



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

**1. BRANCH GOVERNING DOCUMENTS REVIEW**

- 1.1 Branch policies and procedures and bylaws shall be reviewed every other year (beginning in 2021) by a committee appointed by the president and chaired by the immediate past president/parliamentarian. Bylaws can also be reviewed whenever mandatory amendments are required by national or state AAUW.
- 1.2 Proposed amendments to the bylaws should be sent to the district representative of 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 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 The bylaws state that 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 National and California AAUW. 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.
  - 3.1.5 Act for the branch between membership meetings and have fiscal responsibility as outlined in the bylaws and Section 5 of this handbook.
  - 3.1.6 Establish committees as needed to conduct the programs and projects of the branch.
  - 3.1.7 Plan for the annual meeting and branch elections.
    - 3.1.7.1 Set the date of the annual meeting in accordance with branch bylaws. This meeting shall be held between the months of March and May. Refer to [Article XI, section 2] in the bylaws.
    - 3.1.7.2 Conduct election of a nominating committee of six members, at the annual meeting with a chairperson who will be the immediate past president. Refer to [Article VIII, section 1] in the bylaws.
    - 3.1.7.3 Publish names of nominees for elected offices and the nominating committee and send to each member at least 30 days prior to the annual meeting as per bylaws.
  - 3.1.8 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).
  - 3.1.9 Attend board meetings and general meetings. Notify the president if unable to attend and arrange a substitute if necessary. Send a report if necessary.
  - 3.1.10 Attend as many AAUW conventions, conferences, IBC meetings, workshops, etc. as possible.
  - 3.1.11 Report to the board on the activities and concerns of the officer position.
  - 3.1.12 Spend only money that has been included in the budget, approved by the membership, and have ensured that any additional expenses are approved by the membership unless they are only changes between line items within a fund, which must be approved by the board and the treasurer.
  - 3.1.13 Consult with the president on all branch activities, policies, and procedures.
  - 3.1.14 Submit promptly all reports and other information required by National AAUW or AAUW CA officers. Give a copy of all reports to the president and put a copy in the experience binder.
  - 3.1.15 Keep a current experience binder or file that includes resource material, National 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.

3.1.16 Give important papers that ought to be kept in the branch permanent file to the secretary.

3.1.17 Set advertising rates for the newsletter and the directory.

3.1.18 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 Outgoing president submits new officers list to National and AAUW CA by July 1<sup>st</sup>.

4.1.2 Treasurer submits year-end finance report (July 1-June 30)

4.1.3 Standing committees are appointed

##### **4.2 Autumn (September-November)**

4.2.1 Incoming branch president appoints a financial committee to review the budget in terms of projected income

4.2.2 Board reviews budget which was approved at April meeting

4.2.3 Bylaws committee reviews documents (see Section 1)

4.2.4 AAUW Fund committee holds fund raising projects to meet contribution deadlines

4.2.5 Treasurer sends state insurance and AAUW Fund assessment to state officer per state invoices

4.2.6 Treasurer submits all required IRS, Franchise Tax Board, and California Attorney General's office filings by November 15<sup>th</sup> of each year or ensures that an extension has been timely filed

4.2.7 The board submits to the California Attorney General's Office an application for raffles or opportunity drawings. (See policies and procedures Section 6.1.3) within 60 days of raising the funds in this manner or annually by September 1<sup>st</sup>. The board also files an annual report to that office detailing the funds raised through raffles in that manner and certifies that at least 90% of the funds collected are used for charitable purposes in California

4.2.8 Reviews the Strategic Plan and submits to National and State AAUW

##### **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 every 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 and the nominating committee shall be published and sent to each 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
  - 4.4.5 Membership committee sends renewal information to members

## **5. BUDGET AND FINANCE**

### **5.1. Budget Management**

- 5.1.1 The Budget Committee shall be composed of the treasurer (chairperson), president, president-elect, assistant treasurer, fundraising chair, and the financial adviser.
- 5.1.2 The committee shall meet no later than February at the call of the Treasurer to review and recommend any adjustments to the budget that may be necessary for approval by the membership.
- 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 board member and appointed chair responsible for budgeted 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 The branch financial records shall be reviewed each year. The president with the consent of the board shall appoint a review committee of three who shall not be members of the board.
- 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 National and State AAUW conventions. The funds for each biennial convention shall be set aside annually through the budget process to spread the cost over two years. A lesser amount shall be budgeted for attending the state annual meeting in years without a national convention, reserving more funds for convention attendance.
  - 5.1.7.1 These funds will be allocated to the incoming president and president-elect.

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.

- 5.1.7.2 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.
- 5.1.7.3 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.
- 5.1.7.4 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 fund expenses. 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 budgeted line item in the next year's budget.
- 5.1.9 Speaker honoraria and travel expenses are budgeted by the program committee and financed from the general fund, except in the case of fellowship/grant recipients or LAF litigants which are financed from the AAUW Fund 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 must be approved by the Board of Directors. Transfer of funds must be in accordance with any restrictions which apply to those funds.
- 5.2.4 No indebtedness in excess of \$1000 over amounts provided for in the budget shall be incurred by any branch member or the Board except upon the approval by the membership of the branch.
- 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.

## 5.4 Branch Donations/Contributions

- 5.4.1 The branch will only raise funds for or contribute to any organization outside of AAUW if they are in compliance with National AAUW Policy 208 Collaboration with Other Organizations ([aauw.org/app/uploads/2020/02/Board-Policies-June-2019-nsa.pdf](http://aauw.org/app/uploads/2020/02/Board-Policies-June-2019-nsa.pdf)). See also Section 9 for additional policies concerning outside organizations.
- 5.4.2 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.
- 5.4.3 Upon the death of a member, her/his participation in AAUW will be honored with a \$25.00 memorial gift. It will be made to the AAUW Fund and will be taken from the general fund
- 5.4.4 Upon receipt of funds donated to AAUW Redlands Affiliate in a member's name (without restrictions by the donor), the funds will be allocated for one or more of the following: AAUW Fund, Mission Fund, STEM Initiative or the General Fund.
- 5.4.4.1 If the funds were designated for a specific account, the entire amount must be tracked, and may not be redesignated by the board or branch membership.
- 5.4.4.2 If the family or donor has not stated a preference, the board will determine the distribution of the funds.

## 5.5 Membership Dues

- 5.5.1 Any new member who joins after March 15 pays the full amount of dues which covers their dues through June 30 of the following year.
- 5.5.2 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 :

	<u>AAUW</u>	<u>AAUW CA</u>	<u>Branch</u>	<u>Total</u>
Full Membership	\$67*	\$20	\$31**	\$118
Life Membership (1)	one time			
	20x national AAUW membership fee			
	Yearly			
	\$0	\$20	\$31**	\$51
Fifty-Year honorary (2)	\$0	\$0	\$0	\$0
College/University representative of a partner member institution (3)				
	\$0	\$0	\$0	\$0
Student affiliate membership:				
Undergraduate e-student enrolled in C/U partner school	\$0	\$0	\$0	\$0
Undergraduate student NOT enrolled in C/U partner school	\$18.81***	\$10	\$0	\$28.81
Graduate student	\$18.81***	\$10	\$0	\$28.81

Dual branch member		
Redlands branch dues	\$31**	\$31
Name Badge		\$10.00
	(*\$64 of which are tax-deductible)	
	(**100% of which are tax deductible)	
	(***\$16.81 of which are tax-deductible)	

See Membership Chair for information on members at large or online branch dues

5.5.3 Paid life status is obtained by paying twenty times the current annual National AAUW dues one time. Paid life members then pay only state and branch dues annually.

5.5.4 Fifty-Year honorary members are exempt from further payment of National AAUW, state and branch dues.

5.5.5 State and branch dues are waived for college/university representatives of a partner member institution

5.5.6 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 receive branch publications (e.g., newsletter, directory) only 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)

Deleted 5.4.6 and 5.4.7 – of the original document no longer applicable

5.5.7 Members must renew by September branch meeting 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 both national and local AAUW programs, projects and activities.

6.1.1 To retain tax-exempt status, AAUW Redlands Branch must ensure that fund raising and/or activities unrelated to its exempt purpose do not become its primary activities. Further information can be found in IRS publication 598, "Tax on Unrelated Business Income of Exempt Organizations."

6.1.2 Redlands AAUW Branch must register all raffle or similar activities with the state attorney general's office, filing a CT1-NRP-1 Nonprofit Raffle Annual Registration by September 1 of each year and a CT-NRP-2 Nonprofit Raffle Annual Report for all such activities carried out by the branch during that year. Such activities must be conducted such that 90% of the gross receipts go to charitable purposes in California.

6.1.3 All fundraising solicitation/publicity must state the fair market value of any items provided to the donor such as meals, tickets to events, etc.

6.1.4 If donated funds clearly designate a use for the funds, the funds must be tracked, and may not be moved by a board approved line item change nor a branch approved budget amendment.

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



- 6.2.1 The fund-raiser or representative must complete the **Fundraiser/Activity Requests Form** (Appendix C) for all fundraising activity.
- 6.2.2 A branch member or committee responsible for such an event must create a budget for the 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 organizations. Additional fundraisers revenues and expenses must be included in the budget, or a budget amendment must be approved by the board and the branch membership.
- 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 The fund-raiser or a representative must use only the AAUW Redlands Branch logo and moniker on communications and promotional material other than for the AAUW Fund 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) can 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 to be repeated. (sample Appendix C)

**6.3 Fundraising 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. The vote must be recorded in the minutes of a board meeting. The branch membership must approve any new fundraising project that was not previously included in the annual budget.
- 6.3.2 The branch may not borrow start-up money to finance a branch project, nor lend money to other groups (including student body groups) to begin or carry out projects.
- 6.3.3 All contracts must be carefully reviewed by the branch board to ensure that all contracts are signed by any two elected officers of the branch.
- 6.3.4 Money must be counted in a secure location by at least two adults who are not related by blood, marriage or place of residence. Money must be counted before being taken from the original site where it was obtained.

- 6.3.5 The fund-raiser or a representative use a cash verification form and credit card verification form (signed by the counters) in order to have an accurate, written record of all money. Provide treasurer with a report.
- 6.3.6 The fund-raiser or a representative must deposit receipts promptly. Do not keep money at a member's home.
- 6.3.7 An Authorization for Payment form must be used when paying bills. All bills must be paid by check or debit card (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 branch 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 individuals, businesses, and other nonprofits 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. These donations must be in accordance with IRS regulations and approved by the board before they can be accepted. No donations can be accepted from public officials (e.g., elected officials or candidates) without board approval.

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 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 activity, fund, or account of which this Redlands branch is a part, they are 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.

- d. 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 branch board 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 president of the board shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the 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 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 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 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 board member, principal officer, and member of a committee with 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 that the branch is a charitable organization and, in order to maintain its federal tax exemption status, 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, or other arrangements conform to the branch's written policies, are properly recorded, reflect reasonable investments or payments for goods and services, further charitable purposes, do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

#### 6.3.10.8 Use of Outside Experts

When conducting the periodic reviews as provided for in Section 5.3.10.7, the branch may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

6.4. **Tax Deductibility.** Funds intended for 501(c) (3) entities (e.g., The Mission Fund) 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.

6.4.2 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.org/app/uploads/2020/02/Board-Policies-June-2019-nsa.pdf](http://aauw.org/app/uploads/2020/02/Board-Policies-June-2019-nsa.pdf)].

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 joining the branch. An exception is made for spouses in couples-groups such as gourmet or bridge.
- 8.2 Dates of all branch 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 National 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-raising event. 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 members who need accommodations 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 Branch chairperson.
- 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 calendars 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. Individual members may do so if they do not do it in AAUW's name.
- 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 may include dues or a commitment to participate in the ongoing 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 National AAUW and AAUW California.
- 10.2 Content of the branch newsletter shall be reviewed and approved by the president. If the president has not approved the newsletter by the requested deadline and the editor has emailed a reminder after the deadline that has gone unacknowledged, the editor may publish without the president's approval.
- 10.3 The membership directory, newsletter and website shall be used exclusively for communications on AAUW matters. 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 and executive committees 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 interest groups and community service projects and ensure that all elected officers appoint their committee chairs and members.
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 National AAUW by July 1<sup>st</sup>.
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 Month at branch meetings in conjunction with the Public Policy Chair. The Thought for the Month 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 socials.
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. Responsible for choosing greeters for each branch meeting.
15. Performs other duties as requested by the president or board of directors.

## COMMUNICATIONS VICE PRESIDENT

The responsibility of the Communications 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:  
<https://ww3.aauw.org/files/2013/02/AAUW-Brand-Guidelines.pdf>
  - b. AAUW Logos and Style Guidelines:  
<https://ww3.aauw.org/resource/aauw-branding-tool-kit/>
  - c. AAUW Business Card Template: found under AAUW Branding Guide:  
AAUW Redlands Template: [www.avery.com](http://www.avery.com)
    1. Sign in: [aauwcards@aol.com](mailto:aauwcards@aol.com)
    2. Password: aauwredlands
    3. Open projects
    4. Saved card templates can be edited, printed, and saved on Avery and on your personal computer
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.

## THE FOLLOWING JOB DESCRIPTION POSITIONS ARE UNDER THE SUPERVISION OF THE VICE-PRESIDENT OF COMMUNICATIONS

### BRANCH WEBSITE MASTER

1. Responsible for the administration of the Branch website (<https://redlands-ca.aauw.net/>).  
Duties include:
  - a). Ensure the branch maintains the AAUW Site Resources Branch/State Website Services Agreement with National AAUW. The 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 Newsletter's section.
    - ii). Updating the calendar with new activities from the *Branches & Twigs* calendar.

- iii). Information about speakers and reservations can be found in the current *Branches and Twigs* newsletter.
  - d). Request for content change from board officers and/or interest groups 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.
2. Responsible for the administration of the branch issued emails.  
Duties include:
- a). Ensure the [aauw-redlands-ca.org](http://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 of inappropriate emails allowed into branch issued emails.
  - c). Provide log in information and assistance to the members that have been issued an [aauw-redlands-ca.org](http://aauw-redlands-ca.org) email address.
  - d). Update the [aauw-redlands-ca.org](http://aauw-redlands-ca.org) email auto replies upon request and forward when new members have been assigned a specific email address.
2. 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.
3. Assist the photographer with managing the Redlands branch photo sharing site. Grant access to the site upon request and need. Provide support to those members that have been granted access to the site.
4. Assist the Newsletter Editor in proofing the Branches & Twigs prior to its monthly release.
5. Chair the Communications Review Committee which includes: Facebook Manager, Historian/Archivist, Newsletter Editor, Photographer, Publications, Publicity Chair and Yearbook Editor as well as the President and the President-Elect.

#### **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 and chairs 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 reservations reminder.

3. Create 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 the September branch meeting in conjunction with the assistant treasurer. Send Branch Membership Roster to yearbook editor for member listing in annual directory.

#### **FACEBOOK MANAGER**

1. Provide at minimum, one Facebook post per week on the branch Facebook page (<https://www.facebook.com/aauredlands>) with content that is pertinent to branch members regarding current events.
2. Post monthly the Branches and Twigs (without personal information).
3. Establish expectations with branch officers and chairs to provide content for the branch Facebook page.
4. Perform other duties as requested by the president or 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://ww3.aauw.org/files/2016/05/Records-Management-Guidelines-for-States-and-Branche ns a.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. Perform other duties as requested by the president or the board.

#### **NEWSLETTER EDITOR**

1. Establish the criteria with branch officers, chairs and members for submitting articles and updates.
2. Establish and maintain a list of announcements/calendar items per month.
3. Create 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. Distribute the Branches & Twigs newsletter to members via email and regular mail (upon request) per the timeline developed by the communications committee.
6. Provide 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. Email a copy of newsletter to AAUW CA at [branchnewsletters@aauw-ca.org](mailto:branchnewsletters@aauw-ca.org).
8. Keep copy of each issue in a binder and/or on the established document storage site.
9. Keep an experience notebook.
10. Perform 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: monthly branch meetings, special events and celebrations, fundraising activities, and 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. Provide 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.

#### **PUBLICATIONS MANAGER**

1. Establish criteria with program vice president, branch officers, chairs, and members for submitting articles and updating.
2. Establish relationships with local media for publicity standards, etc.



3. Develop and keeps current a standard ending paragraph for news releases, describing AAUW and including AAUW's tagline and membership information.
4. Submit media releases and photos to announce events, branch meetings and speakers. Provide copies to the Communications Vice President.
5. Maintains a copy of the branch's media articles as printed in newspapers. Provide copies to the Historian/Archivist on a quarterly basis.
6. Keep an experience notebook.
7. Perform other duties as requested by the president or the board.

#### **ANNUAL DIRECTORY EDITOR**

1. Use current branch roster for yearbook member listings and to create mailing labels.
2. List recently deceased members under In Memoriam.
3. In July begin updating the yearbook with current members, new officers, updated committee and meeting information, etc.
4. Send yearbook to printer after September Membership meeting.
5. Distribute new yearbooks to members in October.
6. Keep an experience notebook.
7. Perform 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 composed of the New Member Mentor Program, Social Events Committee, Special Occasion Committee and Membership Appreciation Committee. Each of the committees has a chair and/or co-chairs.

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. Appoint Committee Chairs and Co-chairs
4. Schedule committee meetings with Chairs/Co-chairs to review programs and events.
5. Submit articles for publication in the newsletter announcing upcoming events.

## **THE FOLLOWING JOB DESCRIPTIONS ARE POSITIONS THAT ARE APPOINTED BY THE HOSPITALITY VICE-PRESIDENT**

### **MENTORS PROGRAM CHAIR**

1. The mentors program chair receives information about new members from the membership vice president
2. The chair will invite branch members to serve as mentors to new branch members. 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. From the list of mentors, the chair will assign a mentor to each new member.
4. The mentor program chair reformat the branch meeting reservation into the Hospitality Reservation list by color coding new members, guests and mentors. Mentors are listed with guests and new members they will host, and pertinent information should be included. The Hospitality Reservation list is sent to the Social Event committee.
5. Communicate with the membership vice-president concerning new member information.
6. Submit articles for publication in the newsletter as appropriate.
7. Conduct an annual assessment survey of the mentor program.

### **SOCIAL EVENTS CHAIR**

1. Use the hospitality reservation list to welcome new members/guests as they sign in at the branch meetings. Facilitate mentor/hosts connecting with new members/guests.
2. Host the Hospitality Information Table at Branch Meetings.
3. As requested, host at the other AAUW Redlands social events (i.e. new and prospective member coffees, AAUW Fund theater event, etc.)
4. Write and submit articles for publication in the newsletter as appropriate.

### **SPECIAL OCCASIONS CHAIR**

1. Collect birth months from AAUW Redlands Branch members and maintain list of birthdays by month.
2. Receive birth months of new members from the membership vice president.
3. Host 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.
5. Send get well and sympathy cards to our members on behalf of the branch upon request by members.
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 vice president, hospitality vice president and secretary. The procedure for the memorial gift is as follows:
  - a. Treasurer transfers \$25 from General Fund to AAUW Redlands Branch Mission Fund.
  - b. Membership vice president notifies the assistant treasurer who notifies AAUW national.
  - c. Hospitality VP sends a condolence card and notifies family of the memorial gift.

### **MEMBERSHIP APPRECIATION CHAIR**

1. Plan and coordinate the Membership Appreciation awards to celebrate years of continuous branch membership in five-year increments at the annual Membership Appreciation branch meeting.
2. From the branch membership roster, prepare certificates for awardees which are signed by the branch president.
3. Include the list of awardees in Branches and Twigs before the award meeting.
4. Obtain plaques for Silver Jubilee and Golden Jubilee awards for 25- and 50-year members respectively not to exceed \$200.

5. Develop and print the program for the branch meeting, listing all awardees.
6. Complete notification and send to AAUW (national) for each 50-year member to ensure that dues are waived (national, state, and local).

## **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. Notify the Treasurer upon the death of a member.
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 name tag program including:
  - a.     Take orders for name tags.
  - b.     Remit the money to the treasurer.
  - c.     Place orders with the badge vendors.
  - d.     Arrange for payment to vendor.
  - e.     Arrange for badge pickup.
  - f.     Distribute badges to members.
13.   Keep an experience notebook.
14.   Perform other duties requested by the president or the board of directors.

## **NOMINATING COMMITTEE CHAIR**

**The committee chair is the immediate past president. The committee is elected by the membership.**

### Duties

1. Calls meetings of the nominating committee and explains the committee's duties. First meeting to be held in December.
2. Emphasizes the confidentiality of the work of the committee.
3. Write an article in the November newsletter listing officers to be elected for the following term including a brief description of responsibilities of the position.
4. Instructs the committee on the elected positions to be filled and directs them to read the description of those positions in the Policies and Procedures.
5. Presents slate at the February board meeting.
6. Sets deadline for finalizing the slate.
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.

## **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 (dates and times) for an annual directory 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 University of Redlands caterer).
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 media services.
    - ii. Monthly contact U of R caterer with reservation count as per timeline.
    - iii. In November work with president-elect and U of R to begin developing branch meeting dates for the next year. Report to board in January the schedule for the following year. In May contact the U of R caterer to set menus for the following year.
  - b. Reservations
    - i. Monthly create reservation list and distribute to president, president elect, hospitality and membership vice president, secretary, and treasurer.
    - ii. Send "missed meeting" notices requesting members reimburse branch for cost of missed meeting.
9. Presides at board meetings in the absence of the president and president elect.
10. Keep an experience notebook.
11. Perform other duties requested by the president or the board of directors.



Note: 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 canceled 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 membership 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 membership meeting for themselves and/or their guest(s) may then cancel either reservation(s) before the published membership reservation deadline. In the event the Branch member, guest or member of the public does not either attend the meeting or cancels 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 as requested.
9. Keeps minutes of board and branch proceedings forever, as they are the legal record of the organization.
10. Keeps an experience notebook.
11. Performs other duties requested by the president or the board.

## **TREASURER**

The responsibilities of the treasurer are:

1. Receives all monies due the branch.
2. Pays all bills provided for in the budget or verified by the president.
3. Keep an accurate set of financial records, print monthly bank statement for each account, reconcile bank accounts with the appropriate check register.
4. Manages the branch's bank accounts. Keeps separate ledgers and records for separate AAUW Redlands Branch accounts, as required by the IRS. Collects dues and contributions to AAUW Fund and remits them to National AAUW and the state by the specified deadlines.
5. 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.
6. 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.
7. Receives from the membership vice president all checks from new and renewing members for dues and name tags.
8. Upon the death of a member, treasurer transfers \$25 from general fund to AAUW Fund.
9. Retains all branch financial records for a period of seven years or in accordance with the IRS regulations.
10. Ensures that the branch financial records are reviewed annually (See 4.2.2)
11. Pays premiums for insurance policies on or before renewal dates.
12. The treasurer may appoint a member to obtain the Certificate of Liabilities from AAUW California insurance carrier for all Redlands AAUW branch events.
13. Responsible for collecting and depositing meal payments at each branch meeting.

## **APPENDIX B**

### **APPOINTED CHAIRPERSONS 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 National 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.

##### **Duties:**

1. Selects the AAUW Fund Committee and serves as chair.
2. Plans and coordinates fundraising activities for the AAUW Fund, raising at least the minimum amount required to entitle the Redlands branch to select 3 Named Gift Honorees per year and endeavor to raise the current national suggested annual per member contribution.
3. The AAUW Fund chairperson may appoint a chairperson of the Named Gift Honoree Committee. The committee shall be composed of past Named Gift Honorees. They will choose Named Gift Honorees for the current year based on the following criteria: 1. a member for at least 5 years; 2. service to the branch or to AAUW as a whole. The committee orders Named Gift Honoree pins and requests Named Gift Honoree certificate from AAUW Fund CA chairperson by December. Traditionally flowers or a plant have been presented to Named Gift Honorees.
4. Attends AAUW Fund Fall luncheon in Southern CA and possibly identifies a fellowship grant recipient to speak at the AAUW Fund branch meeting (usually in February).
5. Plans and coordinates the AAUW Fund Fellowship or grant recipient speaker for a branch meeting (usually in February) at least every other year. Requests the speaker through AAUW Fund CA chairperson. Plans direct request drive for donations from members for AAUW Fund.
6. Educates members of the branch about the AAUW Fund.
7. Educates the community about graduate fellowships available through AAUW Fund.
8. Develops budget for the AAUW Fund activities including Named Gift Honoree Program, fellowship or grant recipient speakers, and LAF Speakers.

9. Oversees the AAUW Fund finances. Keeps accurate records of all money contributed by branch members to the AAUW Fund. Keep separate ledger or ensures that treasurer maintains separate account for the AAUW Fund.
10. 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.
11. Send an acknowledgement letter or email on branch stationary to all branch members who contribute \$100 or more to the AAUW Fund. Thank all donors by recognizing them in the newsletter and/or by sending them personal notes.
12. Serves on the program development committee.
13. Keeps an experience notebook.
14. Performs other duties requested by the president or the board of directors.

## LEGAL ADVOCACY FUND CHAIR

Unfair pay, pregnancy discrimination, sexual harassment, sexual assault, and violations of Title IX of the Education Amendments of 1972 can affect both women and men.

AAUW's Legal Advocacy Fund addresses these barriers by informing people of their rights and using the legal system to seek justice and change. LAF was created in 1981 by AAUW members and has provided millions of dollars to balance the scales of justice for people working toward gender equity through the legal system.

The Economic Security *Fund* (#4449) supports *AAUW's legal advocacy*

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 and legal cases the LAF is currently supporting.
4. Develops budget for the LAF activities.
5. Oversees the LAF finances. Keeps accurate records of all money 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 and 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.

## **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. Fills out membership report forms for National AAUW and AAUW CA.
5. Contact members delinquent in renewal.
6. Work with the Communications Committee Newsletter person to keep the branch roster updated.
7. Contact National AAUW and AAUW CA with specific membership questions.
8. Provide current membership data to Treasurer and President.
9. Assist Treasurer at branch meetings to collect the meal fee and dues payments.
10. Keep an experience notebook



## **COLLEGE/UNIVERSITY PARTNERSHIP**

The branch college university partnership chair communicates with local colleges and universities, recruits and retain 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. Ensure 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. Share successful recruitment projects. Keep 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. Participate 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. Facilitate 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). Invite 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. Encourage branch member participation with campus events.
12. Maintain 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. Keep an experience notebook

### **BACK TO SCHOOL PROJECT CHAIR**

Back-to-School Jam works with Family Services Association to purchase 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 fund-raising through branch newsletter and at May meeting.
2. Place 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 Micah House/Trinity Church for the desired delivery date.
6. Purchase backpacks and supplies either directly or donate collected funds to Micah House to purchase the backpacks and supplies.
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 Micah House/Trinity Church on designated day.
9. Keep an experience notebook.

## **NANCY YOWELL SCHOLARSHIP CHAIR**

### **Duties:**

1. Recruit volunteers for the committee.
2. Develops a budget for, plans and coordinates all local scholarship fund-raising activities, ensuring that they do not conflict with AAUW fund raising. Fund-raising events will be presented to the Board in a timely manner.
3. Educates members of the branch about the Nancy Yowell scholarship.
4. Writes articles for the branch newsletter focusing on Nancy Yowell scholarship fund raising and candidate selection.
5. With its committee and board develops policy about who is eligible to receive a scholarship. Publicizes at educational institutions the availability of Nancy Yowell scholarships.
6. With the 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 payments are made to the recipients.
8. Oversees Nancy Yowell scholarship finances. The chair will receive a report of all money contributed and spent for the fund-raising activities.
9. Thanks donors by recognizing them in a newsletter article. Those who specifically name NYMS in their donation will receive personal notes and a letter for tax purposes.
9. 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.
10. Keeps an experience notebook.
11. Performs other duties as requested by the president or the board of directors.

## **LOCAL HIGH SCHOOL SCHOLARSHIP CHAIR**

### **Duties:**

1. Appoints a committee which will include the President Elect.
2. Works with the committee to develop criteria of applicants for the local high school scholarship.
3. Works with the Redlands Community Scholarship Foundation (RCSF) to review/change any criteria for the local high school scholarships.
4. Provides money each year to the RCSF to fund three scholarships, one for Redlands High School, Redlands East Valley High School, and Citrus Valley High School.
5. Works with the RCSF to choose recipients for the three high school scholarships.
6. Fund two scholarships for Orangewood High School, one for the first semester graduates and one for the second semester graduates. The Orangewood High School counselor will determine the candidates.
7. Notifies the board and the branch newsletter of the recipients.
8. Keeps an experience notebook.

## **PARLIAMENTARIAN/GOVERNANCE DOCUMENTS**

### **Duties:**

1. Serves on the board as an appointed officer.
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. 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.
6. 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.
7. 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
8. Provides a copy of amended bylaws (after amendments adopted by membership) to the state bylaws committee representative for certification. Provides copies to board members.
9. Posts the governance documents on the AAUW Redlands Website.
10. Keeps an experience notebook and pass a Robert's Rules of Order Cliff Notes to the next Parliamentarian.
11. 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.

## **DIVERSITY, EQUITY, AND INCLUSION CHAIR**

Discrimination based on difference has a harmful effect on our society and the lives of all of us. Working to overcome such discrimination is important to AAUW.

The Diversity, Equity, and Inclusion Committee, founded in 2022, embraces the goal of encouraging full and inclusive participation in our branch, with no barriers based on age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, or socioeconomic status. To accomplish this goal, we educate ourselves and our branch on issues of racism and other forms of discrimination, actively promote diversity, equity and inclusion in our branch, our community, in educational institutions and other venues, and we encourage our members to engage in efforts to end discrimination. We seek to recruit and welcome a diverse membership for the future.

The DEI chair:

1. Is appointed by the president of the AAUW Redlands Branch.
2. Selects the DEI committee.
3. Plans and coordinates activities related to the DEI goals, along with other volunteers. These may include outreach that involves AAUW in diversity efforts in the community (such as the Juneteenth celebrations) and nearby institutions (including the U of Redlands, public institutions of higher education, and public schools).
4. Coordinates with the membership committee to recruit new members from diverse communities; promotion of activities that make our organization attractive to diverse membership.
5. Outreach to collaborate (such as shared speakers) with organizations that share our educational equity goals.
6. Serves as a resource for the members of the branch about Diversity, Equity, and Inclusion.
7. Develops budget for the DEI activities and oversees finances.
8. Performs other duties requested by the president or the board of directors.

## 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 Bowl Performing Arts and request the date for AAUW Redlands Ushering. Usually 20 volunteers are requested.
  - a. Contact Office Manager, Redlands Bowl Performing Arts,
  - b. [info@redlandsbowl.org](mailto:info@redlandsbowl.org), 909-793-7316. Fax 909-793-5086, office 168 S. Eureka St.
3. Sign and return the confirmation letter from the Redlands Bowl Performing Arts.
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](mailto:gailanderson951@gmail.com)

6. One-two weeks prior to date, send confirmation email to volunteers.
7. Keep 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:  
<https://www.aauw-ca.org/?s=Speech+Trek+toolkit>
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.
  - d. Decide which high schools your contest will invite 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 and 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 form.

## **STEM Initiatives**

### **Stem Conferences Chair responsibilities:**

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

### **Tech Trek Chair responsibilities:**

1. Select and chair Tech Trek Committee.
2. Communicate Tech Trek needs and issues with membership at branch meetings and through newsletter.
3. Contact Tech Trek California for dates and cost of camps and necessary paperwork.
4. Contact schools to encourage participation.
5. Ensure adequate funds are attained for camp.
6. Interview applicants.
7. Organize pre camp events to provide supplies and last-minute instructions.
8. Arrange for some of the participants to speak at a branch meeting about their experience.
4. Attend board meetings, if needed, to keep board members updated on needs/happenings.

## **YMCA HOLIDAY HOME TOUR**

### Home Tour Chair responsibilities

1. Contact YMCA Home Tour representative in September for information about the size of the home and the number of volunteers that will be needed.
2. Solicit and select current members to serve as Home Tour Guides by:
  - a. Putting a request in the September, October and November Branches and Twigs.
  - b. Having a sign-up sheet at September, October and November branch meetings.
3. Send informational letter (provided by YMCA Home Tour) to volunteers a 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.

## **FUNDRAISING CHAIR**

**The chair coordinates fundraising activities to be included in the general fund of the yearly budget.**

1. Work with the board to set fund-raising goals.
2. Appoint a committee to develop the fund-raising activities and recruit volunteers as needed.
3. Plan and execute fundraising events or drives to raise money for the branch.
4. Submit the activity for approval to the branch board.
5. Submit the fundraising form and the summary to the President-Elect.
6. Coordinate with AAUW CA and National AAUW for stipulations on fundraising activities.
7. Upon completion of fund-raising event, submit an event report to the board.
8. Fundraising money raised during the year will be deposited in the general fund. The Budget Committee in developing the budget will decide where the money will be spent for the following year. The budget will then be presented to the membership for approval.
9. Keep an experience notebook.
10. Perform other duties requested by the president or the board of directors.

Note: Any money raised by the fundraising activities for the general Redlands branch AAUW will not be tax deductible.

## 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 and computer. To use the equipment, speaker needs to bring presentation on a usb. A computer can be requested from the media services.
  - 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:  
\_\_\_\_\_
  - Does the speaker 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 inform them about this honorarium. Some speakers do not want or cannot accept the honorarium. If that is the case, suggest that it can be used for any of our fundraising\* programs (AAUW Fund, Local Scholarship, STEM Initiative, Legal Advocacy Fund) or for the charity of their choice. Inform

the Program VP of their decision. 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: <https://aauw-redlands-ca.net> under the Membership tab.

- Confirm room set up and media services equipment requirements.
- 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 chosen 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 wants 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.

## FUNDRAISING/ACTIVITY REQUEST FORM

For board use  
Date submitted \_\_\_\_\_  
Action  
\_\_\_\_\_

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Description of the Event or Activity Requested

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.



## 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	Opportunity Basket Materials
Hangar 24	Beer
State Street Winery	Wine
Domenico's Restaurant	Wine
Esri	Event Signs/Venue/Support Staff