.

PUBLIC POLICY CHAIR

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 media 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 CHAIR

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. Advises the program development committee regarding the April meeting.
3. Organizes the April meeting with the Tech Trek chair 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 Fund 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 of California.
9. With the committee, reviews the candidate application forms and updates 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 at least one member of committee to attend Award night at each school to honor the branch scholarship 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.

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14. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATH) CONFERENCE CHAIR

1. Recruits and maintains an adult committee of branch members that will be in charge of all aspects of a one-day STEM conference for middle school 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 (ambassadors) who will help plan the events of the day and be group leaders for the middle school girl attendees during the conference. The ambassadors meet monthly September to January and twice monthly January to March. Ambassador meetings may include dinner, games, speakers on topics relevant to girls' issues, developing leadership 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 chair for media coverage.
8. Ensures that current jobholders maintain a list of available jobs and a complete timeline.

TECH TREK CHAIR

1. Recruits Tech Trek committee members.
2. Serves on the program development committee.
3. Organizes the April meeting with the Scholarships chair along with support from the programs vice president to acknowledge Tech Trek camper sponsorship winners.
4. Recruits liaisons to coordinate with each of the three OML middle schools.
5. Contacts STEM (science, technology, engineering, math) teachers in the three middle schools in the Lamorinda area asking for teachers' nominations of girls interested in STEM subjects.
6. Contacts girls' parents by email to request their daughters submit an application and a written essay.
7. Interviews girls and selects finalists using 3-member panels.
8. Works with other branch priority chairs/VPs on fundraising.
9. Holds reception for Tech Trek girls and parents after camp and invites girls to relate camp experiences.
10. Sends requested information and all payments to state Tech Trek Camp chairs; observes deadlines.
11. Prepares articles for the Triad and the publicity chair.
12. Sends thank you notes to donors for tax purposes.
13. Maintains communication with parents.
14. Maintains communication with Camp Director.
15. Keeps track of past campers, if possible.
16. Initiates fundraisers to benefit Tech Trek and manages donations, grants, and other sources of funds.

WEBSITE COORDINATOR

1. If desired, recruits a website committee of 2–3 members to assist.
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.
8. Maintains the branch e-mail database.