



**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 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 (# total pages)” 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 the branch newsletter, email, and website.

## **2. BOARD 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 next meeting to speak about 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 the 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 branch, 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 XIII, 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 a] 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 the 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, interbranch council 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 ensure 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 the 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 the 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 Submit newsletter material to the editor by the deadline and submit materials to communications manager as needed to keep the website current.

#### **4. EXECUTIVE COMMITTEE ROLE AND RESPONSIBILITIES**

The executive committee consists of the president, president-elect, secretary, and treasurer. It is convened in situations where extremely sensitive topics need to be discussed.

- 4.1 The meetings will be closed except for member or non-member individuals invited to speak to the committee on a topic. The committee can decide to proceed in one of three ways:
  - 4.1.1 No action
  - 4.1.2 Resolve the issue within the executive committee
  - 4.1.3 Refer the issue to the board for further discussion and resolution
- 4.2 The action of the executive committee will be documented and communicated to all parties involved.

#### **5. ADMINISTRATIVE CALENDAR**

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

- 5.1 Summer (June-August):
  - 5.1.1 Outgoing president submits new officers list to National and AAUW CA by July 1<sup>st</sup>.
  - 5.1.2 Treasurer submits year-end finance report (July 1-June 30)
  - 5.1.3 Standing committees are appointed.
  - 5.1.4 Financial records review (per 5.15)
- 5.2 Autumn (September-November)
  - 5.2.1 Incoming branch president appoints a financial committee to review the budget in terms of projected income.
  - 5.2.2 Board reviews budget which was approved at April meeting.
  - 5.2.3 Bylaws committee reviews documents (see Section 1).
  - 5.2.4 AAUW Fund committee supports fundraising projects to meet contribution deadlines.
  - 5.2.5 Treasurer sends state insurance and AAUW Fund assessment to state officer per state invoices.
  - 5.2.6 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 filed in a timely manner.
  - 5.2.7 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.
  - 5.2.8 Reviews the Strategic Plan.
  - 5.2.9 Nominating committee chair submits an article in November newsletter.

- 5.3. Winter (December-February)
  - 5.3.1 The 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 nominees' names, if any, presented at the March board meeting will either be included in the March newsletter or nominated from the floor at the annual meeting.
  - 5.3.2 Board conducts mid-year budget review.
  - 5.3.3 Board sets dates for annual meeting and branch elections (see Section 3.1.7).
- 5.4. Spring (March-May)
  - 5.4.1 The proposed annual budget is presented to the board for approval at the March board meeting every year. (See Section 5.1.2)
  - 5.4.2 The annual budget is reviewed by the board, 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 XII, Section 3] and (Section 5.1.2)
  - 5.4.3 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 VIII, Section 1d]
  - 5.4.4 Officers and the nominating committee are elected at the annual meeting.
  - 5.4.5 Board sets annual goals and objectives in the Branch Strategic Plan and Branch Standing Rules
  - 5.4.6 Membership committee sends renewal information to members.

## **6. BUDGET AND FINANCE**

- 6.1 Budget Management
  - 6.1.1 The budget committee shall be composed of the treasurer (chairperson), president, president-elect, assistant treasurer, fundraising chair, and the financial adviser.
  - 6.1.2 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.
  - 6.1.3 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.
  - 6.1.4 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.
  - 6.1.5 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.
  - 6.1.6 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.

- 6.1.7 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.
  - 6.1.7.1 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.
  - 6.1.7.2 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.
  - 6.1.7.3 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.
  - 6.1.7.4 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.
- 6.1.8 A permanent reserve shall be an amount established by the board at five (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.
- 6.1.9 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.

## 6.2 Vouchers and Reimbursements

- 6.2.1 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.
- 6.2.2 The treasurer shall issue checks only after approval of vouchers and bills by the appropriate officer in charge of that budget category.
- 6.2.3 Funds being transferred by the treasurer to or from savings accounts must be approved by the board. The transfer of funds must be in accordance with any restrictions which apply to those funds.
- 6.2.4 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.
- 6.2.5 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 meetings.

6.3 In the case of co-presidents or co-presidents-elect, when both attend interbranch council, district, state or National AAUW meetings or conventions, the reimbursement available will be split equally between them.

Branch Donations/Contributions

6.3.1 The branch will only raise funds for or contribute to any organization outside of AAUW if they are in compliance with AAUW Board Policy 210 Collaboration with Other Organizations, which can be found at <https://www.aauw.org/app/uploads/2022/05/Board-Policies-Feb2022.pdf>. See also Section 9 for additional policies concerning outside organizations.

6.3.2 The branch may contribute neither money nor anything of material value to candidates for elective office, partisan or non-partisan, nor accept paid political announcements for inclusion in AAUW publications.

6.3.3 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.

6.3.4 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.

6.3.4.1 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.

6.3.4.2 If the family or donor has not stated a preference, the board will determine the distribution of the funds.

6.4. Membership Dues and Name Badge Fee

6.4.1 Any new member who joins before the 15<sup>th</sup> of a month pays the full dues, which covers their dues through the following eleven months until the last day of the month before their join date. Any new member who joins after the 15<sup>th</sup> of the month pays the full dues, which covers their dues over the following twelve months until the last day of the month of their join date.

6.4.2 Changes in dues occur as written in the bylaws. Dues for AAUW and AAUW CA are set by those organizations. Current yearly dues and name badge fee for membership are:

	<u>AAUW National</u>	<u>AAUW CA</u>	<u>Redlands Branch</u>	<u>Total</u>
• Full Membership	\$72*	\$20**	\$31**	\$123
• Shape The Future Full Membership	\$36	\$20**	\$31**	\$87
	Join at Public Event			
• Dual Branch Membership	NA	NA	\$31**	\$31
• Paid Life Membership	\$1,440**	\$20**	\$31**	\$51
	One-time payment of 20x National AAUW membership			
• Fifty-Year Honorary Life Membership	\$0	\$0	\$0	\$0

	<u>AAUW National</u>	<u>AAUW CA</u>	<u>Redlands Branch</u>	<u>Total</u>
• College/University Rep of a Partner Member Institution	\$0	\$0	\$0	\$0
Student Associate Membership: Undergraduates or degree-seeking graduates enrolled in full-time or part-time programs				
• Students enrolled in C/U Partner Member Institution	\$0	\$0	\$0	\$0
• Students enrolled in non-C/U Partner Member Institutions	\$18.81***	\$10**	\$0	\$28.81
Name Badge	NA	NA	\$12	\$12

\* \$69 of National dues are tax deductible.

\*\* Fully tax deductible.

\*\*\*\$16.61 is tax deductible.

- 6.4.3 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.
- 6.4.4 Fifty-Year Honorary Life members are exempt from further payment of National AAUW, state and branch dues.
- 6.4.5 National, state and branch dues are waived for up to two college/university representatives of a partner member institution.
- 6.4.6 Student associates from partner and non-partner institutions may participate in all branch activities and may receive branch publications (e.g., newsletter, directory) only electronically, rather than in print. Student associates are not eligible to vote or run for branch office.
- 6.4.7 Members must renew by July 31 in order to be included in the membership annual yearbook directory.



## 7. FUNDRAISING

- 7.1 Purposes. The primary purpose of AAUW fundraising is to finance both National and other AAUW programs, projects, and activities.
- 7.1.1 To retain tax-exempt status, AAUW Redlands branch must ensure that fundraising 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."
  - 7.1.2 AAUW Redlands 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 February 1 of each year and a CT-NRP-2 Nonprofit Raffle Annual Report by February 1 of each year, even if a raffle was not held, 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.
  - 7.1.3 All fundraising solicitation/publicity must state the fair market value of any items provided to the donor such as meals, tickets to events, etc. with an acknowledgement that donations are tax deductible.
  - 7.1.4 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.
- 7.2 Fundraising Policy. Fundraising events need to follow the following procedures. The fundraiser or representative must complete the Fundraiser/Activity Requests Form (Appendix C) for all fundraising activity.
- 7.2.2 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.
  - 7.2.3 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.
  - 7.2.4 Consult with the treasurer before fundraising begins to discuss the best way to collect and record funds for the event.
  - 7.2.5 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.
  - 7.2.6 The use of money raised must be clearly articulated in all promotional materials.
  - 7.2.7 All funds must be used only for the purpose stated in these materials.
  - 7.2.8 Submit voucher for reimbursement of expenses (5.2.1) with approval from the head of the committee.
  - 7.2.9 Expenses that are not reimbursed should also be recorded and noted as a donation in kind.
  - 7.2.10 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.
  - 7.2.11 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.)

- 7.3 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:
- 7.3.1 The fundraising 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.
  - 7.3.2 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.
  - 7.3.3 All contracts must be carefully reviewed by the branch board to ensure that the contracts are signed by any two elected officers of the branch.
  - 7.3.4 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.
  - 7.3.5 The fund raiser or a representative must 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.
  - 7.3.6 The fundraiser or a representative must deposit receipts promptly. Do not keep money at a member's home.
  - 7.3.7 An Authorization for Payment form must be used when paying bills. All bills must be paid with a check or debit card (never in cash).
  - 7.3.8 Fundraising projects must not violate the noncommercial policy. Continuing or repetitive projects in cooperation with a commercial business may be perceived as an AAUW branch endorsement of that business, as may the use of the name of AAUW along with the business name in promotions.
  - 7.3.9 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.
  - 7.3.10 Conflict of Interest of an officer or member of the board
    - 7.3.10.1 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.

### 7.3.10.2 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 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.
- c. 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.

### 7.3.10.3 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.

#### 7.3.10.4 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.

#### 7.3.10.5 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.

#### 7.3.10.6 Annual Statements

1. Each board member, principal officer, and member of a committee 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.

#### 7.3.10.7 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.

#### 7.3.10.8 Use of Outside Experts

1. When conducting the periodic reviews as provided for in Section 6.3.10.7, 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 that periodic reviews are conducted.

### 7.4. Tax Deductibility. All funds intended for branch projects must be handled in accordance with IRS and state laws to protect the donors, the branch, and the tax-exempt status of National AAUW.

#### 7.4.1 When tickets are sold to a fundraising event for AAUW Fund there are only two acceptable methods to send the monies to AAUW Fund that meet IRS requirements. 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 AAUW. 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 AAUW. 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.)

## **8. CANDIDATE ENDORSEMENT**

- 8.1 Candidates for public office may only speak at candidate forums or branch events in accordance with AAUW policy 301 [aauw.org/app/uploads/2022/05/Branch-Policies-Feb2022.pdf]. Also found at: <https://www.aauw.org/resources/member/governance-tools/bylaws-toolkit/>
- 8.2 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.
- 8.3 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.)
- 8.4 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)

## **9. MEETINGS AND INTEREST GROUPS**

- 9.1 All AAUW activities will comply with the branch Standing Rules.
- 9.2 Dates of all branch meetings and fundraising efforts must be cleared with the board.
- 9.3 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.
- 9.4 No interest-group activity will be scheduled to conflict with the general branch meeting, a branch special event or a fundraising event. The general branch meeting takes precedence over any scheduled committee meeting or interest group event.
- 9.5 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.
- 9.6 Traditional dates of interest group meetings will take precedence over proposed meeting dates of new interest groups.
- 9.7 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).

- 9.8 An interest group may establish a study group to assist in deepening its understanding of interest group-related topics. The study group will be under the direction of the interest group chairperson. The study group may consist of all or a subset of the members of the interest group. A study group may be open to non-members and 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 the direction of an AAUW branch chairperson.
- 9.9 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 any of their group or committee events as applicable.
- 9.10 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.
- 9.11 Member complaints or concerns about interest group or committee activities shall be settled by the president-elect in consultation with the hospitality committee vp. A member may appeal to the board for resolution of issues, but only after first seeking the assistance of the president-elect and hospitality vp. When issues involve the president-elect or hospitality vp, the president should be consulted.

## **10. OUTSIDE ORGANIZATIONS**

- 10.1 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.
- 10.2 No outside organization shall be allowed to promote its fundraising 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 Rules)
- 10.3 The branch directory shall not be made available to outside organizations for recruiting nor solicitation.
- 10.4 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.
- 10.5 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.

## **11. PUBLICATIONS AND COMMUNICATIONS**

- 11.1 All publications of the branch shall be in accordance 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.
- 11.2 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.
- 11.3 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.
- 11.4 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 OFFICER JOB DESCRIPTIONS and ROLES THAT SUPPORT ELECTED OFFICERS

This section describes the requirements of each elected position as well as some of the procedures that may be helpful in carrying out those responsibilities. Policies have been adopted by the board and should be carried out as described. Procedures are suggestions that can and should be adapted by the officer to improve outcomes for the branch. Consider documenting any new procedures and submitting them to the president for update in this manual the following year.

#### **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 board and 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. Manages the branch president email box to ensure responses are provided to inquiries: [president@AAUWRedlands.org](mailto:president@AAUWRedlands.org)
3. Convenes and consults with the executive committee, consisting of president, president-elect, secretary, and treasurer on major or sensitive topics either between board meetings or when presenting to the full board is inappropriate.
4. Presides at all branch, executive committee and board meetings.
5. Upholds the bylaws, the policies and procedures and the standing rules, and ensures that all members have access to copies of these documents.
6. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
7. Ensures that all elected officers appoint their committee chairs and members as needed.
8. Interprets the objectives of AAUW to the members and to the public.
9. Submits a list of incoming and continuing branch officers and chairs to AAUW CA and National AAUW by July 1<sup>st</sup>.
10. Writes a monthly president's message for the newsletter.
11. Reviews/consults about newsletter/web site content with the newsletter editor before submission of copy to the printer/webmaster.
12. Submits the documentation for the current AAUW-CA branch recognition program.

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 on the budget committee and works with the treasurer to resolve non-budgeted expenses.
14. Serves as an ex-officio member of all committees except the nominating committee.
15. Attends interbranch council and relevant AAUW CA and AAUW meetings or sends a representative. AAUW Redlands is currently a member of the Southeastern Interbranch Council of AAUW CA. The meetings are held four times a year, remotely.
16. Supports board members and major program chairs as they carry out their duties.
17. Serves as parliamentarian the year after the presidency. As such, ensures that the branch bylaws are in conformity with the AAUW and AAUW CA whenever changes are made. (see Appendix B for further description).
18. Serves as chair of the nominating committee the year after the presidency. As such, ensures continuity of leadership for the branch. (see Appendix B for further description).
19. Represents the branch at AAUW CA conventions, National AAUW conventions and other meetings to the extent possible. Reports the results of these conventions and meetings to branch members.
20. Creates a harmonious climate for cooperative interrelationships among board members.
21. Encourages member participation.
22. Works closely with the president-elect.
23. Prior to leaving this position, communicates all open issues to and effectively trains the incoming president to ensure a seamless transition of responsibilities.
24. Keeps an experience notebook or files accessible on Teams.

## **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. This position learns the responsibilities of the presidency by shadowing and assisting the president. The president-elect serves on the executive committee. The president-elect has the following responsibilities:

1. Serves as a voting member of the board and as such attends all board meetings.
2. Is responsible for keeping a summary record in Teams of all fundraising and branch project information, including the subsequent written reports with financial summaries.
3. Maintains the branch calendar of all meetings: branch, interbranch council, AAUW CA, AAUW National, interest groups, fundraising, new member/prospective member orientations, and community involvement. Makes sure the calendar is accessible to all members. Currently the branch has a Google calendar which is displayed on the branch website. Updates are made by logging into the branch Google account.
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.
8. Succeeds to office of president in the event the position is vacated.
9. Serves as an ex-officio member of all committees except the nominating committee.
10. Assists the other chairs and vice presidents as needed.
11. Attends meetings of the interbranch council with the president or as her/his representative.
12. Writes newsletter articles as necessary.
13. Reviews the branch strategic plan. As needed, recruits, convenes, and chairs a committee to update the strategic plan. Work on the strategic plan can continue into the presidential year if needed.
14. As incoming president chooses the installing officer for the installation event.
15. Responsible for choosing greeters for each branch meeting.
16. Prior to leaving this position, communicates all open issues to and effectively trains the incoming president-elect to ensure a seamless transition of responsibilities.

17. Keeps an experience notebook or files accessible on Teams.
18. Performs other duties as requested by the president or board.

## COMMUNICATIONS VICE PRESIDENT

The communications vice president oversees internal and external communications for the branch and the board. They form and work with a communications committee and are 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 social media pages). They also oversee the branch's subscriptions to various online sites and tools.

The responsibilities of the communications vp are as follows:

1. Serves as a voting member of the board and as such attends all board meetings.
2. Provides 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 Logos housed on Microsoft Teams Redlands branch: Teams > AAUW Redlands CA > General > Files > Branding, Logos, Color chart, etc.
  - b. AAUW Color Palette\_Web\_new 2022.pdf housed on Microsoft Teams Redlands branch: Teams > AAUW Redlands CA > General > Files > Branding, Logos, Color chart, etc.
  - c. AAUW Letterhead and PowerPoint Template housed on Microsoft Teams Redlands branch: Teams > AAUW Redlands CA > General > Files > Branding, Logos, Color chart, etc.
  - d. AAUW Redlands branch QR Code housed on Microsoft Teams Redlands branch: Teams > AAUW Redlands CA > General > Files > Branch Logos, Color chart, etc.
  - e. AAUW Business Card and Name Tag Templates: [www.avery.com](http://www.avery.com)
    - i. Sign in: [aauwcards@aol.com](mailto:aauwcards@aol.com)
    - ii. Password: aauwredlands
    - iii. Open projects
    - iv. Saved templates can be edited, printed, and saved on Avery and on your personal computer
3. Provides 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.
4. Recruits committee chairs and co-chairs.
5. Chairs the communications committee which includes: social media manager, historian/archivist, newsletter editor, Microsoft Teams manager, photographer, publicity chair, technical support manager, events resource manager, marketing materials manager, as well as the president and the president-elect.
6. Staffs an informational table at the annual membership branch meeting with the goal of recruiting members to participate on the communications committee.
7. Prior to leaving this position, communicates all open issues to and effectively trains the incoming communications vp to ensure a seamless transition of responsibilities.

8. Keeps an experience notebook or files accessible on Teams.

The communications vp may recruit committee members and delegate many tasks to appropriate roles. The following job description positions, when filled, are under the supervision of the communications vice-president. These are not mandatory but listed for guidance in the type of assistance the communications vp might desire to recruit.

### **BRANCH WEBSITE MASTER**

The support role of branch website master maintains the branch website with accurate and timely information. (<https://redlands-ca.aauw.net/>).

The responsibilities of the website master are as follows:

1. Ensures 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.
2. Works with AAUW National site resources for assistance with adding or changing major website structure.
3. Updates the following website content monthly:
  - 1.3.1. Uploads the current month's newsletter (without personal information) under the About Redlands tab in the newsletter's section.
  - 1.3.2. Consults with the president-elect to ensure updates to the online calendar are correct and timely.
  - 1.3.3. Ensures information about speakers and reservations can be found on the website.
  - 1.3.4. Makes and receives requests for content change from board officers and/or interest groups chairs. Will be completed within 48 hours of the request. Arranges for backup website support when unavailable for a significant time.
4. Following the update of the branch brochure in summer, ensures all of the interest group descriptions and information are updated on the branch website to maintain consistency.
5. After the installation of the officers, requests a welcome message and photo from the incoming president for the home page.
6. Prior to leaving this position, communicates all open issues to and effectively trains the incoming branch website manager to ensure a seamless transition of responsibilities.
7. Keeps an experience notebook or files accessible on Teams.

## **SOCIAL MEDIA MANAGER**

The support role of social media manager handles all social media for the branch, including Facebook, Instagram, LinkedIn and others as approved by the board.

1. Provides at minimum, one post per week on the branch social media with content that is pertinent to branch members regarding current events. Articles from the current newsletter are a good source for posts.
2. Establishes expectations with branch officers and chairs to provide content for the branch social media.
3. Prior to leaving this position, communicates all open issues to and effectively trains the incoming social media manager to ensure a seamless transition of responsibilities.
4. Keeps an experience notebook or files accessible on Teams.
5. Performs other duties as requested by the president or board.

## **HISTORIAN/ARCHIVIST**

The support role of historian/archivist oversees the retention of relevant AAUW Redlands branch records from all facets of the branch. Recruits and chairs an archive committee to establish branch practices for saving information. The archives is a relatively new AAUW Redlands resource and will take several years to be complete.

1. Collects, organizes, evaluates, and prepares for display and safe storage all AAUW Redlands branch items of historical value.
2. Oversees the storage of physical materials at A.K. Smiley Library.
3. Administers the Microsoft Teams branch document storage/archiving site.
4. Maintains an itemized database for research of all items both physical and digital. Helps outside groups access our materials when there is historical interest in researching local women's history and contributions to local, state, and national issues. Provides technical support to those members that have been granted access to the site by the communications vp.
5. Uses AAUW Records Management Guidelines for state and branches to determine an appropriate process for archiving historic and current information and establishes a records retention schedule.
6. Establishes a schedule to receive copies of the branch's media articles as printed in newspapers from the publicity chair.
7. Establishes a schedule, criteria, and procedures for receiving archivable materials from all board officers and committee chairs.
8. Prior to leaving this position, communicates all open issues to and effectively trains the incoming historian/archivist to ensure a seamless transition of responsibilities.
9. Keeps an experience notebook or files accessible on Teams.
10. Performs other duties as requested by the president or the board.



## **NEWSLETTER EDITOR**

The support role of newsletter editor oversees the production and circulation of the branch newsletter.

1. Establishes the criteria with branch officers, chairs, and members for submitting articles and updates.
2. Establishes and maintains a list of announcements/calendar items per month.
3. Creates the newsletter on a monthly basis (11 issues).
4. Ensures newsletter is proofed by an additional member prior to distribution.
5. Uses the branch roster to create an email distribution list for newsletter.
6. Distributes the newsletter to members via email and regular mail (upon request) per the timeline developed by the communications committee. When new members join the branch, send them a welcome email which includes a copy of the most recent branch newsletter and instruction about how to put the [news@AAUWRedlands.org](mailto:news@AAUWRedlands.org) email address into their approved senders list.
7. Provides the newsletter, without members' personal information, to the website and social media managers.
8. Emails a copy of newsletter to AAUWCA at [branchnewsletters@aauw-ca.org](mailto:branchnewsletters@aauw-ca.org).
9. Keeps copy of each newsletter issue on Teams.
10. Prior to leaving this position, communicates all open issues to and effectively trains the incoming newsletter editor to ensure a seamless transition of responsibilities.
11. Keeps an experience notebook or files accessible on Teams.
12. Performs other duties as requested by the president or the board.

## **MICROSOFT TEAMS MANAGER**

The support role of Microsoft Teams manager is responsible for the administration of the branch Microsoft Account including Teams and Outlook access. Duties include:

1. Assigns personal accounts to all board members and branch members as needed. Most account IDs use the following format:  
FirstnameLastname@AAUWRedlands.org.
2. Provides support to the members with accounts, as needed, including:
  - a. Holds periodic tutorials on specific topics like how to use Outlook, how to access files, how to upload files
  - b. One-on-one training and trouble shooting
  - c. Changes email forwarding as requested
  - d. Creates “How to” documents to help members with specific Teams and Outlook tasks.
3. Updates Team ownership on a yearly basis and whenever a new Team leader is assigned.
4. Updates the Board team with both voting and non-voting board members:
  - a. Adds new board members to the board team as soon as the slate of officers has been announced.
  - b. Inquires of retiring board members if they wish to remain on the board list.
  - c. Removes board members from the board team after July 1.
5. Responsible for the administration of the branch issued emails. Duties include:
  - a. Ensures the AAUW Redlands.org domain is renewed on an annual basis.
  - b. Ensures emails are proofed and approved by the communication owner.
6. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Microsoft Teams manager to ensure a seamless transition of responsibilities.
7. Keeps an experience notebook or files accessible on Teams.
8. Performs other duties as requested by the president or the board.

## **PHOTOGRAPHER**

The support role of photographer takes, distributes, and archives photos for the branch. Specific duties can include:

1. Documents (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. Edits photos for publication and ensures they are in a JPEG format.
3. Follows the file naming conventions established by the historian/archivist. Provides feedback to the archivist and archive committee on what materials to preserve.
4. Uploads selected photos on Teams within 7-10 days following the activity or earlier, if requested.
5. Prior to leaving this position, communicates all open issues to and effectively trains the incoming photographer to ensure a seamless transition of responsibilities.
6. Keeps an experience notebook or files accessible on Teams.
7. Performs other duties as requested by the president or the board.

## **PUBLICITY MANAGER**

The support role of publicity manager handles interactions with local media to promote the regular and special activities of the branch.

1. Establishes criteria with program vice president, branch officers, chairs, and members for submitting articles to local media.
2. Establishes relationships with local media for publicity standards, etc.
3. Develops and keeps current a standard ending paragraph for news releases, describing AAUW and including AAUW's tagline and membership information.
4. Submits media releases and photos to announce events, branch meetings and speakers. Posts articles on Microsoft Teams using the file naming conventions established by the archive committee. Provides copies to the communications vice president.
5. Maintains a copy of the branch's media articles as printed in newspapers. Provides copies to the Historian/Archivist on a quarterly basis.
6. Prior to leaving this position, communicates all open issues to and effectively trains the incoming publicity manager to ensure a seamless transition of responsibilities.
7. Keeps an experience notebook or files accessible on Teams.
8. Performs other duties as requested by the president or the board.

### **TECHNICAL SUPPORT MANAGER**

The support role of technical support manager is familiar with the tech equipment used at branch meetings, board meetings, and other events to support those members who are less familiar with technology.

1. At branch meetings and events, supports PowerPoint presentations, microphones and other technology as needed. Works with the program vp, the president and others to make sure venues provide the technology needed for each event.
2. Prior to leaving this position, communicates all open issues to and effectively trains the incoming technical support manager to ensure a seamless transition of responsibilities.
3. Keeps an experience notebook or files accessible on Teams.
4. Performs other duties as requested by the president or the board.

### **MARKETING MATERIALS MANAGER**

The support role of the marketing materials manager ensures that printed and electronic branch materials have a professional and consistent appearance that abides by AAUW branding requirements and that they clearly communicate our mission-related objectives. In addition, this role makes these materials available to branch members who use them at a variety of promotional and marketing events either for the branch or in our community.

1. Works with board, committee, and interest group chairs to concept, create and/or update branch marketing and promotional materials as needed and budget allows: e.g., branch brochure, activities chair list, fundraising materials, event logos, event handouts and signage, etc.
2. Is aware of AAUW marketing changes and raises awareness of any changes that affect the branch.
3. Helps board members create business cards on the Avery website.
4. Works with event chairs (FilmFest, Juneteenth, C/U outreach, Vibe, Dia de los Muertos, etc.) to ensure they have promotional resources for the event.
5. Stores or keeps track of branch resources (banners, signs, etc.).
6. Prior to leaving this position, communicates all open issues to and effectively trains the incoming events resource manager to ensure a seamless transition of responsibilities.
7. Keeps an experience notebook or files accessible on Teams.

## **HOSPITALITY VICE PRESIDENT**

The hospitality vice president ensures membership satisfaction by helping new members get connected to the branch, all members feel welcome at branch meetings, and tenured members feel valued and appreciated. The hospitality vp currently oversees the new member mentor program, the ride share program, special occasions, and the membership appreciation committee. Each of the committees may have a chair and/or co-chairs as needed.

The hospitality vp:

1. Serves as a voting member of the board and as such attends all board meetings. Provides the board with monthly updates of hospitality activities as appropriate.
2. Reviews and develops the annual budget for hospitality.
3. Creates sub-committees and recruits volunteers and sub-committee chairs as needed to accomplish the goals of hospitality.
4. Attends all branch meetings and helps welcome guests and new members. Acts as a branch meeting host to help guests and new members feel at ease, introduces them to other members, assists them in finding a seat, etc.
5. At least twice a year, checks-in with all branch committee chairs and interest group chairs to monitor member satisfaction with these offerings and to identify which new members are participating in branch activities and which are not.
6. Follows-up with no and low-participation level new members to confirm their branch interests, identifies their barriers to participation, assists in removing their participation barriers, if possible, through the ride-share program, mentoring program or other resources and branch tools, and encourages their participation.
7. Schedules sub-committee meetings with chairs/co-chairs to review programs and events.
8. Submits articles for publication in the newsletter announcing upcoming hospitality events, recruits assistance, and reminds our membership of hospitality-related activities when appropriate.
9. Acknowledges special events and milestones in the lives of our membership through cards, newsletter notifications, and/or recognition at a branch meeting.
10. Ensures that new members are connecting to the branch and that continuing members are happy with their membership in AAUW and proud to be a part of our organization. Dissatisfaction should be addressed in conjunction with the president-elect either individually or through adjustments to hospitality offerings. Larger concerns or resolutions should be brought to the attention of the board as is appropriate based on the concern expressed.
11. Prior to leaving this position, communicates all open issues to and effectively trains the incoming hospitality vp to ensure a seamless transition of responsibilities.
12. Keeps an experience notebook or files accessible on Teams.

The following job descriptions are positions under the supervision of the hospitality vp. These are not mandatory, but listed for guidance in the type of assistance the hospitality vp might desire to recruit.

### **NEW MEMBER MENTOR PROGRAM CHAIR**

The support role of new member mentor program chair seeks to match new members with a member of the branch who can coach them through their first year of membership in the branch. When active, mentors meet one-on-one with a mentee, look after them at branch meetings or arrange for someone to host them. Mentors may also invite their mentees to interest group activities and in other ways help the new member until she/he is comfortably connected to the branch. The most recent version of the mentor program operated in the following way:

1. The mentor program chair receives a copy of each new member's membership form from the membership vp.
2. The chair maintains a list of potential mentors and invites branch members to serve as mentors to new members. When a new member needs a mentor, the chair finds a willing member with some overlapping interests to serve as the new member's mentor. 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. The mentor program chair describes the mentor program to new members and asks them if they would like a mentor to be assigned to them. If so, the mentor program chair assigns a mentor.
4. Prior to each branch meeting the reservationist publishes a list of all attendants, noting the new members. Each month the mentor program chair reviews this list and informs the new members' mentors that their new member will be in attendance and encourages the mentor to attend as a host to their new member or arranges for an alternate host.
5. Using the branch meeting reservation list, facilitates mentors connecting with new members.
6. Periodically checks in with mentors and new members to assess the success of the mentor/new member assignments and adjust pairings as needed.
7. Submits mentor solicitation articles for publication in the newsletter as needed and provides a mentor sign-up sheet at branch, committee and interest group meetings as needed.
8. Conducts an annual assessment survey of the mentor program.
9. Staffs an informational table at the annual membership branch meeting to generate member involvement in the mentorship program.
10. Prior to leaving this position, communicates all open issues to and effectively trains the incoming new member mentor chair to ensure a seamless transition of responsibilities.
11. Keeps an experience notebook or files accessible on Teams.

## **RIDE SHARE PROGRAM CHAIR**

This support role assists members in finding rides to interest groups and branch meetings for those who cannot drive themselves.

1. Ensure that the ride share contact is regularly published in the newsletter or on the website so that it is easy for members to ask for assistance.
2. When a ride share request is received, the ride share contact will use various methods to identify one or more potential rides for the member. Suggestions include:
  - a. Connecting with the Interest Group chair to notify them of a need and discuss members who live in proximity to the request,
  - b. Searching the membership directory to find members in proximity to the request,
  - c. Developing a map of member addresses.
3. Once the request has been satisfied, it is up to the requesting member to connect with their ride share for subsequent trips. They should only request additional assistance if they have already contacted all previously suggested ride shares and have not found a ride.
4. Prior to leaving this position, communicates all open issues to and effectively trains the incoming ride share program chair to ensure a seamless transition of responsibilities.
5. Keeps an experience notebook or files accessible on Teams.
6. Performs other duties as requested by the president or the board.

## **SPECIAL OCCASIONS CHAIR**

The support role of special occasions chair acknowledges special events in the lives of our members, both happy and sad, and makes sure that information is passed along where appropriate. This role has sometimes been called **Sunshine and Shadows**.

1. Sends get well and sympathy cards to our members on behalf of the branch upon request by members.
2. Upon the death of a member, it is the policy of this branch to honor their participation in AAUW with a \$25.00 memorial gift made to the AAUW Fund. The procedure involves the treasurer, assistant treasurer, membership vice president, and hospitality vice president. Whoever learns of the death first should make sure that all the relevant parties are informed. The procedure for the memorial gift is as follows:
  - a. Treasurer transfers \$25 from General Fund to AAUW Fund.
  - b. Membership vp notifies the assistant treasurer, who notifies AAUW National so that the deceased member is officially removed from the membership roll.
  - c. Hospitality vp or their designee sends a condolence card and notifies family of the memorial gift.
3. Writes and submits monthly article in the newsletter announcing upcoming birthdays and other happy and sad events in the lives of our members as appropriate.
4. Prior to leaving this position, communicates all open issues to and effectively trains the incoming special occasions chair to ensure a seamless transition of responsibilities.
5. Keeps an experience notebook or files accessible on Teams.

### **MEMBERSHIP APPRECIATION CHAIR – Honor Our Own**

The support role of membership appreciation chair carries out the policy of the branch to acknowledge the participation of our branch members by awarding them pins indicating the number of years of continuous branch membership in five-year increments. It has been the practice of the branch to set aside one branch meeting a year, often the June meeting, to honor the participation of our membership in this way.

1. Plans and coordinates 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, prepares certificates for awardees which are signed by the president.
3. Includes the list of awardees in branch newsletter before the award meeting.
4. Secures the appropriate number of five-year increment pins needed for the awards. Obtains plaques for Silver Jubilee and Golden Jubilee awards for 25- and 50-year members respectively, not to exceed \$200.
5. Develops and prints the program for the branch meeting, listing all awardees or in the absence of a printed program provides the appropriate information to the president to be included in branch meeting slides.
6. Alerts membership vp of 50-year members so they can notify AAUW National for each 50-year member to ensure that dues are waived (national, state, and local).
7. Prior to leaving this position, communicates all open issues to and effectively trains the incoming membership appreciation chair to ensure a seamless transition of responsibilities.
8. Keeps an experience notebook or files accessible on Teams.



## **MEMBERSHIP VICE PRESIDENT**

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

1. Recruits and chairs the membership committee.
2. Initiates and coordinates branch recruitment efforts. Including:
  - a. Prepares membership materials, such as membership form and branch brochure, and distributes them to potential new members.
  - b. Plans and hosts two or more new member and prospective member orientation events per year.
  - c. Manages the branch membership email box: [membership@AAUWRedlands.org](mailto:membership@AAUWRedlands.org)
  - d. Responds to membership inquiries.
  - e. Communicates with new members.
  - f. Ensures new members are connected to the branch through the mentor program.
  - g. Supports AAUW Redlands information/sign up table at community events as requested, when deemed appropriate for branch recruitment efforts.
  - h. Assists the communications vp and/or communications committee with development and publication of an AAUW Redlands branch brochure describing mission, benefits, programs, committees/interest groups, branch meeting schedule, contact information, etc. to be used for member recruitment and other marketing purposes.
3. Develops and reviews the budget for the branch's membership activities.
4. Serves as a voting member of the board and as such attends board meetings and branch meetings. If the membership vp cannot attend, finds a backup member who can represent membership.
5. Presides at board or branch meetings in the absence of the president, president-elect, and program vice president.
6. Notifies the appropriate person in other branches when members transfer in or out of the branch.
7. Notifies AAUW National of each new 50-year member to ensure that dues are waived (national, state, and local).
8. Notifies branch leadership, treasurer, branch roster manager and newsletter editor upon the death of a member and removes member from online directory in branch website.

9. Provides support for branch meetings, including:
  - a. Receives branch meeting rsvp list from hospitality rsvp manager and produces name tags for all branch meeting speakers and guests.
  - b. Hosts the membership table at branch meetings.
  - c. Welcomes branch meeting guests and helps them feel at ease. Helps guests find seating and introduces them to other members.
  - d. Provides recruitment packets for all branch meeting guests eligible for recruitment. Packets include:
    - Redlands branch marketing brochure
    - Blank membership form
  - e. Receive from the rsvp manager contact information for guests who are potential membership recruits. After the branch meeting, follow-up with these guests to encourage them to join the branch.
10. Writes newsletter articles focusing on membership and new members of the branch as needed.
11. Communicates with the state membership vice president as needed and reports on member interest surveys and other activities as requested. Adheres to all state and national membership policies. Shares successful membership recruitment strategies with state leadership and other branches.
12. Assists the hospitality vp/membership appreciation chair with the annual Honoring Our Own membership appreciation branch meeting as needed.
13. Prior to leaving this position, communicates all open issues to and effectively trains the incoming membership vp to ensure a seamless transition of responsibilities.
14. Keeps an experience notebook or files accessible on Teams.
15. Performs other duties requested by the president or the board.

The membership vp may recruit committee members and delegate many tasks to appropriate roles. The following job description positions are under the supervision of the membership vp. These are not mandatory, but listed for guidance in the type of assistance the membership vp might desire to recruit.

## **NEW MEMBER INTRODUCTION MANAGER**

This support role helps new members initially integrate into the branch. The new member introduction manager informs new members of our branch communication tools and passwords, and what they can expect next in their journey of becoming a fully participating member. The new member introduction manager informs the board, roster manager and committee/interest group leaders of the information provided on each new member's membership form, as well as ensures their contact information is included in the branch roster, online directory, and annual yearbook directory.

- 1) Emails welcome message to new members, including:
  - a) Activities chair contact list.
  - b) Name badge order confirmation/status.
  - c) Online directory password and solicits photo for online directory if not already provided.
  - d) What happens next info: new member can expect upcoming committee/interest group chair outreach(es), mentor outreach, yearbook in USPS mail, yearbook updates if applicable, Microsoft 365/Teams, etc.
- 2) Sends membership yearbook to new members' homes.
- 3) Maintains a spreadsheet by fiscal year of new member's interest in branch committees and interest groups and posts it to Teams in the board channel. This spreadsheet is referenced by board members when they seek to solicit new member involvement in the branch.
- 4) Circulates information about new members to the branch roster manager, all board members, all relevant committee and interest group chairs, and others as requested, including complete contact information, branch areas of interest specified, and educational information.
- 5) Adds new member information and photo to online directory in Redlands branch website.

## **NAMEBADGE MANAGER**

This support role oversees the permanent name badge payment, ordering and distribution process.

1. Takes orders and payment for name badges.
2. Remits the payment to the treasurer.
3. Places orders with the badge vendor.
4. Arranges for payment to vendor.
5. Arranges for badge pickup from vendor.
6. Distributes badges to members.
7. Expenses name badge costs as appropriate.

## **BRANCH MEMBERSHIP RENEWALS MANAGER**

This support role helps members renew their membership as it becomes due.

1. Accesses and uses national roster to communicate upcoming dues deadlines to members, thereby ensuring maximum renewals prior to expiration dates. Reminds individual members multiple times and in varied ways, such as by email, phone, mail, etc.
2. Informs assistant treasurer and membership vp in a timely manner of ongoing status of renewals, including open renewals, members who are hesitating to renew and nonrenewals.
3. Encourages member renewals before the expiration date. Including:
  - a. Creates and deploys renewal reminder communications as needed.
  - b. Assists members with the renewal process if needed.
  - c. Tracks outstanding renewals to completion. May solicit involvement of other members to spur their friends' membership renewals.
4. Communicates member status changes so non-renewing members are removed from membership roll, email distribution lists, etc. Including:
  - a. Notifies branch leadership of non-renewals at start of grace period.
  - b. Notifies board, branch roster manager, committee and interest group chairs, and newsletter editor of member non-renewals after grace period end (3 months after renewal expiration date.)
  - c. Removes non-renewing members from online directory after grace period ends.
5. Prior to leaving this position, communicates all open issues to and effectively trains the incoming branch membership renewals manager to ensure a seamless transition of responsibilities.
6. Keeps an experience notebook or files accessible on Teams.

### **BRANCH MEMBERSHIP ROSTER MANAGER**

This support role ensures the branch membership roster is accurate.

1. Maintains and updates branch membership roster throughout the year. Circulates the roster whenever changes are made to newsletter editor, hospitality vp, special occasions and other officers and chairs on request. Works with the assistant treasurer to maintain the AAUW membership records.
2. Creates distribution email list of members to be used for newsletter distribution and branch meeting reservations reminder.
3. Creates birth-month list (in excel) to be used by hospitality committee special occasions and newsletter editor.
4. Supplements branch meeting attendee list with attendees' upcoming membership renewal dates to encourage timely membership renewals.
5. Creates the branch membership roster for the next fiscal year by July 31 in conjunction with the assistant treasurer. Sends branch membership roster to yearbook editor for member listing in annual directory.
6. Prior to leaving this position, communicates all open issues to and effectively trains the incoming branch membership roster manager to ensure a seamless transition of responsibilities.
7. Keeps an experience notebook or files accessible on Teams.

### **ANNUAL YEARBOOK DIRECTORY EDITOR**

This support role produces the AAUW Redlands branch yearbook annually.

1. Uses current branch roster for yearbook member listings and to create mailing labels.
2. Lists recently deceased members under In Memoriam.
3. In July begins updating the yearbook with current members, new officers, updated committee and meeting information, etc.
4. Sends yearbook to printer in August after July 31 submission deadline.
5. Distributes new yearbooks to members either at September branch meeting or via mail.
6. Prior to leaving this position, communicates all open issues to and effectively trains the incoming annual yearbook directory editor to ensure a seamless transition of responsibilities.
7. Keeps an experience notebook or files accessible on Teams.
8. Performs other duties as requested by the president or the board.

## **PROGRAM VICE PRESIDENT**

The program vice president ensures that the branch meetings are well run and valued by the members and guest who attend the meetings. The program vp oversees all aspects of the branch meeting: room set up, communications with U of R food services & Campus Events, speakers & programs, reservations. Each of components of the branch meeting may have a chair and/or co-chairs as needed.

1. Serves as an elected, voting board member, and as such attends monthly board meetings and provides the board with monthly updates of program activities as appropriate.
2. Reviews the annual budget for branch meetings.
3. Creates sub-committees and recruits volunteers and sub-committee chairs as needed to accomplish well run branch meetings
4. Prior to September, ensures the Speaker and Programs Committee has met to select and secure speakers for each branch meeting in the upcoming program year. Reports to the board on the selected programs.
5. In November works with president-elect to begin developing branch meeting dates for the next year. In December, submits the proposed meeting dates to the board to determine if there are conflicts with branch events (STEM, Filmfest, etc). In December submits the proposed meeting dates to U of R Event Services.
6. In January informs board of the progress with U of R on the branch meeting dates. Makes monthly updates. When meeting dates are confirmed, notifies board, newsletter chair, and yearbook chair.
7. At monthly board meetings, solicits updates to the "Branch Meeting Planning Grid". Uses the "Branch Meeting Planning Grid" to determine the monthly branch meeting room set up requirements.
8. In May contacts the U of R food services to set menus and linens for the following year. Refer to menus from the previous years for guidance. Program vp usually includes one or two committee members in the meeting, as well the incoming program vp in transition years.
9. In June, works with the newsletter chair and reservation chair to create a timeline for: publicity, newsletter and reservations. Communicates this timeline to the board.
10. Presides at board meetings in the absence of the president and president elect.
11. Keeps an experience notebook or files accessible on Teams.
12. Performs other duties requested by the president or the board of directors

The following job descriptions are positions under the supervision of the program vice-president. These are not mandatory, but listed for guidance in the type of assistance the program vp might desire to recruit.

## **SPEAKERS & PROGRAMS CHAIR**

1. Chairs the speaker & program committee.

2. Plans branch speakers & programs with the committee. Final adjustments made by Chair
3. Incorporates AAUW and AAUW CA program mission, themes, and priorities into the branch program.
4. Submits branch programs (dates and times) for an annual directory and branch brochure update.
5. Contacts branch members to be program coordinators. Provides coordinators with procedure and sample letters (see program coordinator procedure in Appendix C). Communicate technology available at branch meetings.
6. Oversees program coordinators' responsibilities: speaker contact, newsletter article, speaker requirement at branch meeting, honorium, and thank you letter.
7. Submits speaker article to newsletter chair and reservations chair by the first of the previous month (per timeline)
8. Presides at board meetings in the absence of the president and president elect.
9. Keeps an experience notebook or files accessible on Teams.
10. Performs other duties requested by the president or the board of directors.

## **RESERVATIONS CHAIR**

Uses branch UofR communication mailbox for all email communication with the university. [RedlandsAAUWPrograms@AAUWRedlands.org](mailto:RedlandsAAUWPrograms@AAUWRedlands.org).

1. Using speaker article, food services menu (per invoice), and deadlines (per timeline) creates the branch meeting "information form".
  - a. Sends "information form" to publicity (per timeline)
  - b. Sends "information form" to membership (per timeline)
2. Monitors the reservations email box ([AAUWreservations@AAUWRedlands.org](mailto:AAUWreservations@AAUWRedlands.org)) and branch google voice and square for member, guest and community participants' reservations.
3. Per timeline sends following emails:
  - a. To branch members, preliminary RSVP list to confirm meal reservations.
  - b. To Harvest Table, updated invoice with meal counts
  - c. To Campus Events, updated room set up, including tables and linens.
4. Ensures the rsvp list includes greeters, guests, new members, birthday, membership renewal and any other useful information.
5. Emails branch meeting overview including meeting setup, speaker, program highlight, reserved tables, and rsvp list to those involved with the meeting plan including president, president-elect, program vp, treasurer, assistant treasurer, hospitality vp, and membership vp. Updates and resends as needed.
6. After reviewing for accuracy, forwards Harvest Table invoice to treasurer for payment.
7. Confirms with treasurer which members made a reservation but did not attend meeting. Sends "missed meeting" notices requesting members reimburse branch for cost of the meal.

## **BRANCH MEETING ROOM COORDINATOR**

1. In spring and summer, coordinates and confirms branch meeting arrangements with U of R using branch U of R communication mailbox [RedlandsAAUWPrograms@AAUWRedlands.org](mailto:RedlandsAAUWPrograms@AAUWRedlands.org)
  - a. Monitors Campus Events Contract and Financials
  - b. Forwards Campus Events Contract to programs vp, president, president-elect and treasurer.
  - c. Requests Certificate of Insurance for branch meetings held at UofR from the treasurer.
  - d. Reviews Harvest Table invoices to confirm event details (day/time, menu, linens)
  
2. Arrives early to branch meeting and checks the room set up is correctly, including:
  - a. Per Campus Events set up form, confirms the number of round dining tables and rectangular activities tables (contact 909-771-6449 for assistance)
  - b. Confirms the laptop on podium. Tests that the laptop and powerpoint projector are working and that laptop is logged in to internet
  - c. Stores the following items and brings items to each branch meeting
    - Reserved table signs (usually 3-4)
    - Branch logo sign for podium and tape
    - Branch table cloth.
  - d. Places reserved table signs as requested
  - e. Tapes the Redlands branch logo sign on the podium
  - f. Uses the Branch tablecloth for activities tables
  - g. Confirms the dining tables décor is on the tables
  
3. Monitors attendance at the branch meetings
  - a. Replaces dining no shows with attendees on the dining waiting list
  - b. Assists unexpected guest with seating.

## **TABLE DECORE COORDINATOR**

The table decore coordinator oversees table decorations for each meeting. They should be included in discussions of linen color choices for each meeting.

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 two weeks prior to the date of the branch 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 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 secretary serves on the executive committee. The responsibilities of the secretary are:

1. Serves as an elected, voting board member, and as such attends all board meetings. 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 secretary on behalf of the branch or board. The secretary may consult with the archivist/historian on the relevance of items for potential retention.
4. Works closely with the president and the parliamentarian to achieve smooth-flowing, business-like meetings.
5. Records attendance at board meetings.
6. Sends a copy of the minutes of the previous board meeting, together with a list of unfinished business, to the president within 14 days of the board meeting.
7. In a timely manner, posts all board meeting minutes to Teams and sends a notice to all board members that the minutes of the previous board meeting are posted on Teams.
8. Keeps minutes of board and branch proceedings forever in hardcopy (signed copies) or on Teams as available, as they are the legal record of the organization.
9. Prior to leaving this position, communicates all open issues to and effectively trains the incoming secretary to ensure a seamless transition of responsibilities.
10. Keeps an experience notebook or files accessible on Teams.
11. Performs other duties requested by the president or the board.

## **TREASURER**

The treasurer oversees all the financial activities of the branch. The treasurer is a member of the executive committee. Specific responsibilities of the treasurer are:

1. Serves as an elected, voting board member and as such attends all board meetings. Presents a monthly financial report to the board.
2. Receives all monies due the branch.
3. Pays all bills provided for in the budget. Consults with the president or the board on how to handle non budgeted expenses.
4. Keeps an accurate set of financial records, prints monthly bank statement for each account, reconciles bank accounts with the appropriate check register.
5. 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 the AAUW Fund and remits them to National AAUW and the state by the specified deadlines.
6. Renders a financial report at the annual meeting of the branch and at other times as requested by the board. Publishes the proposed budget in spring prior to adoption for the following fiscal year.
7. Per policy for reimbursement of meal cost, program vp bills person who fails to cancel a reservation for branch meeting meal. Funds received are deposited into branch meals account.
8. Receives from the membership vice president all checks from new and renewing members for dues and name badges.
9. Upon the death of a member, treasurer transfers \$25 from general fund to AAUW Fund.
10. Retains all branch financial records for a period of seven years or in accordance with the IRS regulations.
11. Ensures that the branch financial records are reviewed annually (See 4.2.2)
12. Pays premiums for insurance policies on or before renewal dates.
13. The treasurer may appoint a member to obtain the Certificate of Liabilities from AAUW California insurance carrier for all AAUW Redlands branch events.
14. Responsible for collecting and depositing meal payments at each branch meeting.
15. Prior to leaving this position, communicates all open issues to and effectively trains the incoming treasurer to ensure a seamless transition of responsibilities.
16. Keeps an experience notebook or files accessible on Teams.

The treasurer may recruit and appoint assistants to carry out portions of their tasks.

### **ASSISTANT TREASURER**

The assistant treasurer is not in a bonded position and shall not be involved in the distribution of branch money. This support position serves at the pleasure of the treasurer and the board and takes its direction from either. Specific duties include:

1. Assists treasurer and membership vp with various activities relating to membership renewal and new members including checking account deposits, picking up mail from the P.O. Box, processing memberships on the AAUW National HUB, etc.
2. Assists membership vp to maintain AAUW membership records.
3. Updates national membership renewal roster.
4. Fills out membership report forms for National AAUW and AAUW CA.
5. Works with the branch membership roster manager to keep the branch roster updated.
6. Contacts National AAUW and AAUW CA with specific membership questions.
7. Provides current membership data to treasurer and president.
8. Assists treasurer at branch meetings to collect the meal fee and dues payments.
9. Assists membership vp at annual membership meeting to collect new member dues from attending guests.
10. Prior to leaving this position, communicates all open issues to and effectively trains the incoming president to ensure a seamless transition of responsibilities.
11. Keeps an experience notebook or files accessible on Teams.

### **BUDGET COMMITTEE CHAIR**

## **MEMBERS AT LARGE**

The members at large serve as the liaisons between the branch and the board, as well as serve the board in areas where extra assistance is needed. Members who serve in this position are recognized as leaders and can use this service year to understand the branch structure, the organization of the AAUW year, and ways in which they might serve the branch further. It is hoped that members who serve in this position will go on to serve in an AAUW leadership role as either a voting board member or a non-voting chair of one of our major projects or programs.

Responsibilities of a member at large are:

1. Serves as an elected, voting board member, and as such attends board and branch meetings.
2. At branch meetings, takes turns assisting the president by thanking greeters, welcoming guests and new members and recognizing the birthdays to be celebrated that month.
3. At branch meetings, circulates among the attendees, serving as a welcoming presence on behalf of the board. Engages in conversation with members to help the board know the concerns of the members. Makes it clear to members that they are open to hearing all concerns.
4. Occasionally writes articles for the newsletter to help the membership better understand the functions of the board, generally at the direction of the president.
5. Prior to board meetings, informs the president of any concerns that might be topics of discussion for the board. Is prepared to present the issues to the board if called upon by the president.
6. Represents the branch and the board at community events like the Redlands Chamber Rise & Shine and Mixers and the Redlands Service Club Council meetings and events, generally in coordination with the president.
7. Prior to leaving this position, communicates all open issues to and effectively trains the incoming members at large to ensure a seamless transition of responsibilities.
8. Takes on additional responsibilities as assigned by the president.

**APPENDIX B**  
**APPOINTED NON-VOTING MAJOR PROGRAM**  
**CHAIRPERSONS' JOB DESCRIPTIONS**

**AAUW FUND CHAIR**

The AAUW Fund is a general fund of AAUW for unrestricted gifts, which are used when and where they are most needed. By donating to the AAUW Fund, members are helping incubate and grow our highly successful, community-based, mission-driven programs, such as Tech Trek, 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. The AAUW Fund Chair has the following duties:

1. Selects the AAUW Fund Committee and serves as chair.
2. Participates in fundraising activities for the AAUW Fund, raising at least the minimum amount required to entitle the Redlands branch to select three 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 certificates from AAUW Fund CA chairperson by December. Traditionally flowers or a plant have been presented to Named Gift Honorees.
4. Attends board meetings and expresses their opinions on activities of the branch. Keeps the board informed of AAUW Fund needs and activities.
5. Plans and coordinates an AAUW Fund speaker each year, usually for the February branch meeting. The speaker may be an AAUW Fund Fellowship grant recipient or a legal advocate speaker. Requests for a grant recipient speaker are made through the AAUW Fund CA chairperson. Plans direct request drive for donations from members for AAUW Fund.
6. Coordinates AAUW Fund speaker with the program committee.
7. Educates members of the branch about the AAUW Fund.
8. Educates the community about graduate fellowships available through AAUW Fund.
9. Develops budget for the AAUW Fund activities including Named Gift Honoree Program, fellowship or grant recipient speakers, and Legal Aid Fund (LAF) speakers.

10. Oversees the AAUW Fund finances. Keeps records of all money contributed by branch members to the AAUW Fund and compares with financial statement from AAUW National.
11. 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 deadline.
12. Sends an acknowledgement letter or email on branch stationery to all branch members who contribute \$100 or more to the AAUW Fund. Thanks all donors by recognizing them in the newsletter and/or by sending them personal notes.
13. Staffs an informational table at the annual membership branch meeting.
14. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming AAUW Fund chair to ensure a seamless transition of responsibilities.
15. Keeps an experience notebook or files accessible on Teams.
16. Performs other duties requested by the president or the board.

## **LEGAL ADVOCACY FUND CHAIR**

This is a legacy position that was halted in the spring of 2024. Activities and responsibilities of this position have been folded into the AAUW Fund Chair going forward.

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 (LAF) 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 annual per member contribution suggested by national.
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 LAF 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. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Legal Advocacy Fund chair to ensure a seamless transition of responsibilities.
10. Keeps an experience notebook or files accessible on Teams.
11. Performs other duties requested by the president or the board.

## **IMMEDIATE PAST PRESIDENT**

The past president supports the branch, the board, and the current president during the year following their presidency to ensure continuity of leadership for the branch by overseeing two areas: parliamentary/governance documents and the nominating committee.

## **PARLIAMENTARIAN/GOVERNANCE DOCUMENTS**

This position is typically filled by the immediate past president of the board or by an appointee of the president if the immediate past president is unable to serve. This person helps the president maintain order during meetings and provide continuity between board years.

Duties:

1. Serves on the board as an appointed, non-voting officer. As such attends all board and branch meetings.
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. Keeps the branch Policies and Procedures 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 or as needed.
5. 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 or as needed.
6. 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.
7. Provides a copy of amended bylaws (after amendments adopted by membership) to the state bylaws committee representative for certification. Provides copies to board members.
8. Posts the governance documents on Teams and the branch website (with the help of the communications vp) so they are accessible to all branch members.
9. Prior to leaving this position, communicates all open issues to and effectively trains the immediate past president or appointee to ensure a seamless transition of responsibilities.
10. Keeps an experience notebook or files accessible on Teams and passes on Robert's Rules of Order Cliff Notes to the next parliamentarian.
11. Performs other duties as requested by the president or the board.



## **NOMINATING COMMITTEE CHAIR**

This position is typically filled by the immediate past president of the board or by an appointee of the president if the immediate past president is unable to serve. The nominating committee is responsible for creating a slate of candidates to be elected to the board for each vacant position. This committee is independent of the board and should not be overly influenced by the board; however, they may consult with current position holders on the suitability of potential candidates for specific offices. The committee chair is the immediate past president. The committee is elected by the membership. The nominating committee chair is responsible for the following duties:

1. Calls meetings of the nominating committee and explains the committee's duties. First meeting to be held no later than October.
2. Emphasizes the confidentiality of the work of the committee.
3. Writes an article in the November newsletter listing officers to be elected for the following term, including a brief description of responsibilities of the positions based on the current Policies and Procedures.
4. Instructs the committee on the elected positions to be filled and directs them to the description of those positions in the Policies and Procedures. With the committee, develops a list of potential nominees.
5. Establishes a procedure for contacting potential nominees and determining their willingness to serve. Makes sure potential nominees are given a copy of their job descriptions as outlined in Policy and Procedures.
6. Presents slate at the February board meeting, along with any yet to be identified nominees. Solicits input from the board if the committee runs into difficulty filling a position.
7. Sets deadline for finalizing the slate.
8. 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).
9. Informs slate of officers that they will be elected at the April branch meeting and installed at the June branch meeting.
10. Prior to leaving this position, communicates all open issues to and effectively trains the incoming immediate past president or appointee to ensure a seamless transition of responsibilities.

### **COLLEGE/UNIVERSITY PARTNERSHIP CHAIR**

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

1. Serves as a non-voting board member. Attends board meetings and reports activity regularly to the board and keeps members informed of campus activities through the newsletter.
2. Ensures that the branch's strategic plan and budget include C/U recruitment, retention, and engagement.
3. Assists the membership vp in promoting individual AAUW memberships to graduating seniors, college and graduate students, faculty, and staff on local campuses.
4. Maintains regular contact with state C/U chair or committee. Shares successful recruitment projects. Keeps CA C/U chair informed about activities that occur at C/U partner member institutions. Attendance at state and National conventions is strongly encouraged.
5. Establishes and builds a relationship with C/U representatives. Is able to articulate specific ways C/U representatives can be helpful in their work with AAUW. Involves C/U representatives in branch meetings and special events. Invites them to speak about their areas of expertise at relevant meetings.
6. Promotes the student associate program to undergraduate students at current C/U partner member institutions. Requests that C/U representatives ask their students to enroll using the membership form.
7. Participates in at least one AAUW campus leadership event annually, i.e., Start Smart, Equal Pay Day and voter registration drives, especially during national or other prominent elections.
8. Facilitates at least one student from each university or partner college to attend the National Conference College Women Student Leaders (NCCWSL). Branch to partially (at a minimum) fund students (one from each partner university or college). Invites each student to speak of their NCCWSL experience at a fall branch meeting.
9. Seeks grants to fund students to attend NCCWLS.
10. Ensures that current C/U partners renew their annual membership.
11. Administers the student meals program with support from the treasurer. Annually reports to the board on the student meals program and requests updates to and renewal of the program.
12. Encourages branch member participation with campus events.
13. Maintains familiarity with National website, as well as local benefits available for partners and students.

14. Staffs an informational table at the annual membership branch meeting.
15. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming C/U partnership chair to ensure a seamless transition of responsibilities.
16. Keeps an experience notebook or files accessible on Teams.

## **NANCY YOWELL MEMORIAL SCHOLARSHIP CHAIR**

### Duties:

1. Serves as a non-voting member of the board. Attends board meetings and keeps the board and branch informed of activities.
2. Recruits volunteers for the committee.
3. Notifies president-elect of committee meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
4. Develops a budget for, plans and coordinates all local Nancy Yowell Memorial Scholarship (NYMS) fundraising activities, ensuring that they do not conflict with AAUW fundraising. NYMS fundraising events will be presented to the board in a timely manner.
5. Educates members of the branch about the NYMS opportunity.
6. Writes articles for the branch newsletter focusing on NYMS fundraising and candidate selection.
7. With its committee and board develops policy about who is eligible to receive a scholarship. Publicizes at educational institutions the availability of NYMS.
8. With the committee, reviews the candidate application form and updates it if necessary, reviews candidate applications, and selects recipients. Publicizes names of scholarship recipients. Refers to policy and procedures 6.1 – 6.4 Fundraising direction on tax deduction status.
9. Ensures that timely payments are made to the NYMS recipients.
10. Oversees NYMS finances.
11. Upon completion of the NYMS activities, submits a summary report to the board, including a financial accounting of funds.
12. 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.
13. 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.
14. Staffs an informational table at the annual membership branch meeting.
15. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming NYMS chair to ensure a seamless transition of responsibilities.

16. Keeps an experience notebook or files accessible on Teams.
17. Performs other duties as requested by the president or the board.

## **PUBLIC POLICY CHAIR**

The public policy chair keeps the board and the branch members aware of important policy being formed by both the national and state government and the positions taken by AAUW and AAUW CA on all policies that impact women and girls. Specific duties include:

1. Serves as a non-voting member of the board. Attends board meetings and keeps the board and branch informed of activities.
2. Selects and chairs a public policy committee.
3. Notifies president-elect of public policy committee meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
4. Serves on the branch program committee.
5. Coordinates branch forums. Notifies president-elect of dates/times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
6. Coordinates branch participation in AAUW California's Lobby Week, advocating for legislation that supports AAUW's mission.
7. Educates members of the branch about public policy concerns, focusing on national and state public policy priorities.
8. Coordinates branch public policy studies and action.
9. Coordinates branch response to AAUW CA and AAUW Action Alerts.
10. Attends public policy events. Arranges interviews with local legislators.
11. Maintains branch public policy files and a procedure notebook or files accessible on Teams.
12. Oversees local participation in the CA Gov Trek program. May recruit a Gov Trek Chair to manage this task.
13. Staffs an informational table at the annual membership branch meeting.
14. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming public policy chair to ensure a seamless transition of responsibilities.
15. Keeps an experience notebook or files accessible on Teams.
16. 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 (DEI) Committee embraces the goal of encouraging full and inclusive participation in our branch, with no barriers based on age, disability, ethnicity, gender, gender identity, sexual orientation, geographical location, national origin, race, religious or other beliefs, 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. Serves as a non-voting member of the board. Attends board meetings and keeps the board and branch informed of activities.
2. Selects the DEI committee.
3. Notifies president-elect of DEI committee meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
4. Plans and coordinates activities related to the DEI goals, along with other volunteers. These may include outreach that involves AAUW Redlands in diversity efforts in the community (such as the Juneteenth celebrations) and nearby institutions, including the University of Redlands, public institutions of higher education, and public schools.
5. Coordinates with the membership committee to recruit new members from diverse communities and the promotion of activities that make our organization attractive to diverse membership.
6. Reaches out to collaborate (such as shared speakers) with organizations that share our educational equity goals.
7. Attends board meetings. Reports to and serves as a resource for the board about DEI. Also helps educate members of the branch about Diversity, Equity, and Inclusion.
8. Develops budget for the DEI activities and oversees finances.
9. Staffs an informational table at the annual membership branch meeting.
10. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming DEI chair to ensure a seamless transition of responsibilities.
11. Keeps an experience notebook or files accessible on Teams.
12. Performs other duties requested by the president or the board.

## **FUNDRAISING CHAIR**

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

1. Works with the board to set fundraising goals.
2. Recruits a committee to develop the fundraising activities and recruits volunteers as needed.
3. Notifies president-elect of fundraising committee meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
4. Plans and executes fundraising events or drives to raise money for the branch. Notifies president-elect of fundraising event dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
5. Submits the activity for approval to the branch board, clearly specifying that funds are intended for either the mission fund or the general fund.
6. Submits the fundraising form and the summary to the board.
7. Coordinates with AAUW CA and National AAUW for stipulations on fundraising activities.
8. Upon completion of fundraising event, submits an event report to the board, including a financial accounting of funds.
9. Fundraising money raised during the year will be deposited in the general fund. The Budget Committee, when developing the annual budget, decides where the money will be spent for the following year.
10. Staffs an informational table at the annual membership branch meeting.
11. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Fundraising chair to ensure a seamless transition of responsibilities.
12. Keeps an experience notebook or files accessible on Teams.
13. Performs other duties requested by the president or the board.



## **STEM INITIATIVES**

The term “STEM Initiatives” refers collectively to three Redlands Branch community action projects (the Redlands STEM Conference for 8<sup>th</sup> Grade Girls, the PASS STEM Conference for 8<sup>th</sup> Grade Girls and TechTrek Camp) which promote STEM education for girls.

## **STEM INITIATIVES CHAIR**

1. In collaboration with the conference chairs and TechTrek chair, oversees and allocates STEM Initiatives-dedicated donations between the three projects.
2. Attends board meetings to keep board members updated on needs/happenings.
3. Manages the sale of TechTrek Bears

## **REDLANDS & PASS STEM CONFERENCE CHAIRS/CO-CHAIRS**

1. Selects and leads STEM committee for the two yearly conferences. Arranges conference dates with the University of Redlands, Mt San Jacinto College or other appropriate venue.
2. Defines and selects leaders for conference sub-committees (Conference Day Volunteers, Packets, STEM Fair, Registration, Speakers, etc.)
3. Notifies president-elect of STEM Conference dates and committee meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
4. Communicates STEM Conference needs with membership at branch meetings and through newsletter.
5. Ensures budget is defined and adequate funds are attained for each conference
6. Attends board meetings to keep board members updated on needs/happenings.
7. Networks with local STEM-focused groups and explores opportunities to collaborate.
8. Ensures supplemental insurance for attendees under 18 years of age is sourced by treasurer annually.
9. Staffs an informational table at the annual membership branch meeting.
10. Finds a replacement for their position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming STEM chair/co-chairs to ensure a seamless transition of responsibilities.
11. Keeps an experience notebook or files accessible on Teams.

## **TECH TREK CHAIR**

1. Selects and chairs Tech Trek committee.
2. Notifies president-elect of Tech Trek committee meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
3. Communicates Tech Trek needs and issues with membership at branch meetings and through newsletter.
4. Contacts Tech Trek California for dates and cost of camps and necessary paperwork.
5. Contacts schools to encourage participation.
6. Ensures adequate funds are attained for live and virtual camps.

7. Interviews applicants.
8. Organizes pre camp events to provide supplies and last-minute instructions.
9. Arranges for some of the participants to speak at a branch meeting about their experience.
10. Attends board meetings, if needed, to keep board members updated on needs/happenings.
11. Staffs an informational table at the annual membership branch meeting.
12. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Tech Trek chair to ensure a seamless transition of responsibilities.
13. Keeps an experience notebook or files accessible on Teams.

**APPENDIX C**  
**INTEREST GROUP CHAIRS and SMALLER PROJECT CHAIRS**

**ADULT LITERACY and “CHAT” BRANCH LIAISON**

The Redlands Adult Literacy Program, sponsored by the Friends of A.K. Smiley Public Library, provides tutoring in reading and writing for adults who are seeking help in our community, Volunteers from AAUW are invited to participate in the Redlands Adult Literacy Program or in an affiliated program called CHAT, which stands for Conversation Helps Adults Transition. The CHAT program matches AAUW volunteers with well-educated adults who want to practice their conversational English. CHAT volunteers and second-language adult learners can meet on a mutually agreed upon schedule.

The chair of these projects has the following responsibilities:

1. Notifies members of Adult Literacy and CHAT programs at annual branch membership meeting and through branch newsletter.
2. Notifies members of upcoming orientations and trainings at branch meetings and through branch newsletter.
3. Notifies members of fundraising events at branch meetings and through branch newsletter.
4. Assists and matches CHAT volunteers with English-language learners.
5. Staffs an informational table at the annual membership branch meeting.
6. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Adult Literacy and Chat branch liaison to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Adult Literacy and CHAT branch liaison, the position and group are dissolved.
7. Keeps an experience notebook or files accessible on Teams.

## **BACKTO SCHOOL PROJECT CHAIR**

Back-to-School Jam works with the Redlands Family Services Association and Micah House 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. Notifies members of upcoming fundraising through branch newsletter and at May meeting.
2. Places donation boxes on tables at June meeting and collect after meeting.
3. Counts and delivers donations to treasurer.
4. Receives final notice of total donations and available funds from treasurer in July.
5. Contacts Family Service Association/Micah House for the desired donated funds/supplies delivery date.
6. Purchases backpacks and supplies either directly or donates collected funds to Redlands Family Service/ Micah House.
7. Saves all receipts. When done, turns receipts and any required forms/vouchers into 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 the treasurer.
8. Delivers donated funds or supplies on the designated day.
9. Staffs an informational table at the annual membership branch meeting.
10. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Back to School Project chair to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Back to School Project chair, the position and group are dissolved.
11. Keeps an experience notebook or files accessible on Teams.

## **LOCAL HIGH SCHOOL SCHOLARSHIP CHAIR**

### Duties:

1. Appoints a committee which will include the president-elect.
2. Submits a budget to the budget committee, usually in January, for the following fiscal year.
3. Works with the committee to develop criteria of applicants for the local high school scholarship.
4. Works with the Redlands Community Scholarship Foundation (RCSF) to review/change any criteria for the local high school scholarships.
5. 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.
6. Works with the RCSF to choose recipients for the three high school scholarships.
7. Funds 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.
8. Informs recipients that check must be cashed within the designated time frame.
9. Upon completion of activities, submits a summary report to the board, including a financial accounting of funds.
10. After the public announcement, notifies the branch newsletter of the recipients.
11. Staffs an informational table at the annual membership branch meeting.
12. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming local high school scholarship chair to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current local high school scholarship chair, the position and group are dissolved.
13. Keeps and experience notebook or files accessible on Teams.

### **BRIDGE INTEREST GROUP CHAIR**

The chair of the Bridge interest group coordinates the activities and participation in this interest group. Duties are as follows:

- 1) Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
- 2) Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
- 3) Staffs an informational table at the annual membership branch meeting.
- 4) Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Bridge chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Bridge chairperson, the position and group are dissolved.
- 5) Keeps an experience notebook or files accessible on Teams.

### **BUNCO INTEREST GROUP CHAIR**

The chair of the Bunco interest group coordinates the activities and participation in this interest group. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Bunco chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Bridge chairperson, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.

### **CALIFORNIA CUISINE INTEREST GROUP CHAIR**

The chair of the California Cuisine interest group coordinates the activities and participation in this interest group. Members may include their significant other in this activity. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming California Cuisine chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current California Cuisine chairperson, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.

### **GREAT DECISIONS INTEREST GROUP CHAIR**

Great Decisions is America's largest discussion program on world affairs. The briefing book, which is requested for participation and is purchased by members, is published by the Foreign Policy Association and highlights eight through-provoking foreign policy challenges facing Americans today. The Great Decisions chair coordinates the activities and participation in this interest group. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Great Decisions chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Great Decisions chairperson, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.

### **HIKING INTEREST GROUP CHAIR**

The chair of the Hiking interest group coordinates the activities and participation in this interest group. Members may include a significant other in this activity. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Hiking chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Hiking chairperson, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.

### **I AM< THEREFORE I THINK INTEREST GROUP CHAIR**

I Am, Therefore I Think is a group that discusses topics of current interest. The I Am, Therefore I Think chair coordinates the activities and participation in this interest group. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming I Am, Therefore I Think chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current chairperson, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.



## **READING AND THE RAINBOW BOOK CLUB INTEREST GROUP CHAIR**

The book club chair coordinates the activities and participation in this interest group. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar. In addition, notifies the newsletter editor of the group's meeting dates and times, book name and author, for inclusion in the newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming book club chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current book club chair, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.

## REDLANDSBOWL USHERS CHAIR

The chair of this project coordinates an AAUW Redlands branch volunteer day at the Redlands Bowl. The following is a description of the procedures developed by past coordinators for organizing this branch activity.

1. Redlands Bowl season is announced at the end of February.
2. In March or April, contacts 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. Confirms the date with the Redlands Bowl Performing Arts and informs the newsletter editor for inclusion in the newsletter calendar and president-elect for inclusion in the online calendar
4. In the May and June newsletter, notifies members that AAUW Redlands will provide ushers for a performance at the Redlands Bowl. Includes date, performance, time, and location to meet with red shirt ushers for instructions and how many volunteers needed. Informs volunteers if picnic is scheduled and the time/location. Recommends volunteers wear comfortable walking shoes and recognizable AAUW attire.
5. At the May and June branch meeting, signs up volunteers. Provides 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 or [gailanderson951@gmail.com](mailto:gailanderson951@gmail.com)

6. One-two weeks prior to date, sends confirmation email to volunteers.
7. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
8. Staffs an informational table at the annual membership branch meeting.
9. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Redlands Bowl ushers chair to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Redlands Bowl ushers chair, the position and group are dissolved.
10. Keeps an experience notebook or files accessible on Teams.

## **SPEECH TREK CHAIR**

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. Downloads tool kits from the AAUW CA website:  
<https://www.aauw-ca.org/?s=speech+trek>
2. A step-by-step guide for running a speech trek contest along with forms are in the toolkits. Speech Trek Chair responsibilities include:
  - a. Determines the level of financial support necessary from the branch.
  - b. Forms a committee.
  - c. Develops a calendar for the competition.
  - d. Decides which high schools your contest will invite to participate.
  - e. Arranges for informational meetings at the school(s).
  - f. Has student and parent sign participation agreement.
  - g. Makes press releases to announce the contest.
  - h. Reviews speeches with contestants and teacher.
  - i. Arranges for location of contest, judges and videotaping of speeches and programs.
  - j. Holds Speech Trek contest, videos all speeches and awards prizes to contestants (cash and certificates of participation).
  - k. Makes press releases of branch winner for submission to local media and branch communications (newsletter, website, Facebook, Instagram, etc.).
  - l. Submits a Branch Notice of Contest Semi-Finalist form.
3. Upon completion of activities, submits a summary report to the board, including a financial accounting of funds.
4. Finds a replacement for this position if needed. Gains executive committee approval of replacement. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Speech Trek chair to ensure a seamless transition of responsibilities.
5. Keeps an experience notebook or files accessible on Teams.

## **SEW WHAT! INTEREST GROUP CHAIR**

The Sew What! chair coordinates the activities and participation in this interest group. Duties are as follows:

1. Notifies president-elect of interest group meeting dates and times for inclusion in online calendar and newsletter editor for inclusion in newsletter calendar.
2. Periodically authors promotional articles and activity photos for inclusion in the branch newsletter.
3. Staffs an informational table at the annual membership branch meeting.
4. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming Sew What! chairperson to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current Sew What! chair, the position and group are dissolved.
5. Keeps an experience notebook or files accessible on Teams.

## **YMCA HOLIDAY HOME TOUR CHAIR**

YMCA Home Tour chair oversees the branch participation in this community event which raises money for the YMCA Legal Aid program. Chair responsibilities are:

1. Contacts YMCA Home Tour representative in September for information about the size of the home and the number of volunteers that will be needed.
2. Solicits and selects current members to serve as Home Tour Guides by:
  - a. Putting a request in the September, October, and November newsletter
  - b. Having a sign-up sheet at September, October, and November branch meetings
3. Sends informational letter (provided by YMCA Home Tour) to volunteers a month prior to tour.
4. Meets with YMCA Home Tour representative and homeowner to coordinate flow plan and gathers information regarding home.
5. Creates an informational script for tour guides.
6. Provides a schedule for tour day.
7. Attends pre tour event day prior to home tour.
8. Picks up tour signs, booties, etc. from YMCA to be set up day of tour.
9. Provides snacks and beverages for volunteers.
10. Coordinates and assists volunteers on home-tour day.
11. Returns signs, etc. to YMCA at the end of home tour day.
12. Writes volunteers a thank you.
13. Finds a replacement for this position if needed. Prior to leaving this position, communicates all open issues to and effectively trains the incoming YMCA Holiday Home Tour chair to ensure a seamless transition of responsibilities. If a member does not volunteer to replace the current YMCA Holiday Home Tour chair, the position and group are dissolved.
14. Keeps an experience notebook or files accessible on Teams.



**APPENDIX D**  
**Sample Documents**  
**PROGRAM COORDINATOR PROCEDURE**

**During the Summer**

- Contacts the proposed speaker and obtain their willingness to speak. Sample letter available from the program vp.
- Confirms date, time, topic, and location of the meeting.
- Suggested speaking time is about 30 minutes including questions/answers.
- Determines 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, the speaker needs to bring presentation on a usb drive. A computer can be requested from the University of Redlands' media services.
  - Internet access is available upon request.
- \_\_\_\_\_  
○ Obtains 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? \_\_\_\_\_
- Obtains 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: \_\_\_\_\_
- Provides the program vice president with the speaker's information (above)
- Sends the speaker the engagement acceptance letter.

**Eight weeks before the meeting:**

- Contacts speaker. Sample letter available from the program vp.
- Obtains some biographical data about the speaker and the theme of their presentation.
- Writes a short article and sends 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 newsletter editor for publication.
- Confirms whether or not the speaker will be joining the branch for the meal. If they are, makes 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, and 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.
- Confirms room set up and media services equipment requirements.
- Contacts program vp and provides the following:

- o The newsletter article, including the speaker's name and address.
- o Whether the speaker will accept the honorarium, or which charity it should go toward, or who will be receiving the year's AAUW membership.
- o Confirms information on room set up requirements and audio-visual equipment AAUW and/or the speaker is providing.
- o Confirms meal reservation for the speaker

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

- Contact the speaker to confirm (Sample letter available from the Program VP)
  - o Meeting date and time and location
  - o Meal reservation
  - o Room set up requirements and audio-visual equipment AAUW and/or they are providing.
  - o 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:**

- Has the honorarium check in an envelope, if applicable. If the speaker has chosen a free year's membership to AAUW, provides the speaker with an application prior to, or at, the branch meeting.
- Greets the speaker and sits at the head table.
- Coordinates with the president who she wants to sit at the head table. Contacts and confirms branch members sitting at the head table.
- Introduces the speaker, keeps track of the time and graciously gives them a prearranged signal when their speaking time is within five minutes of ending.
- Thanks the speaker, presents them with the honorarium check or AAUW application, and escorts 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.
- Sends a thank you note to the speaker within the coming week.



FUNDRAISING/ACTIVITY REQUEST FORM

For board use Date submitted _____ Action
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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 Net Revenue: \_\_\_\_\_

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

SAMPLE WRITTEN REPORT SUMMARIZING THE EVENT INCLUDING THE 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 in 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 on 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. The menu included: Dates wrapped in bacon, mushroom tartlets, fruit kabobs, cookies, coffee station, Iced tea and 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 the 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 through 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 fundraising 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 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	<u>9,755.00</u>
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	<u>175.61</u>
Event Expenses	<u>4,823.20</u>
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	<u>2,835.52</u>
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