



**POLICIES AND PROCEDURES  
INCLUDING JOB DESCRIPTIONS  
OF THE  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN,  
REDLANDS, CALIFORNIA BRANCH**

**1. BRANCH GOVERNING DOCUMENTS REVIEW**

- 1.1 Branch policies and procedures shall be reviewed in the odd numbered years by a committee appointed by the president and chaired by the bylaws/parliamentarian chair.
- 1.2 The bylaws shall be reviewed in the even numbered years, or whenever mandatory amendments are required by national or state AAUW, by a committee, appointed by the president, and chaired by the bylaws/parliamentarian chair. Proposed amendments should be sent to the district representative on the AAUW CA governance committee for approval before being voted on by the branch membership.
- 1.3 The policies and procedures may be amended or revised by a majority vote of the board when a quorum is present. No policy may be adopted that conflicts with branch bylaws or standing rules, which have priority and may only be amended as specified in those documents by a branch membership vote.
- 1.4 Whenever the bylaws, policy, or standing rules are amended, the official branch copy of the document shall be updated with the date of approval on the footer of each page, and distributed to all board officers within 30 days. Any revision to an existing policy or procedure approved by the board must be added to the master copy of the Policies and Procedures Handbook, emailed by the parliamentarian to all board members and posted on the branch website within 30 days.
- 1.5 When new versions of the policies and procedures are published and distributed the footer must contain "Redlands Branch Policy and Procedures" on the left, "Last Updated: [date]" in the center, and "Page \_\_\_ of \_\_\_" on the right. In order to save publication expenses, changes to the master copy of the handbook may be maintained by the parliamentarian or the bylaws chair and published as needed. Notices of such changes may be provided to members via Branches and Twigs, email, and website.

**2. BOARD OF DIRECTORS MEETINGS AND BUSINESS**

- 2.1. Board meetings are open to all branch members. Dates and locations of board meetings shall be published in the branch newsletter and on the branch website.

- 2.2 Any branch member may bring a proposal to the board for discussion and action at its next regular meeting by requesting the president to include the proposal as an agenda item at least seven days before the agenda is published. If the member wishes to appear at the board meeting to speak to the proposal, that request should also be included.
- 2.3. Voting by email between meetings is authorized in accordance with the bylaws. It may only be used if ALL voting members of the board have an active email account. It shall not be used to replace in-person discussion and voting at regular board meetings, but rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure:
  - 2.3.1. The president's email message calling for a vote must present the motion and allow at least 24 hours for discussion after a motion is made and seconded. It will be emailed to ALL voting members of the board as well as to the parliamentarian who is a non-voting member.
  - 2.3.2. During that discussion period, standard parliamentary procedure will apply, including the ability to amend the motion. Should there be an amendment to the original motion, the president must allow a minimum of 24 hours from that time to allow the amendment to be seconded and discussed, before a vote is called.
  - 2.3.3. All email discussion must include ALL voting board members and the parliamentarian, not just email replies sent only to the president.
  - 2.3.4. Should a vote of the board be required, the votes (YES, NO, ABSTAIN) must be emailed to the board.
  - 2.3.5. If the issue has been discussed at a regularly scheduled board meeting within the previous two months, a simple majority shall constitute approval. If the issue has not been discussed at a regularly scheduled board meeting within the previous two months, a three-fourths vote of the board members shall constitute approval.
- 2.4. A summary of board actions at regularly scheduled or emergency board meetings shall be written by the secretary.
- 2.5. A board-to-board planning meeting shall be held after the branch elections, at which time outgoing board members will turn over their files to their successors. The date and location of this meeting shall be determined by the incoming president, and advertised to the entire board.

### **3. BOARD OF DIRECTORS, RESPONSIBILITIES**

- 3.1 Per the bylaws, the board has the general power to administer the affairs of the branch and to carry out its programs and its policies, and shall accept responsibilities delegated by-AAUW and the state. The board's priorities shall be to:
  - 3.1.1. Contribute to the growth and advancement of AAUW and AAUW Funds.
  - 3.1.2. Participate in the development and promotion of AAUW mission through branch programs, projects, and public policy advocacy.
  - 3.1.3. Support branch needs and promote positive change towards equity for women and girls in the community.
  - 3.1.4. Cooperate in AAUW work at the district, state, and national level.
- 3.2 Act for the branch between membership meetings and have fiscal responsibility as outlined in the bylaws and Section 5 of this handbook.
- 3.3 Establish committees as needed to conduct the programs and projects of the branch.
- 3.4. Plan for the annual meeting and branch elections.
  - 3.4.1. Set the date of the annual meeting in accordance with branch bylaws. This meeting shall be held between the months of March and May. [Article XI, section 2]
  - 3.4.2. There shall be a nominating committee of seven members, elected at the annual meeting. See branch bylaws [article V, section 1] and Appendix C of these policies and procedures for more information on the nominating committee.
  - 3.4.3. The names of the nominations for elected office and the nominating committee shall be published and sent to every members at least 30 days prior to the annual meeting, in accordance with the bylaws requirements.
- 3.5 Read and be familiar with the bylaws and these policies and procedures, including job descriptions for elected officers (Appendix A) and appointed officers (Appendix B).
- 3.6 Voting Board members shall attend all board meetings and general meetings. Notify the president if unable to attend and arrange a substitute if necessary. Send a report if necessary.
- 3.7 Attend as many AAUW conventions, conferences, IBC meetings, workshops, etc. as possible.

- 3.8 Report to the board on the activities and concerns of the officer position.
- 3.9 Spend only monies that have been included in the budget and clear any additional expenses beforehand with the board and the treasurer.
- 3.10 Consult with the president on all branch activities, policies and procedures.
- 3.11 Submit promptly all reports and other information required by the AAUW or AAUW CA officers. Give a copy of all reports to the president and put a copy in the experience binder.
- 3.12 Keep a current experience binder or file that includes resource material, AAUW and AAUW CA mailings, notes, ideas and recommendations for a successor. At the beginning of term of office, inventory all supplies and equipment received from predecessor, place inventory in binder and give a copy to the president. At end of term of office, add updated position description to binder and give copies to president and president-elect. Pass binder to successor at one-on-one meeting if possible. Assist in updating job description in these policies and procedures, when appropriate.
- 3.13 Give important papers that ought to be kept in the branch permanent file to the secretary.
- 3.14 Set advertising rates for the newsletter and the directory.
- 3.15 Submit newsletter material to the editor by the deadline and submit materials to web manager as needed to keep the website current.

#### **4. ADMINISTRATIVE CALENDAR**

The branch year begins July 1, but board members may begin planning as soon as they are elected.

- 4.1. Summer (June-August):
  - 4.1.1. Treasurer submits year-end finance report (July 1-June 30)
  - 4.1.2. Incoming branch president appoints financial reviewer, who will report to the board by the end of August (see Section 5.1.4)
  - 4.1.3. Board reviews budget which was approved by branch at April meeting
  - 4.1.4. Standing committees are appointed
- 4.2. Autumn (September-November)
  - 4.2.1. Bylaws committee reviews documents (see Section 1)
  - 4.2.2. AAUW Funds committee holds fund raising projects to meet contribution deadlines

- 4.2.3. Treasurer sends state insurance and AAUW Funds assessment to state officer per state invoices
- 4.2.4. Treasurer submits required IRS and Franchise Tax Board filing, and renews registration with the California Attorney General's office to be eligible to raise funds
- 4.3. Winter (December-February)
  - 4.3.1. Nominating committee presents names of the nominees for elected office including the nominating committee at February board meeting. Nominees for elected office are published in March newsletter. Additional names of nominees, if any, presented at March board meeting will either be included in the March newsletter or nominated from the floor at the annual meeting.
  - 4.3.2. Board conducts mid-year budget review.
  - 4.3.3. Board sets dates for annual meeting and branch elections (see Section 3.4)
- 4.4. Spring (March-May)
  - 4.4.1. The proposed annual budget is presented to the board for approval at the March board meeting each year. (See Section 5.1.2)
  - 4.4.2. Annual budget is reviewed by the board of directors, published in the newsletter at least ten days before the April branch meeting and approved by the membership no later than the April branch meeting. [Article X, section 3] and (Section 5.1.2)
  - 4.4.3. Names of the nominees for elected office as well as the nominating committee shall be published and sent to every member at least 30 days prior to the annual branch meeting. [Article V Section 1d]
  - 4.4.4. Officers and the nominating committee are elected at annual meeting.
  - 4.4.5. Board sets annual goals and objectives in the Branch Strategic Plan and Branch Standing Rules
  - 4.4.6. Membership committee sends renewal information to members
  - 4.4.7. Outgoing president submits board officer reports to national and state AAUW.

## **5. BUDGET AND FINANCE**

### **5.1. Budget Management**

- 5.1.1. The Budget Committee's membership and job description is outlined in Appendix C of these policies and procedures.
- 5.1.2. The committee shall meet no later than February at the call of the treasurer to review and adjust the budget.
- 5.1.3. The proposed annual budget will be presented to the board for approval at the March board meeting each year. It will be published in the newsletter at least

ten days before the April branch meeting at which it will be submitted for approval by the membership.

- 5.1.4 Each officer, elected or appointed, having budget funds, shall be responsible for approval of the bills and vouchers for her/his committee and for keeping a current account of funds remaining in her/his budget. The treasurer shall issue checks only after such approval of vouchers and bills.
- 5.1.5 Branch financial records must be reviewed annually. The president will work with the treasurer to identify someone who will perform this service, who may or may not be a branch member.
- 5.1.6 The financial review shall be conducted after the fiscal year's books have been closed by the treasurer. A report shall be submitted no later than the September board meeting.
- 5.1.7 A sum of money, the amount to be determined by the budget committee, will be budgeted annually to encourage attendance at the AAUW and state conventions. The funds for each biennial convention shall be set aside annually to spread the cost over two years. A lesser amount shall be budgeted for attending the state annual meeting in years without a state convention, reserving more funds for convention attendance.
  - 5.1.6.1. These funds will be allocated to the incoming president-  
In the case of co-presidents or co-presidents-elect, when both attend any of the events described above, the reimbursement available will be split equally between them.
  - 5.1.6.2. In the event the incoming president is unable to attend or has not yet been elected by the time of the convention registration deadline, the funding will be allocated and the same reimbursement will be paid to the chair of the delegation.
  - 5.1.6.3. If neither the incoming president nor the president can attend, the board will authorize convention reimbursement to any interested branch members wishing to attend, giving priority to first-time convention attendees.
  - 5.1.6.4 Any recipient of branch funds to assist attendance at AAUW or state conventions or annual meetings is expected to report the event's highlights in the branch newsletter, and to share pertinent information with the appropriate officer and/or committee.

- 5.1.8 A permanent reserve shall be an amount established by the board at 5 percent of the preceding year's total general revenue. At no time shall the reserve fall below this base amount. Should the base amount fall below 5 percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.
- 5.1.9 Honoraria and speaker's fees are set by the program committee and financed from the program budget, except in the case of fellowship/grant recipients or LAF litigants which are financed from the AAUW Funds budget. Speaker reimbursement for travel expenses shall be in accordance with the current IRS standard mileage rate, plus meals and lodging.

## **5.2. Vouchers and Reimbursements**

- 5.2.1 Vouchers for reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred. Receipts for ALL expenses must accompany the voucher to be eligible for reimbursement.
- 5.2.2. The treasurer shall issue checks only after approval of vouchers and bills by the appropriate officer in charge of that budget category.
- 5.2.3 Funds being transferred by the treasurer to or from savings accounts need not be approved. All transfers and payments must be made by check.
- 5.2.4 No indebtedness in excess of \$750 over amounts provided for in the budget shall be incurred by any branch member except upon recommendation of the board.
- 5.2.5 The president or her/his representative will be reimbursed for registration and mileage (using the current IRS standard mileage rate) to and from district and Interbranch Council (IBC) meetings.
- 5.2.6 In the case of co-presidents or co-presidents-elect, when both attend IBC, district, state or national AAUW meetings or conventions, the reimbursement available will be split equally between them.

## **5.3. Branch Donations/Contributions**

- 5.3.1. The branch will only raise funds for or contribute to any organization outside of AAUW in compliance with AAUW Policy 600 Collaboration with other Organizations. See also Section 9 for additional policies concerning outside organizations.

- 5.3.2. The branch may contribute neither money nor anything of material value to candidates for elective office, partisan or non-partisan nor accept paid political announcements for inclusion in AAUW publications.
- 5.3.3 Upon the death of a member, her/his participation in AAUW will be honored with a \$25.00 memorial gift, taken from the general fund and paid to the AAUW Fund.
- 5.3.4 Upon receipt of funds donated to AAUW in a member's name, the funds will be distributed into one or more of the following:  
AAUW Fund, Local Scholarship Fund, STEM Conference Fund or Redlands Branch General Fund.
  - 5.3.4.1 If the funds were designated for a specific account, the entire amount will be deposited into that account.
  - 5.3.4.2 If the family or donor has not stated a preference, the board will determine the distribution of the funds.

**5.4. Membership Dues**

- 5.4.1. Any new member joining the branch between January 1 and March 15 shall pay one-half of AAUW dues, full year AAUW CA dues, and one-half of branch dues. Any new member joining after March 15 shall pay the full amount of dues, which will cover their dues for the following year.
- 5.4.2. Changes in dues occur as written in the bylaws  
Dues for AAUW and AAUW CA are set by those organizations.  
Current dues for membership are (a):

	<u>AAUW</u>	<u>AAUW CA</u>	<u>Branch</u>	<u>Total</u>
Full Membership	\$59*	\$20	\$25*	\$104
Life Membership (per 5.4.3)	\$0	\$20	\$25	\$45
Fifty-Year honorary (per 5.4.4)	\$0	\$0	\$0	\$0
College/University representative of a partner member institution (per 5.4.5)	\$0	\$0	\$0	\$0

Membership for Students of AAUW C/U Members:

Undergraduates or degree-seeking graduates enrolled in full-time or part-time programs may join and renew at no cost with automatic renewal through graduation.

	\$0	\$0	\$0	\$0
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Membership for Students of AAUW Non-C/U Members:  
Undergraduates or degree-seeking graduates enrolled in full-time or part-time programs may join and renew at this rate through graduation.

	\$18.81	\$10	\$0	\$28.81
Dual branch member				
Redlands branch dues			\$25	\$25
Give a Grad a Gift	\$0	\$0	\$0	\$0
(eligible for one year)(per 5.4.7)				
Name Badge				\$9.50

(\*\$56 of which are tax-deductible)  
(\*\$25 of which are tax-deductible)  
(\*\*\$16.81 of which are tax-deductible)

- (a) See Membership Chair for information on members at large or online branch dues
- 5.4.3 (1) Paid life status is obtained by paying twenty times the current annual AAUW fee one time. Paid life members then pay only state and branch dues annually.
- 5.4.4 (2) Fifty-Year honorary members are exempt from further payment of AAUW, state and branch dues.
- 5.4.5 (3) State and branch dues are waived for college/university representatives of a partner member institution
- 5.4.6 (4) e-student affiliates from an AAUW college/university partner member institution may participate in all branch activities without paying any fees, but are not eligible to vote or run for branch office, and may only receive branch publications (e.g., newsletter, directory) electronically, rather than print. Branches desiring to extend free State Membership to e-Students must send contact information: email and phone number to [office@aauw-ca.org](mailto:office@aauw-ca.org)
- 5.4.7 (5) AAUW members can give a recent college graduate a free, one-year AAUW membership within two years of graduation at no cost to the member or graduate. Members or Branches wishing to extend free State membership to their recipient must forward the confirmation from National to [office@aauw-ca.org](mailto:office@aauw-ca.org). Branches wishing to also include the graduate as a branch member must forward the confirmation from National to [membership@aauw-ca.org](mailto:membership@aauw-ca.org).
- 5.4.8 Members must renew by June 30 in order to be included in the membership annual directory. (See Standing Rules)

## 6. FUND RAISING

6.1. **Purposes.** The primary purpose of AAUW fund raising is to finance AAUW programs and projects.

6.1.1. To retain tax-exempt status, AAUW must pay attention that fund raising does not become its primary focus. Further information can be found in IRS publication 598, "Tax on Unrelated Business Income of Exempt Organizations."

6.1.2. In order to raise funds legally in California, the branch must register with the state attorney general's office, filing a CT1 form once and then annually renewing by filing the RRF1 form by the November 15 deadline: <http://ag.ca.gov/charities/>.

6.1.3. All fundraising solicitation/publicity must state clearly the purpose the money is being raised for and what percentage or amount, if any, will be tax exempt.

6.1.4. If an event is raising funds for multiple purposes (e.g., branch operating budget, AAUW Fund, Tech Trek), the board must decide in advance how the proceeds will be allocated, and this must be disclosed in all fund raising solicitation/publicity.

6.2. **Fundraising Policy.** Fundraising events need to follow the following procedures:

6.2.1. Complete the **Fundraiser/Activity Requests Form** (Appendix C) whether the fundraiser is requesting donations at a branch meeting or an event.

6.2.2. If an event, create a **budget** for your event with expected income sources and categories of expenses.

6.2.3. Submit the **Fundraiser/Activity Requests Form with budget** (if applicable) before the August Board meeting to prevent scheduling conflicts and to ensure that activities undertaken by the branch meet with the guidelines of our parent organization. Additional fundraisers requests can be submitted at any time.

6.2.4. Consult with the treasurer before fundraising begins to discuss the best way to collect and record funds for the event.

- 6.2.5 Use only the AAUW Redlands Branch logo and moniker on communications and promotional material other than for the Educational Foundation and the Legal Advocacy Fund.
  - 6.2.6 Use of money raised must be clearly articulated on all promotional materials.
  - 6.2.7 ALL funds used only for the purpose stated in these materials.
  - 6.2.8 Submit voucher for reimbursement of expenses (5.2.1) with approval from the head of the committee.
  - 6.2.9 Expenses that are not reimbursed should also be recorded and noted as a donation-in-kind.
  - 6.2.10 Funds raised for National activities (AAUW Fund and LAF) will be remitted to national only with a voucher request from the committee accompanied by all relevant paperwork.
  - 6.2.11 After the fundraising event, submit a **written report** to the board summarizing the event. Include a financial report including donations of in-kind gifts, a description of the event, a critique of the success of the event, and suggested changes to the event if it is repeated. (sample Appendix C)
- 6.3. **Safeguards.** To ensure compliance with state and federal laws and to protect AAUW and its volunteers against loss, theft and mismanagement of funds, the following procedures must be followed:
- 6.3.1. The fund raising project must meet the standards established in Section 6.1 and have the approval of the board in advance of the event and the vote must be recorded in the minutes of a board meeting.
  - 6.3.2. The branch may not borrow start-up money to finance an AAUW project, nor lend money to other groups (including student body groups) needing money to begin or carry-out projects.
  - 6.3.3. Read all contracts carefully. Ensure that any contract is signed by two elected officers of the AAUW, one of whom must be the president, after the board has voted to approve the project.

- 6.3.4. Ensure that all money is always counted in a secure location by at least two adults who are not related by blood, marriage, or place of residence. Money must always be counted before being taken from the original site where it was obtained.
- 6.3.5. Use a cash verification form (signed by the counters) when counting money in order to have an accurate, written record of all money. Provide treasurer with a report.
- 6.3.6. Deposit receipts promptly. Do not keep money at a member's home.
- 6.3.7. Use an Authorization for Payment form when paying bills. Pay all bills by check (never in cash).
- 6.3.8. Fund raising projects must not violate the noncommercial policy. Continuing or repetitive projects in cooperation with a commercial business may be perceived as AAUW endorsement of that business, as may the use of the name of AAUW along with the business name in promotions.
- 6.3.9. The branch may accept donations from businesses or public officials (e.g., elected officials or candidates) as long as the donor does not publicly oppose AAUW positions and as long as the donor does not receive more prominent acknowledgement than others who donate at comparable levels.

**6.3.10. Conflict of Interest of an officer or member of the Board**

6.3.10.1 **Purpose**, The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Branch or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**6.3.10.2 Definitions**

**1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any entity in the system of which this AAUW branch is a part, he or she is an interested person with respect to all entities in AAUW.

## **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the branch has a transaction or arrangement,
- b.** A compensation arrangement with the branch or with any entity or individual with which the branch has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the branch is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under *Article III, Section 2*, a person who has a financial interest may have a conflict of interest only if the appropriate governing board decides that a conflict of interest exists.

### **6.3.10.3 Procedures**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors with governing board delegated powers considering the proposed transaction or arrangement.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

#### **3. Procedures for Addressing the Conflict of Interest**

- a.** An interested person may make a presentation at the governing board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b.** The chairperson of the governing board shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board shall determine whether the branch can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the branch's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

a. If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **6.3.10.4 Records of Proceedings**

1. The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **6.3.10.5 Compensation**

- 1.** A voting member of the governing board who receives compensation, directly or indirectly, from the branch for services is precluded from voting on matters pertaining to that member's compensation.
- 2.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the branch for services is precluded from voting on matters pertaining to that member's compensation.
- 3.** No voting member of the governing board whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the branch, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **6.3.10.6 Annual Statements**

- 1.** Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
  - a.** Has received a copy of the conflicts of interest policy,
  - b.** Has read and understands the policy,
  - c.** Has agreed to comply with the policy, and
  - d.** Understands the branch is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **6.3.10.7 Periodic Reviews**

- 1.** To ensure the branch operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
  - a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
  - b.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the branch's written policies, are properly recorded, reflect reasonable

investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### 6.3.10.7 Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the branch may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

6.4. **Tax Deductibility.** Funds intended for 501(c) (3) entities (e.g., AAUW Fund and Tech Trek) must be handled in accordance with IRS and state laws to protect the donors, the branch, and the tax-exempt status of national AAUW.

6.4.1. When tickets are sold to a fund raising event for AAUW Fund there are only two acceptable methods to send the monies to AAUW Fund that meet IRS requirements. (For full details see <http://www.aauw.org/files/2013/06/Events-with-Ticket-Sales.pdf>) In brief, they are:

A. Branch Donation - All income is recorded (gross amount), all expenses are deducted, and the remaining amount (net amount) is sent to national. NO individual members are credited with donations. This is ONE entry for the entire branch as a Special Event.

B. Individual Donations - The fair market value (FMV) of the event must be determined and the Event Fair Market Value Worksheet filled out and submitted with the monies to national. Individual donations should be listed minus the FMV, showing only the donation amount allowable for each attendee. (Note: It is difficult to retain funds to cover event costs when using this method.)

6.4.2. Branch or individual contributions to Tech Trek shall be handled through the Pass Math-Science 501(c)(3) Donor checks must be made out to Pass Math-Science 501(c)(3), not to the branch, in order to meet IRS requirements for tax deductibility.

6.4.3. Donations to the branch for AAUW Redlands scholarships are not tax-exempt to the donor. Contributions must be kept separate from other funds. See the responsibilities of the AAUW scholarship chair (page 27) for specific guidelines.

## 7. CANDIDATE ENDORSEMENT

- 7.1. Candidates for public office may only speak at candidate forums or branch events in accordance with AAUW Policy #301. [AAUW policy is posted on the AAUW website: [www.aauw.org/resource/aauw-board-of-directors-policy-book/](http://www.aauw.org/resource/aauw-board-of-directors-policy-book/)]
- 7.2. Branch endorsements of candidates for non-partisan public office or public agencies within the Redlands area may be made using the procedures outlined in AAUW Policy #301.
- 7.3. An individual member may endorse, as a private citizen, candidates for appointive or elective office, partisan or non-partisan, but such endorsement shall not use the name of AAUW. The individual member endorsement shall not include any mention of her/his AAUW membership. (See Standing Rules)
- 7.4. As a candidate for any office, a member may declare membership in AAUW as long as she or he is not opposing any AAUW program or policy. Declaring one's AAUW membership opposing an AAUW position violates the AAUW Use of Name policy. (See Standing Rules)

## **8. MEETINGS, PROGRAMS, AND INTEREST GROUPS**

- 8.1. Prospective members may attend only two member-only functions (e.g. interest groups) before being joining. An exception is made for spouses in couples groups such as gourmet or bridge.
- 8.2. Dates of all meetings and fund raising efforts, including interest group meetings, must be cleared with the board member who keeps the branch calendar.
- 8.3. No branch meeting or event, nor interest group meeting, shall be scheduled on the dates/times of IBC meetings, the district leadership training meeting, or the state or national AAUW conventions or annual meetings.
- 8.4. No meetings shall be scheduled Maundy Thursday through Easter, Rosh Hashanah (two days), Yom Kippur, the evening preceding the first day of Passover, Christmas or any major holiday of significant religious or ethnic groups within the relevant geographic area of the branch. (All Jewish holidays begin at sundown the day before.) This policy is in accordance with AAUW's Diversity policy #600.
- 8.5. No interest group activity will be scheduled to conflict with the general branch meeting or branch special event or fund raiser. The general meeting takes precedence over any scheduled branch section or interest group.
- 8.6. All branch general meetings, special meetings and events will be accessible to persons with disabilities and all publicity about such meetings will carry accessibility information.

Members will do everything possible to help handicapped members to attend events in private homes.

- 8.7. There shall be no smoking at any branch event, including those held in private homes. (See Standing Rules)
- 8.8 Traditional dates of interest group meetings will take precedence over proposed meeting dates of new interest groups.
- 8.9 With the approval of the board, any member may form a new interest group providing that it is open to all members and providing that its meetings will not conflict with other scheduled general and interest group meetings or state or national conventions (See Standing Rules). A study group may be open to non-eligible members provided that the AAUW membership always comprises a majority. With Board approval a non-member may serve as a group leader of such study group, under direction of an AAUW chair.
- 8.10 All appointed officers, interest groups and/or committees are invited to attend Board meetings at any time; each is responsible, however, to report to the Board just prior to and immediately following their annual event as applicable.
- 8.11 Interest Group Chairs are to keep the President-elect informed of their calendar so as to comply with these policies as well as to advise on any issues to be brought before the Board.
- 8.12. Member complaints or concerns about interest group activities shall be settled by the president-elect in consultation with the membership committee. A member may appeal to the board for resolution of interest group issues, but only after first seeking the assistance of the membership chair.

## **9. OUTSIDE ORGANIZATIONS**

- 9.1. As previously noted in Section 5.3.1, the branch will neither raise funds for nor donate funds to any outside organization.
- 9.2 No outside organization shall be allowed to promote its fund raising activities or sell tickets at branch meetings. Members shall neither sell tickets to non-AAUW events nor advertise them during branch programs or events. (See Standing Rule)
- 9.3 The branch directory shall not be made available to outside organizations for recruiting or solicitation.
- 9.4 Information concerning any organization other than AAUW shall not be published in the monthly newsletter or sent via the branch email network without board approval.

- 9.5 When joining with other organizations in a coalition, the branch must retain control of the use of the name AAUW. The objectives of the coalition must not be in conflict with the AAUW-Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the board.

## **10. PUBLICATIONS AND COMMUNICATIONS**

- 10.1 All publications of the branch shall be in accord with the AAUW "Use of Name" bylaw article, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW California.
- 10.2 Content of the branch newsletter shall be reviewed and approved by the president.
- 10.3 The membership directory, newsletter, and website shall be used exclusively for communications on AAUW matters among branch members. They shall not be used for solicitation of any kind. (Standing Rules)
- 10.4. Personal contact information of any member (mailing addresses, phone numbers, and email) shall not be posted on the branch website, unless on a password protected page for members only, without the permission of that member. It is the responsibility of those who submit updates to the website, including newsletter articles when the newsletter is subsequently posted on the website, to obtain permission for personal contact information to be included from any member so identified.
- 10.5. The branch website will only include links to other AAUW entities or to coalition organizations approved by the board.

**Redlands Branch Policy and Procedures**  
**Appendix A**

**ELECTED OFFICERS JOB DESCRIPTIONS**

**PRESIDENT**

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the nominee must have served on the branch board at some time. The president has the following responsibilities:

1. Serves as the official representative of the branch in activities of AAUW at all levels.
2. Presides at all branch, executive committee and board meetings.
3. Upholds the bylaws, the policies and procedures and the standing rules, and ensures that all members have access to copies of these documents.
4. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
5. Appoints the chairs of all task forces and committees except the nominating committee and those chairs provided for by election.
6. Interprets the objectives of AAUW to the members and to the public.
7. Submits a list of incoming and continuing branch officers and chairs to AAUW CA and AAUW.
8. Writes a monthly president's message for the newsletter.
9. Reviews/consults about newsletter/web site content with the newsletter editor before submission of copy to the printer/webmaster.
10. Submits the documentation for the current AAUW-CA branch recognition program.
11. Ensures that the branch bylaws are in conformity with the *AAUW Bylaws* after each AAUW convention and with the AAUW CA Bylaws after each state convention.
12. Works with Treasurer to assure fiscal soundness of all branch activities including that the branch has enrolled in the state liability insurance program and obtains appropriate insurance certificates for branch activities.
13. Serves as an ex-officio member of all committees except the nominating committee.
14. Attends Interbranch Council and district meetings or sends a representative.
15. Represents the branch at AAUW CA conventions, AAUW conventions and other meetings to the extent possible. Reports the results of these conventions and meetings to branch members.
16. Creates a harmonious climate for cooperative interrelationships among board members.

17. Encourages member participation.
18. Works closely with the president-elect.
19. Keeps an experience notebook.

## **PRESIDENT-ELECT**

The president-elect is the elected president for the succeeding year and succeeds to the office without further election. To qualify for this position, the president-elect must have served as a board member at some time. The president-elect has the following responsibilities:

1. Arranges the presentation of the Thought for the Day at branch meetings in conjunction with the Public Policy Chair. The Thought for the Day is an opportunity to share a public policy priority as it relates to some current affairs issue.
2. Is responsible for the keeping a notebook of all Fundraising and Activity Information Forms and the subsequent written reports
3. Maintains the branch calendar of all meetings: branch, SEIBC, AAUW CA, AAUW national, interest groups, fundraising, new member/prospective member.
4. Reserves meeting rooms for all board meetings.
5. Orders the past president's pin in advance of the installation event.
6. Presides at meetings at the request of or in the absence of the president.
7. Acts in place of the president in the case of absence or disability. Succeeds to office of President in the event the position is vacated.
8. Serves as an ex-officio member of all committees except the nominating committee.
9. Assists the other chairs and vice presidents with such activities as orientation or new member meetings.
10. Acts as the liaison between the interest section chairs and the board.
11. Attends meetings of Interbranch Council with the president or as her/his representative.
12. Writes newsletter articles as necessary.
13. As incoming president, chooses the installing officer for the installation event.
14. Keeps an experience notebook.
15. Performs other duties as requested by the president or board of directors.

## **COMMUNICATION VICE PRESIDENT**

The responsibility of the Communication Vice President is to provide oversight of the Communications Review Committee and to oversee internal and external communication. The Communications Review Committee is responsible for crafting, updating, and overseeing communications and marketing that effectively promote the mission and vision of the branch. The goal of the committee is to create a visual presence with our membership and the community via electronic and printed materials (e.g. newspaper articles and newsletters), as well as various online media outlets (e.g. branch website and Facebook page).

### **The responsibilities of the Communications Vice President are:**

1. Provide oversight of the committee to ensure a consistent brand identity for AAUW is being presented. Correct branding should be visible in all marketing materials by using the following approved tools:
  - a. AAUW Branding Guide:  
<http://www.aauw.org/files/2013/02/AAUW-Brand-Guidelines.pdf>
  - b. AAUW Logos and Style Guidelines:  
<http://www.aauw.org/resource/aauw-branding-tool-kit/>
  - c. AAUW Business Card Template:  
<http://www.aauw.org/resource/aauw-business-cards/>
2. Provide support in establishing standards and content review policy for both internal and external communications and media releases. This will include the standard to always be factually accurate and provide useful information for members and the public.
3. Responsible for the administration of the branch website (<http://redlands-ca.aauw.net/>). Duties include:
  - a) Ensure the branch maintains the AAUW Site-Resources Branch/State Website Services Agreement with AAUW National. This agreement allows the branch to maintain the website content on their own free of charge.
  - b) Work with AAUW National site resources for assistance with adding or changing major website structure.
  - c) Update the following website content on a monthly basis:
    - i. Upload the current months Branches & Twigs (without personal information) under the About Redlands tab in the Newsletters section.
    - ii. Updating the calendar with new activities from the Branches & Twigs calendar.
    - iii. In the Meetings tab under Meeting Schedule, include speaker information under the date for the upcoming meeting.
  - d) Request for content change from board officers and/or interest group chairs, will be completed within 24 hours of the request.

- e) Following the update of the branch brochure in September. Ensure all of the Interest Group descriptions and information are updated on the branch website to maintain consistency.
  - f) After the installation of the officers, request a Welcome Message and photo from the incoming President for the home page.
4. Responsible for the administration the branch issued emails. Duties include:
- a) Ensure the aauw-redlands-ca.org domain is renewed on an annual basis.
  - b) Ensure SPAM filter is set to an appropriate level to reduce the amount inappropriate emails allowed into branch issued emails.
  - c) Provides log in information and assistance to the members that have been issued an aauw-redlands-ca.org email address.
  - d) Update the aauw-redlands-ca.org email auto replies upon request and forwarding when new members have been assigned a specific email address.
5. Assist the Historian/Archivist with managing the Redlands branch document/archiving site. Grant access to the site upon request and need. Provide support to those members that have been granted access to the site, as needed.
6. Assist the photographer with managing the Redlands branch photo sharing site. Grant access to the site upon request and need. Provides support to those members that have been granted access to the site.
7. Assist the Newsletter Editor in proofing the Branches & Twigs prior to its monthly release.
8. Chair the Communications Review Committee which includes: Branch Roster Manager, Facebook Manager, Historian/Archivist, Newsletter Editor, Photographer, Publications and Publicity Chair and Yearbook Editor as well as the President and the President-Elect.

**Skills helpful for the Communications Vice President position:**

- 1. Organizational skills are important, as there is a lot of multitasking involved in this job.
- 2. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with the public, media, AAUW National representatives, members and the board of directors.
- 3. Ability to make decisions in a changing environment and anticipate future needs. You must be flexible, calm and quick-thinking.
- 4. Experience in building and overseeing a team with diverse skills/expertise, so that the team stays on task and delivers a high quality product.

5. Knowledge of emerging development and communication trends particularly in digital communications, web/social media, press and marketing events.
6. Basic knowledge of website management. Ability to use WordPress and Google Calendar.
7. Intermediate to advanced level of knowledge in Microsoft Word, Excel and Publisher.

**Communications Review Committee Job Descriptions (with exception to the President and President-Elect positions):**

**Branch Membership Roster**

1. Maintain and update Branch Membership Roster throughout the year. Circulate the roster whenever changes are made to Newsletter Editor, Hospitality VP, Special Occasions and other officers on request. Work with the Assistant Treasurer to maintain the AAUW membership records.
2. Create distribution email list (in doc) of members to be used for newsletter distribution and branch meeting reservation reminder.
3. Creates birth-month list (in excel) to be used by Hospitality Committee Special Occasions and Newsletter Editor.
4. Create the Branch Membership Roster for the next fiscal year after September branch meeting in conjunction with the assistant treasurer. Send Branch Membership Roster to yearbook editor for member listing in yearbook.

**Facebook Manager**

1. Provides, at minimum, one Facebook post per week on the branch Facebook page (<https://www.facebook.com/aauwredlands/>) with content that is pertinent to branch members regarding current events.
2. Post monthly the Branches & Twigs (without personal information).
3. Establishes expectations with branch officers and chairs to provide content for the branch Facebook page.
4. Performs other duties as requested by the president or the board.

**Historian/Archivist:**

1. Administer the branch document storage/archiving site:  
<https://www.dropbox.com/login?cont=https%3A%2F%2Fwww.dropbox.com%2Fhome>
2. Provide technical support to those members that have been granted access to the site by the Communications Vice President.

3. Use AAUW Records Management Guidelines for State and Branches: [http://www.aauw.org/files/2016/05/Records-Management-Guidelines-for-States-and-Branchees\\_nsa.pdf](http://www.aauw.org/files/2016/05/Records-Management-Guidelines-for-States-and-Branchees_nsa.pdf) to determine an appropriate process for archiving historic and current information and establish a records retention schedule.
4. On a quarterly basis (or more frequently if necessary) acquire copies of the branch's media articles as printed in newspaper from the Publicity Chair.
5. Performs other duties as requested by the president or the board.

#### **Newsletter Editor:**

1. Establishes the criteria with branch officers, chairs and members for submitting articles and updates.
2. Establishes and maintains a list of announcements/calendar items per month.
3. Creates the newsletter on a monthly basis (11 issues).
4. Use the branch roster to create an email distribution list for Newsletter and Reservation Reminders. Sends email distribution list to Reservation.
5. Distributes the Branches & Twigs newsletter to members via email and regular mail (upon request) per the timeline developed by the Program VP.
6. Provides the Branches & Twigs newsletter to the Communications VP and Facebook managers to post on the branch website and Facebook page without members personal information.
7. Emails a copy of newsletter to state officers at [newsletterrecipients@aauw-ca.org](mailto:newsletterrecipients@aauw-ca.org).
8. Keeps copy of each issue in a binder and/or on the established document storage site.
9. Keeps an experience notebook.
10. Performs other duties as requested by the president or the board.

#### **Photographer**

1. Document (through the medium of photography) activities of the local Branch. Activities may include:
  - a) Monthly branch meetings to include: the speaker, fundraising displays, special celebrants and social interactions among members
  - b) Special events and celebrations held outside the monthly meetings
  - c) Fundraising activities

- d) Social events
- 2. Edit photos for publication and ensure they are in a JPEG format.
- 3. Upload selected photos on the Redlands Branch photo sharing site for use by the newsletter editor and social media managers within 7-10 days following the activity or earlier, if requested.
- 4. Digitally transfer photos to interested parties upon request.
- 5. Manage the Redlands branch photo sharing site: <https://aauwredlandspix.shutterfly.com/>
- 6. Provides support to those members that have been granted access to the site by the Communications Vice President.
- 7. Performs other duties as requested by the president or the board.

**Skill Level:**

- 1. Basic knowledge of camera functions
- 2. Basic knowledge of post processing/editing digital images
- 3. Basic knowledge of event and low light photography
- 4. Ability to upload/export/attach digital images to web sites and emails

**Publications**

- 1. Update the Branch applications (new member and student affiliate) in January for the next fiscal year. Upon approval of President, Membership VP and Treasurer, application is posted on website.
- 2. Update the Branch brochure beginning in July/August. Final brochure to be provided at the membership meeting in September. Maintain updates throughout the year.
- 3. Work with Programs VP and Branch President to develop a monthly meeting program to include branch, speaker and future meeting information. Make an appropriate number of copies prior to the meeting.
- 4. Print business cards using the approved AAUW Business Card template for branch officers and committee chairs, upon request only.
- 5. Keeps an experience notebook.
- 6. Performs other duties as requested by the president or the board

**Publicity Chair:**

1. Establishes criteria with program vice president, branch officers, chairs, and members for submitting articles and updating.
2. Establishes relationships with local media for publicity standards, etc.
3. Develops and keeps current a standard ending paragraph for news releases, describing AAUW and including AAUW's tagline and membership information.
4. Submits media releases and photos to announce events, branch meetings and speakers. Provides copies to the Communications VP.
5. Maintains a copy of the branch's media articles as printed in newspapers. Provide copies to the Historian/Archivist on a quarterly.
6. Keeps an experience notebook.
7. Performs other duties as requested by the president or the board.

#### **Yearbook Editor**

1. Use the current branch roster for yearbook member listings and to create mailing labels.
2. Upon the death of a member, Yearbook editor is notified for inclusion in, IN MEMORIAM.
3. In July begin updating the yearbook with current members, new officers, updated committee and meeting information, etc.
4. Sends yearbook to printer after September Membership meeting or as directed by Board.
5. Distributes new yearbooks to members in October or earlier depending on print time.
6. Keeps an experience notebook.
7. Performs other duties as requested by the president or the board.



## **HOSPITALITY VICE PRESIDENT**

The Hospitality Vice President provides leadership to the Hospitality Committee, its programs, and activities. The Hospitality Committee is comprised of the Social Events Committee, New Member Mentor Program, and Special Occasion, Membership Appreciation and Thinking of You activities.

The responsibilities of the Hospitality Vice President are:

1. Attend monthly Board Meetings and Provide Board with monthly updates of Hospitality Committee activities as appropriate.
2. Review annual Budget for Hospitality Committee
3. Selects committee and serves as Chair.
4. Submits articles for publication in the Newsletter announcing upcoming events.

### **New Member Mentors Program** (Membership retention activity).

1. Mentors Program Chair receives information about new members from the Membership Vice President and appoints a Mentee for each new member.
2. Branch Members serve as Mentors to new branch member. Mentors orient and mentor new members during their first few months of AAUW membership by providing additional information about AAUW, our Branch, and our Interest Groups.
3. Mentor Program chair reformats the branch meeting reservation into the Hospitality Reservation list by color coding new members, guests and mentors. Mentors or hosts for the new members/guest are listed with any pertinent information. The Hospitality Reservation list is sent to the Social Event committee.
4. Communicating with the Membership VP concerning new member information
5. Submits articles for publication in the Newsletter as appropriate.
6. Conduct an annual assessment survey of the Mentor Program.

### **Social Events Committee**

1. Uses the Hospitality Reservation list to welcome new members/guests as they sign-in at the Branch Meeting. Facilitates mentors/hosts connecting with new members/guests.
2. Hostesses the Hospitality Dining Table at Branch Meetings.
3. As requested, hostesses at the other AAUW Redlands Social Events (ie New and Prospective member coffees, AAUW Fund Theater Event, etc)
4. Write and submit articles for publication in the Newsletter as appropriate.

### **Special Occasions** (Membership retention activity).

1. Collects Birth-months from AAUW Redlands Branch members and maintain list of birthdays by month.
2. Receives birth-months of new members from the Branch Member Roster (Communications).
3. Hosts the Birthday Club Celebration at monthly Branch meetings.
4. Write and submit monthly article in the Newsletter announcing upcoming Birthdays and other articles as appropriate.

### **Membership Appreciation**

1. Plans and coordinates the Membership Appreciation awards to celebrate years of continuous branch membership in 5 year increments at the annual Membership Appreciation branch meeting.
2. From the branch membership roster, prepares certificates for awardees which are signed by the Branch President.
3. Include the list of awardees in B&T before the award meeting.
4. Obtains a plaque for Silver Jubilee 25 year and Golden Jubilee for 50 year members for special recognition.
5. Develops and prints the program for the branch meeting, listing all awardees.
6. Completes notification and send to AAUW (national) for each 50 year member to ensure that dues are waived (national, state, and local).

### **Thinking of You**

1. Send get well and sympathy cards to our members on behalf of the Branch upon request by our members.
2. Upon the death of a member, her/his participation in AAUW will be honored with a \$25.00 memorial gift made to the AAUW Fund. The procedure involves the Treasurer, Membership VP, Hospitality VP and Secretary.

The procedure for the memorial gift is as follows:

- a. treasurer transfers \$25 from General Funds to AAUW Fund (listed in treasurer job description)
- b. membership VP notifies (listed in membership VP job description)
  - i. assistant treasurer who notifies AAUW national
  - ii. branch roster (communication committee) who updates branch roster
  - iii. Yearbook editor for inclusion in IN MEMORIAM in next year's yearbook
- c. Hospitality VP sends a condolence card
- d. Secretary notifies family of memorial gift

## **MEMBERSHIP VICE PRESIDENT**

The branch membership vice president (MVP) oversees efforts to recruit and sustain a diverse, active membership in the branch. Specific duties include:

1. Recruit and chair the membership committee.
2. Initiate and coordinate branch recruitment efforts. Includes:
  - a. Host the membership table at branch meetings.
  - b. Prepare membership materials and distribute them to potential new members
  - c. Plan and host 2 or more new member and prospective member orientation events per year
  - d. Respond by email and phone to membership inquiries
  - e. Communicate with new members by email
  - f. Ensure new members are connected to the branch through the mentor program
3. Develop the budget for the branch's membership activities.
4. Notify the appropriate person in other branches when members transfer in or out of the branch.
5. Circulate information about new members, including complete contact information, branch areas of interest specified, and education to relevant interest group chairs, branch president, and other officers as requested.
6. Upon the death of a member, her/his participation in AAUW will be honored with a \$25.00 memorial gift made to the AAUW Fund.  
The procedure involves the Treasurer, Membership VP, Hospitality VP and Secretary.  
  
The procedure for the memorial gift is as follows:
  - a. treasurer transfers \$25 from General Funds to AAUW Fund (listed in treasurer job description)
  - b. membership VP notifies (listed in membership VP job description)
    - i. assistant treasurer who notifies AAUW national
    - ii. branch roster (communication committee) who updates branch roster
    - iii. Yearbook editor for inclusion in IN MEMORIAM in next year's yearbook
  - c. Hospitality VP sends a condolence card
  - d. Secretary notifies family of memorial gift
7. Provide specific information about members and/or sorted membership lists to other branch officers as requested.
8. Write a monthly newsletter article focusing on membership and new members of the branch.
9. Preside at board or branch meetings in the absence of the president, president-elect and program vice president.
10. Assist the Communications Committee with development and publication of an AAUW Redlands Branch brochure describing branch programs, schedule, etc.

11. Communicate with the state membership vice president as needed and report on member interest surveys and other activities as requested. Adhere to all state membership policies. Share successful membership recruitment strategies with the state and other branches.
12. Oversee the permanent nametag program including:
  - a. Take orders for the name tags
  - b. Remit the money to the treasurer
  - c. Place orders with the badge vendor
  - d. Arrange for payment to the vendor
  - e. Arrange for badge pickup
13. Keep an experience notebook.
14. Perform other duties requested by the president or the board of directors.

**Skills helpful to the position**

The MVP should be friendly, easy to approach, and able to attend most of the branch meetings. Computer skills are needed to keep the branch roster updated (excel), communicate by branch email to new and prospective members, and interface with the Membership Payment Program (MPP) on the national website. The MVP will need to edit branch membership materials (Word).

## **NOMINATING COMMITTEE CHAIR**

### Selection of the Chair

The president calls the first meeting of the nominating committee, and the committee members select their chair at that meeting.

The committee should be established and the chair selected no later than September.

### Desirable qualifications:

1. Branch members for at least two years.
2. Actively involved in the branch at least for the past two years, preferably serving on the board.

### Duties:

1. Calls meetings of the nominating committee, and explains the committee's duties:
  - a. Become familiar with the duties of the elected positions for which they are selecting candidates, using the job descriptions in this handbook as guidelines.
  - b. Offer suggestions to the incoming president as to possible appointive officers, off-board positions and committee members.
  - c. In considering candidates for branch president or president-elect, select a candidate or candidates who have served on the board at least one year recently.
2. Emphasizes the confidentiality of the work of the committee.
3. Instructs the committee on the elected positions to be filled and the desirable qualifications for each office.
4. Slate is presented at the February board meeting.
5. Sets deadline for finalizing the slate.
6. Keeps in close touch with committee members.
7. Sends the slate to the newsletter editor in time for it to be published in the time period specified in the branch bylaws (March newsletter for election at April branch meeting).
8. Informs slate of officers that they will be elected at the April branch meeting and installed at the June branch meeting.
9. Discards, and instructs committee members to discard, all written items about members' qualifications and personalities as soon as the committee finishes its work.
10. Submits a final report to the president with suggestions for the coming year.

## **PROGRAM VICE PRESIDENT**

The program vice president has the following responsibilities:

1. Incorporates AAUW and AAUW CA program themes and priorities into the branch program.
2. Chairs the program committee.
3. Plans branch programs with the committee.
4. Contacts branch members to be PROGRAM COORDINATORS. Provides COORDINATORS with Procedure and Sample letters. *See Program Coordinator Procedure in Appendix C.*
5. Submits branch programs (Name, title, topic) for annual Yearbook and Branch Brochure update.
6. Oversees program coordinators responsibilities: speaker contact, newsletter article, speaker requirement at branch meeting.
7. In June, create timeline schedule for branch meeting deadlines (Newsletter, Reservation reminder, Newsletter Reservation deadline, and Reservation count deadline for Bon Appetit).
8. Oversees Branch meeting arrangements and Reservations
  - a. Meeting arrangements
    - i. Monthly, contact U of R campus events with diagram for branch meeting set up and request wifi.
    - ii. Monthly contact Bon Appetit with the reservation count as per timeline
    - iii. In November, discuss possible branch meeting dates for the next year with President-Elect, Board and Community Action Project Chairs, coordinating to the extent possible the dates of customary annual program events (such as the NYMS Bazaar, presentation of NYMS Scholarships and the LAF and AAUW Funds speakers) with the Project Chairs.
    - iv. In December, Contact U of R campus events and request meeting dates for the next year.
    - v. In January, report to the board on branch meeting schedule for the next year
    - vi. In May, contact Bon Appetit to set menus for the next year's branch meetings
  - b. Reservations
    - i. Monthly create a reservation list and distribute to meeting arrangements, president, president elect, hospitality, hospitality special occasions, membership, secretary, treasurer, publicity,
    - ii. Send "missed meeting" notice requesting member reimburse branch for cost of meal. Policy for reimbursement for missed meal below
9. Develops the budget for the branch programs.
10. Is a member of the budget committee.
11. Presides and acts in the absence of the president and the president-elect.

12. Keeps an experience notebook.
13. Performs other duties requested by the president or the board of directors.
14. All Branch members and their guests or members of the public who wish to partake of the meal at a monthly Branch General Meeting shall make a reservation in advance in accordance with the procedures established by the Program Vice-President. Once a reservation is made, it may be cancelled before the published date of the "Reservation Deadline" (normally four days prior to the date of the meeting.) In the event a reservation is made and the Branch member, guest or member of the public does not either attend the meeting and pay for their meal or cancel the reservation(s) by the Reservation Deadline, payment for the reserved meal(s) is due from the Branch member (for self and/or the guest) or the member of the public. The Program Vice-President may elect to waive said payment on a case-by-case basis. EXCEPTION: Guests of members are welcome to attend the September Branch General Meeting without charge for their meal so long as a reservation is made in advance of the Reservation Deadline. Branch members and members of the public who make a reservation to attend the September meeting for themselves and/or their guest(s) may then cancel either reservation(s) before the published September Reservation Deadline. In the event the Branch member, guest or member of the public does not either attend the meeting or cancel the reservation by the reservation deadline, payment for the reserved meal(s) is due from the Branch member (for self and/or the guest) or the member of the public.

## **SECRETARY**

The secretary is the recording officer of the organization and the custodian of all the records except those specifically assigned to others.

The responsibilities of the secretary are:

1. Works with the president to prepare the order of business as requested.
2. Sends out notices of meetings as requested.
3. Retains all official communications received and copies of all official correspondence sent by the branch or board.
4. Works closely with the president and the parliamentarian to achieve smooth-flowing, business-like meetings.
5. Records attendance at board meetings.
6. Keeps minutes of board, executive committee and branch meetings. Keeps other important branch papers.
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.
9. Keep minutes of board and branch proceedings forever, as they are the legal record of the organization.
10. Upon the death of a member, her/his participation in AAUW will be honored with a \$25.00 memorial gift made to the AAUW Fund. The gift shall be taken from the general fund
  - a. treasurer transfers funds
  - b. membership VP notifies AAUW national and updates branch roster
  - c. Yearbook editor is notified for inclusion in IN MEMORIAM
  - d. Hospitality VP sends a condolence card
  - e. Secretary notifies family of memorial gift
11. Keeps an experience notebook.
12. Performs other duties requested by the president or the board.

## **TREASURER**

The responsibilities of the treasurer are:

1. Chairs the budget committee.
2. Receives all monies due the branch.
3. Pays all bills provided for in the budget or verified by the president.
4. Keeps an accurate set of financial records.
5. Manages the branch's bank accounts. Keeps separate ledgers and records for the branch general account, AAUW Funds raised, and any other accounts required by the IRS to be kept separate. Collects dues and AAUW Funds and remits them to AAUW and the state by the specified deadlines.
6. Renders a financial report at the annual meeting of the branch and at other times as requested by the board. Publishes the proposed budget in spring prior to adoption for the following fiscal year.
7. Per policy for reimbursement of meal cost, Program VP bills person who fails to cancel a reservation for branch meeting meal. Funds received are deposited into branch meals account.
8. Update the monthly branch meeting reservation for attendees. List those who failed to cancel prior to reservation deadline at the bottom of the list. Send list to Mentor Chair (Hospitality Committee)
9. Receives from the membership vice president all checks from new and renewing members for dues and name tags.
10. Fills out membership report forms for AAUW and AAUW California.
11. Upon the death of a member, her/his participation in AAUW will be honored with a \$25.00 memorial gift made to the AAUW Fund.  
The procedure involves the Treasurer, Membership VP, Hospitality VP and Secretary.  
The procedure for the memorial gift is as follows:
  - e. treasurer transfers \$25 from General Funds to AAUW Fund (listed in treasurer job description)
  - f. membership VP notifies (listed in membership VP job description)
    - i. assistant treasurer who notifies AAUW national
    - ii. branch roster (communication committee) who updates branch roster
    - iii. Yearbook editor for inclusion in IN MEMORIAM in next year's yearbook
  - g. Hospitality VP sends a condolence card
  - h. Secretary notifies family of memorial gift
12. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.

13. Ensures that the branch financial records are reviewed annually.
14. Pays premiums for insurance policies on or before renewal dates. Obtains insurance certificates for branch events evidencing applicable coverage.
15. Request Certificate of Liability from AAUW California well in advance of any event (branch meetings, board meetings, Home Tour, STEM conferences, onsite interviews for Tech Trek, etc.) Form can be downloaded from <http://www.aauw.ca.org/branch-treasurer-resources/certificate> request form.

**Skills helpful to the position**

The Treasurer should be friendly, easy to approach, and able to attend most of the branch and board meetings. Computer skills are needed to keep track of five checking accounts (Quick Books), communicate by email to assistant treasurer, membership VP and president, and utilize the Membership Payment Program (MPP) on the national website. The treasurer must be comfortable handling cash and checks and making bank deposits.

APPENDIX B  
**APPOINTED OFFICERS JOB DESCRIPTIONS**

**AAUW FUND:**

The AAUW FUND Chair:

The AAUW Fund is a general fund for unrestricted gifts, which are used when and where they are most needed. This prevents overfunded and underfunded areas that keep AAUW from reaching our full mission potential. By donating to the AAUW Fund, you are helping incubate and grow our highly successful, community-based, mission-driven programs, such as Tech Trek and Tech Savvy, Start Smart and Work Smart, the Legal Advocacy Fund, the National Conference for College Women Student Leaders, the AAUW National Convention, research, and other initiatives.

1. Selects the AAUW Fund Committee and serves as chair.
2. Plans and coordinates fundraising activities for the AAUW Fund, endeavoring to raise the current national suggested annual per member contribution. Plans and coordinates the Named Gift Honoree program. Named Gift Honorees have been members for at least five years and are chosen with regard to their service to the branch or to AAUW as a whole. Members to be honored by the designation of Named gifts in the AAUW Fund shall be selected by the past honorees. The group shall select its own chair. Orders Named Gift Honoree pins (by December). Request Named Gift Honoree certificates from AAUW Fund CA Chair.
3. Attends AAUW Fund Fall Luncheon in Southern CA and possibly identify a fellowship or grant recipient to speak at the AAUW Fund branch meeting (usually February)
4. Plans and coordinates the AAUW Fund Fellowship or grant recipient speaker for a branch meeting (usually February) at least every other year. Request the speaker through AAUW Fund CA Chair. Plan direct request drive for donations from members for AAUW Fund.
5. Educates members of the branch about the AAUW Fund.
6. Educates the community about graduate fellowships available through AAUW.
7. Develops budget for the AAUW Fund activities including Named Gift Honoree Program, Fellowship or Grant recipient speakers, LAF speakers.
8. Oversees the AAUW Fund finances. Keeps accurate records of all moneys contributed by branch members to the AAUW Fund. Keeps separate ledger or ensures that treasurer maintains a separate account for the AAUW Fund.
9. With the AAUW Fund committee, decides the amount of the annual branch contribution to the AAUW Fund and ensures that the AAUW Fund financial report and other necessary forms are correctly filled out and sent to the AAUW CA office by the current deadline.
10. Sends an acknowledgement letter on branch stationary to all branch members who contribute \$100 or more to the AAUW Fund. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.

11. Serves on the program development committee.
12. Keeps an experience notebook.
13. Performs other duties requested by the president or the board of directors.

### **LEGAL ADVOCACY FUND CHAIR**

The Legal Advocacy Fund (LAF) works to challenge sex discrimination in higher education and the workplace. Our resources range from community outreach programs to backing of major cases.

The LAF chair:

1. Selects the LAF committee and serves as chair.
2. Plans and coordinates fundraising activities for the LAF, endeavoring to raise the current national suggested annual per member contribution.
3. Educates members of the branch about the LAF.
4. Develops budget for the LAF activities.
5. Oversees the LAF finances. Keeps accurate records of all monies contributed by branch members to the LAF. Keeps separate ledger or ensures that treasurer maintains a separate account for the LAF.
6. With the LAF committee, decides the amount of the annual branch contribution to the LAF and ensures that the LAF financial report and other necessary forms are correctly filled out and sent to the AAUW CA office by the current deadline.
7. Maintains a list of all branch members who contribute \$100 or more to LA and sends them written acknowledgement on branch stationery. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.
8. Sits on the AAUW Funds Committee
9. Keeps an experience notebook.
10. Performs other duties requested by the president or the board of directors

### **Adult Literacy & “CHAT”**

The Redlands Adult Literacy Program, sponsored by A. K. Smiley Public Library and the Friends of A.K. Smiley Public Library, provides tutoring in reading and writing English to adults, 18 years and older, as well as 16 and 17-year olds not enrolled in school. Volunteers from AAUW are invited to participate in the Redlands Adult Literacy Program as well as an AAUW-sponsored program called CHAT, which stands for **Conversation Helps Adults Transition**. Through CHAT, AAUW volunteers are teamed with well-educated, English -language adult learners who want to practice their conversational English.

The chair of this project has the following responsibilities:

1. Notify members of Adult Literacy and CHAT program at September membership meeting and through branch newsletter.
2. Notify members of upcoming orientations and trainings at branch meetings and through branch newsletter.
3. Notify members of fundraising events at branch meetings and through branch newsletter.
4. Assist and match CHAT volunteers with English-language learners.
5. Keep an experience notebook.

### **Skills helpful to the position**

The CHAT chair should be friendly, easy to approach, and able to attend the CHAT monthly meetings. The CHAT chair should be able to meet with English-language learners (“chattees”) to discuss their goals and AAUW volunteers (“chattors”) to address any questions that may arise. The CHAT chair should also coordinate with the Adult Literacy Coordinator to handle referrals, arrange meeting space and address chattee concerns

## **ASSISTANT TREASURER**

The Assistant Treasurer is not a bonded position and shall not be involved in distribution of branch money. This position serves at the pleasure of the Treasurer and of the board and takes its direction from either. See Assistant Treasurer Procedure flow chart . Specific duties include:

1. Assist Treasurer and Membership VP with various activities relating to membership renewal and new members including checking account deposits, picking up mail from the PO Box, processing memberships on the AAUW MPP, etc.
2. Assist Membership VP to maintain AAUW membership records.
3. Update membership renewal roster.
4. Contact members delinquent in renewal.
5. Work with the Communications Committee Newsletter person to keep the branch roster updated.
6. Contacts AAUW and AAUW CA with specific membership questions.
7. Provide current membership data to Treasurer and President.
8. Assist Treasurer at branch meetings to collect the meal fee and dues payments.
9. Keep an experience notebook

### Skills helpful to the position

The Assistant Treasurer should be friendly, easy to approach, and able to attend most of the branch meetings. Computer skills are needed to keep track of membership renewals (excel), communicate by email to treasurer, membership VP and president, and utilize the Membership Payment Program (MPP) on the national website. The assistant treasurer must be comfortable handling cash and checks and making bank deposits.

## **COLLEGE/UNIVERSITY PARTNERSHIP**

The branch college university partnership chair communicates with local colleges and universities, recruits and retains C/U partner members in the community, and increases AAUW's visibility on local campuses. The C/U Partnership Chair should have a passion for college student development and community outreach. The C/U Chair has the following responsibilities:

1. Ensures that the branch's strategic plan and budget include C/U recruitment, retention and engagement.
2. Assist the membership VP in promoting individual AAUW memberships to graduating seniors, graduate students, faculty, and staff on local campuses.
3. Maintain regular contact with state C/U chair or committee member, share successful recruitment projects. Keeps state C/U chair informed about activities that occur at C/U partner member institutions. Attendance at state and national conventions is strongly encouraged.
4. Establish and build a relationship with campus contacts. Be able to articulate specific ways you can be helpful in their work with AAUW.
5. Involve C/U representatives in your branch meetings and special events. Invite them to speak about their areas of expertise at relevant meetings.
6. Promote the e-student affiliate program to undergraduate students at current C/U partner member institutions. Request that C/U representatives ask their students to enroll using the online form.
7. As a voting member of the branch board, attends and reports activity regularly to the board and keeps members informed of campus activities through the newsletter.
8. Participates in at least one AAUW campus leadership event annually, i.e., Start Smart, Equal Pay Day and voter registration drives, especially during national or other prominent elections.
9. Facilitates at least one student from each university or partner college to attend the National Conference College Women Student Leaders (NCCWSL). Branch to partially (at a minimum) fund both students (one from each partner university or college). Invites each student to speak of their NCCWSL experience at a fall branch meeting.
10. Ensure that current C/U partners renew their annual membership.
11. Encourages branch member participation with campus events.
12. Maintains familiarity with national web site campus programs at <http://www.aauw.org/what-we-do/campus-programs/> as well as local benefits available for partners and students
13. Keeps an experience notebook

Skills helpful to the position

The College University Chair should feel comfortable communicating with both college students and college administrators. Should be able to approach students to engage in conversation, for example, at an Equal Pay Day table event on campus.

### **Family Service Association (FSA) Back-to-School project**

The Family Service Association (FSA) Back-to-School project supports FSA by purchasing backpacks and school supplies to be distributed each August to K-8 students in the Redlands Unified School District. The supplies are purchased using donations from AAUW branch members collected at the June meeting each year.

The chair of this has the following responsibilities:

1. Notify members of upcoming fundraiser through branch newsletter and at May meeting.
2. Place tin Crayola donation boxes on tables at June meeting and collect after meeting.
3. Count and deliver donations to treasurer.
4. Receive final notice of total donations and available funds from treasurer in July.
5. Contact FSA for their desired delivery date.
6. Purchase backpacks and supplies. Use discount stores!
7. Save all receipts. When done, turn receipts and any required forms/vouchers in to the treasurer for reimbursement. Purchaser (either Chair or designated buyer) must be able to make \$400-900 worth of purchases with their own money and/or credit card with the understanding that she will be reimbursed a few weeks after turning in receipts to treasurer.
8. Deliver supplies to FSA on designated day.
9. Keep an experience notebook.

## **LOCAL SCHOLARSHIP CHAIR**

The local scholarship chair:

1. Recruits volunteers for the committee and serves as its chair. This committee shall include the president-elect. A list of committee members shall be submitted to the board.
2. Develops a budget for, plans and coordinates all local scholarship fundraising activities, ensuring that they do not conflict with AAUW fundraising. Fundraising events will be presented to the Board in a timely manner.
3. Educates members of the branch about local scholarships.
4. Writes articles for the branch newsletter focusing on local scholarship fundraising and candidate selection.
5. With its committee and board review develops policy about who is eligible to receive a scholarship. Publicizes at educational institutions the availability of Nancy Yowell scholarships. Additionally, scholarship funds may be made available, if needed, for other scholarship needs of the branch. (ie NCCWSL)
6. With the local scholarship committee, reviews the candidate application form and updates it if necessary, reviews candidate applications, interviews finalists and selects recipients. Publicizes names of scholarship recipients. Refer to "Fund Raising" Page 6 for direction on tax deduction status.
7. Ensures that timely payment(s) is (are) made to the recipients.
8. Oversees local scholarship finances. The chair will receive a report of all monies contributed and spent for the fundraising activities.
9. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.
10. Maintains an ongoing list of recipients by keeping their applications. Currently, the only follow up" has been any notes that the recipients have sent. If possible, follows up with recipients for several years.
11. Keeps an experience notebook.
12. Performs other duties as requested by the president or the board of directors.

## **PARLIAMENTARIAN/GOVERNANCE DOCUMENTS**

The parliamentarian:

1. Serves on the board as a non-voting appointed officer and chairs the governance committee.
2. Counsels the president on questions related to parliamentary procedure.
3. Takes a copy of branch bylaws, special and standing rules, lists of committees, 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. Assists the president and the public policy chair at endorsement meetings.
5. Chairs a committee to review branch governing documents as required in Section 1 of the branch policy.
6. Keeps the branch Policies and Procedures Handbook up to date, and emails updated copies to all board members within 30 days whenever it is amended or revised. Chairs a committee that reviews the entire document in the even numbered years.
7. Keeps the branch bylaws current, making changes as mandated by AAUW or AAUW California. Chairs a committee which reviews entire document in the odd numbered years.
8. Provides a draft of proposed bylaws amendments (other than mandatory) to the state bylaws committee representative prior to submitting amendments to the branch membership for approval
9. Provides a copy of amended bylaws (after amendments adopted by membership) to the state bylaws committee representative for certification. Provides copies to board members.
10. Provides copies of any updated or amended branch governance document (bylaws, policies and procedures, or standing rules) to board members within 30 days.
11. Communications VP posts the governance documents on the AAUW Redlands Website.
12. Delivers the state governance committee's certification form for newly amended branch bylaws to the secretary for branch records.
13. Keeps an experience notebook.
14. Performs other duties as requested by the president or the board of directors.

**PUBLIC POLICY CHAIR**

The public policy chair:

1. Selects and chairs a public policy committee.
2. Serves on the branch program committee.
3. Coordinates branch forums and endorsement meetings
4. Educates members of the branch about public policy concerns, focusing on national and state public policy priorities.
5. Coordinates branch public policy studies and action.
6. Coordinates branch response to AAUW CA and AAUW Action Alerts.
7. Attends public policy events. Arranges interviews of local legislators.
8. Maintains branch public policy files and a procedure notebook.
9. Keeps an experience notebook.
10. Performs other duties as requested by the president or the board.

## **REDLANDS BOWL USHERS**

The chair of this project has the following responsibilities:

1. Redlands Bowl season is announced the end of February.
2. In March or April, contact the Redlands Community Music Association and request the date for AAUW Redlands Ushering. Usually 20 volunteers are requested.
  - a. Contact Kristi Marnell: Office Manager, Redlands Community Music Association, kmarnell@redlandsbowl.org, 909-793-7316. Fax 909-793-5086, office 168 S. Eureka St
3. Sign and return the confirmation letter from the Redlands Community Music Association.
4. In the May and June newsletter, notify members that AAUW Redlands will provide ushers for a performance at the Redlands Bowl. Include date, performance, time and location to meet with "red shirt users" for instructions and how many volunteers needed. Inform volunteers if picnic is scheduled and the time/location. Recommend volunteers wear comfortable walking shoes.
5. At the May and June branch meeting, sign up volunteers. Provide information card for members who have signed up or are interested in ushering.
  - a. Sample

### **SAVE THE DATE**

Usher @ 2016 REDLANDS BOWL

**Friday, July 15th** Meet @ 7:15 pm  
*"RHYTHMIC CIRCUS...tap dancing  
like you've never seen it before..."*

Gail Anderson 951-902-3160

gailanderson951@gmail.com

6. One-two weeks prior to date, send confirmation email to volunteers.
7. Keeps an experience notebook.

## **SPEECH TREK**

Annually, AAUW CA sponsors Speech Trek, a speech contest for high school students. The Students compete locally for prizes and the opportunity to become one of three finalists to present at the AAUW CA convention for cash awards. AAUW National supports branches hosting a speech contest for girls.

1. Download tool kits from the AAUW CA website.  
<http://www.aauw-ca.org/documents/2017/09/speech-trek-branch-toolkit.pdf>  
<http://www.aauw-ca.org/documents/2017/09/speech-trek-student-toolkit.pdf>
2. Step by step guide for running a speech trek contest along with forms are in the toolkits
  - a. determine the level of financial support necessary from the Branch
  - b. form a committee
  - c. Develop a calendar for the competition
    - i. 2017 deadline to Notify AAUW-CA Speech Trek intent to participate is November 1
  - d. Decide which high schools your contest will be invited to participate
  - e. Arrange for informational meetings at the school(s).
  - f. Have student and parent sign participation agreement
  - g. Make press releases to announce the contest
  - h. Review speeches with contestants and teacher.
  - i. Arrange for location of contest. Judges, videotaping of speeches and programs
  - j. Hold Speech Trek Contest, video all speeches and award prizes to contestants (cash and certificates of participation)
  - k. Make press releases of Branch winner for submission to local media and branch communications (newsletter, website, facebook)
  - l. Submit a BRANCH NOTICE OF CONTEST SEMI-FINALIST 2017-2018 form
    - i. 2018 deadline is March 1

### **Skills helpful to the position**

Speech Trek chair should be confident in working with young adults in a high school setting.

**STEM CONFERENCES: Redlands and Pass Area**

STEM Chair responsibilities:

1. Select and chair Stem Committee.
2. Communicate STEM needs with membership at branch meetings and through newsletter.
3. Ensure adequate funds are attained for conference
4. Attends board meetings to keep board members updated on needs/happenings
5. Network with local STEM focused groups and explore opportunities to collaborate

## **YMCA HOME TOUR**

### Home Tour Chair responsibilities

1. Contact YMCA Home Tour hostess coordinator in September for information about the house address and date to meet with homeowner.
2. Solicit and select current members to serve as Home Tour Guides by:
  - a. putting request in the September, October and November Branches and Twigs. and
  - b. having a sign-up sheet at September, October and November branch meetings.
3. Send informational letter (provided by YMCA Home Tour) to volunteers month prior to tour.
4. Meet with YMCA Home Tour representative and homeowner to coordinate flow plan and gather information regarding home
5. Create an informational script for tour guides.
6. Provide a schedule for Tour day.
7. Attend pre tour event day prior to home tour
8. Pick up Tour signs, booties, etc. from YMCA to be set up day of tour
9. Provide snacks and beverages for volunteers
10. Coordinate and assist volunteers on Home Tour day
11. Return signs, etc to YMCA at the end of home tour day
12. Write volunteers a thank you.
13. Keep an experience notebook.

### **Skills helpful to the position**

Work with a partner that shares responsibilities especially getting members to sign up, providing snacks, and writing thank you notes

APPENDIX C  
**Sample Documents**

PROGRAM COORDINATOR PROCEDURE

**During the summer:**

- Contact the proposed speaker and obtain their willingness to speak. Sample letter available from the Program VP
- Confirm date, time, topic and location of the meeting.
- Suggested speaking time is about 30 minutes including questions/answers
- Determine the need for any special equipment;
  - Casa Loma Room and Orton Center have a built in screen and a built in PowerPoint projector without a computer. To use the equipment, speaker needs to bring hers/his laptop computer. If using a PC, the VGA connector cables are included in set up. If the speaker uses MAC, they need to bring their own connector cables.
  - University Hall has no audio visual.
  - Internet access is available upon request
- Obtain the following information to be in preparation of the speech:
  - Room set up in addition to podium and podium microphone:  
\_\_\_\_\_
  - Will he/she use the PowerPoint projector in Casa Loma? \_\_\_\_\_
    - If yes, PC or MAC? \_\_\_\_\_
  - Is he/she bringing his/her own Audio Visual equipment? \_\_\_\_\_
    - If yes, does he/she what does he/she need for room set up? \_\_\_\_\_  
\_\_\_\_\_
  - Does he/she want internet access? \_\_\_\_\_
- Obtain the following information to be used for publicity:
  - Speaker's name as they want it listed: \_\_\_\_\_
  - Speaker's title(s) \_\_\_\_\_
  - (optional) Speaker's degree(s) \_\_\_\_\_
  - Title of the speech: \_\_\_\_\_
- Provide the Program Vice President with the speaker's information (above)
- Send the speaker the engagement acceptance letter.

**Eight weeks before the meeting:**

- Contact speaker. Sample letter available from the Program VP
- Obtain some biographical data about the speaker and the theme of their presentation.
- Write a short article and send it to the Program VP by the first of the month ***preceding*** the presentation. The Program VP will ensure that the article is sent to the editor of "Branches and Twigs" for publication.
- Confirm whether or not the speaker will be joining us for the meal. If they are, make the meal reservation. The cost is covered by the branch.

- Speakers receive a \$75.00 honorarium. Please call the speaker to make inform them about this honorarium. Some speakers do not want or cannot accept the money. If that is the case, suggest that it can be used for any of our fundraising\* programs or for the charity of their choice. Inform the Program VP of their decision. (\*Educational Foundation, Local Scholarship, STEM conference, Legal Advocacy Fund). In lieu of the honorarium, the speaker may choose a free year's membership to AAUW for themselves or their chosen recipient if they meet the membership requirement of AA degree or higher. If they decide on the membership, please obtain name, address, & phone number of the recipient for the Membership Vice President. Blank membership forms are available on AAUW Redlands website <http://aauw-redlands-ca.org/membership/joinrenew/> on the bottom of the page.
- Confirm room set up requirements and audio visual equipment AAUW and/or they are providing. (above)
- Contact Program VP and provide the following
  - The Branches and Twigs article, including the speaker's name and address.
  - Whether the speaker will accept the honorarium, or which charity it should go towards, or who will be receiving the year's AAUW membership.
  - Confirm information on room set up requirements and audio visual equipment AAUW and/or they are providing.
  - Confirm meal reservation for the speaker

**Not later than One week before the meeting:**

- Contact your speaker to confirm (Sample letter available from the Program VP)
  - meeting date and time and location
  - meal reservation
  - room set up requirements and audio visual equipment AAUW and/or they are providing
  - whether the speaker will remain until the conclusion of our business meeting or will leave at the end of their program
- Contact Program VP to reconfirm
- Contact the President to coordinate who is sitting at the head table. Ask designated branch members to sit at the head table.

**The day of the meeting:**

- Please make sure you have the honorarium check in an envelope, if applicable. If speaker has choose a free year's membership to AAUW, provide the speaker with an application prior to or at the branch meeting.
- Greet the speaker and sit at the head table.
- Coordinate with the President who she want to sit at the head table. Contact and confirm branch members sitting at the head table.
- Introduce the speaker, keep track of the time and graciously give them a prearranged signal when their speaking time is within five minutes of ending.

- Thank the speaker, present them with the honorarium check or AAUW application and escort them to the door at the end of the meeting, or as they are ready to leave if they will not be staying for the business meeting.
- Send a thank you note to the speaker within the coming week.

Program Vice President

FUNDRAISING/ACTIVITY REQUEST FORM

For board use Date submitted _____ Action
--

Fundraiser/Activity Requests Form

Name of committee/interest group \_\_\_\_\_

Fundraiser \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_

Will there be request for donations at a branch meeting? \_\_\_\_\_

If yes, at a table in the back and/or envelopes on the tables? \_\_\_\_\_

If yes, which branch meeting(s) \_\_\_\_\_

Purpose of fundraiser – This must be clearly stated on all marketing/publicity materials for the event.

Once the funds are raised, they must be used for the stated purpose.

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Fundraising Goal or expected revenue: \_\_\_\_\_

Description of the Event or Activity Requested \_\_\_\_\_

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## SAMPLE WRITTEN REPORT SUMMARIZING THE EVENT INCLUDING FINANCIAL REPORT.

### 2014 LUNAfest of Redlands: Event Report

Our second LUNAfest event was another success. Attendance, participant enjoyment, audience feedback, and fundraising were all positive. Based on the results this year, the committee recommends we continue the AAUW/Zonta partnership to duplicate and improve this event for 2015.

Event description: LUNAfest was held on April 4, 2014 at the Esri Auditorium and foyer 5:30PM-9:00 PM. Tickets were sold in advance, in person and on-line, and at the door for \$35 adult/\$20 students.

The event schedule was as follows:

5:30 doors open

6:00 -7:00 Reception – appetizers and drinks (wine, beer, coffee, tea)

7:00 Welcome

7:15-8:45 9 short films chosen and provided by the LUNAfest organization

8:45-9:00 Wrap-up discussion led by local film maker/film school professor

Schedule changes from the previous year included opening the doors earlier, eliminating the Breast Cancer speaker, and serving coffee/cookies before the event with all the other food, rather than after the event.

The primary purpose of this local Lunafest was to raise funds to provide scholarships to women attending either a four year university or a two year community college in our local area. Additional goals were to provide an entertaining and educational event in Redlands for a wide variety of participants, to promote the work of women film makers, and to celebrate women's life experiences and stories as depicted through film.

Attendance: The committee anticipated an attendance of 250-300 for the event. 281 tickets were sold. This year we added the ability to sell tickets on-line, which was a big benefit to our members as well as attendees outside the Redlands area. We did not count the actual number of people who attended, which was slightly less than the number of tickets sold. The majority of people in attendance were women, ranging in ages from 14 – 90. About 20 men attended.

Venue: The Esri auditorium was perfect for this film event. Esri provided signs to locate the auditorium as well as a greeting slide for their electronic billboard and the auditorium. This greatly added to the perceived quality of the event. Shelli Stockton served as our initial Esri contact. We worked with Erin Gardner from the Esri events staff and Angie Diaz from the Esri Café planning the specifics of the event and both were in attendance to oversee things on that day. We cannot overstate the professionalism of everyone from Esri who helped with the event.

Participant enjoyment and feedback: Both formal and informal feedback on the event has been overwhelmingly positive. Surveys were handed out at the end of the event and 150 were collected. Of these, all responses were positive about the overall event, with just a few comments of ways to improve things, particularly related to the reception. Participants liked the intergenerational appeal of the films, the community spirit it invoked, the discussions the films generated and the incredibly beautiful venue. Many attendees commented afterwards that they had many friends and relatives that they would like to invite next year, now that they know what to expect. Men commented that the event appealed to both genders. The Esri staff and facility received particular praise with comments like: a beautiful, classy venue; perfect for the event; they were so nice to us, even holding flashlights to light our way as we left.

Reception: The reception included two open bars serving wine and beer. Food consisted of stations placed around the periphery of the atrium to make it easier for people to move through the space, bar height tables in the outdoor area and minimal indoor seating. We placed the check-in/will call tables outside of the main entrance to maximize the indoor space. Menu included: Dates wrapped in bacon, mushroom tartlets, fruit kabobs, cookies, coffee station, Iced tea & water station. All the changes made

this year were focused on maximizing the indoor space to accommodate the large number of people, ease the lines at the bar (big problem last year), and get people milling around.

Fundraising: Income was primarily from ticket sales and sale of opportunity basket tickets. For the first time, we sold some sponsorships for the event, and we anticipate in future years we can expand the revenue for the event this way. Donations to the event included the LUNAfest support supplies (flyers, posters, postcards, and programs), the Esri venue, Esri support personnel (including A/V tech, event staff, and security), Hangar 24 beer, Wine from State Street Winery and Domenico's Restaurant, and multiple items for the gift baskets. Expenses for the event included a small amount for tickets, mailings and miscellaneous items with the bulk of the expense being the reception catering and bartender/server charges which were contracted thru the Esri Café. Income and Expense report attached.

Plans for 2015: The committee recommends that we repeat this event in 2015. We hope Esri will again agree to partner with us by providing the venue and support personnel that made the event so successful on all levels. We have no doubt the event will sell out next year. As plans begin for next year a few recommendations have already emerged:

- Submit a request to Esri to repeat the event in their facility and secure an appropriate date. Early April seemed to work and Friday was a great day of the week.
- Submit the requested date to LUNAfest as soon as the 2015 events are announced (early October 2014).
- Explore the possibility of a second film-only event at UofR by partnering with Women's studies or their student life office. UofR has held this event in the past as a campus educational event, rather than a fundraiser. We want to honor our partnerships with UofR and include them if possible. We want to be careful to do this in a way that does not detract from our primary fund raising event.
- Reception changes – we had two bars this year, because of problems last year, but with the other changes to the reception, we feel we can go back to one bar line. Food was terrific this year. We ran out of wine at 6:45, so an extra few bottles are needed. Very little beer was consumed. Perhaps we reconsider this item, or think of a way to promote it more.
- We can increase revenue by selling additional tickets, since we did not sell out this year. We should also make sure we begin selling sponsorships before Christmas, so we can make the most of our marketing opportunities.

Respectfully submitted by the LUNAfest planning committee:

Zonta: Michelle Bitonti, Sandy Arsenault, Linda Derebery,

AAUW: Heather Abushanab, Kay Dobbertin, Leslie Priest, Ivette Barnett

#### Lunafest 2014 Income and Expense Report

##### INCOME

Donations	195.00
Opportunity Baskets	1,545.00
Ticket Sales	9,755.00
Total Income	11,495.00

##### EXPENSES

Catering	4,208.00
On-line ticket expense	125.90
Opportunity Basket Expense	246.79
Postage	66.90
Publicity	175.61

Event Expenses 4,823.20

Net Income 6,671.80

Disbursement

Breast Cancer Fund (15% of Net Proceeds)	1,000.77
AAUW Redlands Branch	2,835.52
Zonta Club of Redlands	2,835.52
Total Disbursement	6,671.80

Additional In-kind Contributions

AAUW/Zonta Members  
Hangar 24  
State Street Winery  
Domenico's Restaurant  
Esri

Opportunity Basket Materials

Beer  
Wine  
Wine  
Event Signs/Venue/Support Staff