**AAUW ROCKLAND JOB DESCRIPTIONS** update 2016/2017.

**ELECTED OFFICERS**

**President**

Responsibilities to the Branch

* Encourage collaboration and teamwork, link membership development and programming and weave diversity into everything that is done.
* Participate in community coalitions that advance AAUW's mission.
* Serves as chairperson of the Board of Directors.
* Plans Agendas for all board and membership meetings.
* Appoints three (3) members of the nominating committee with board approval.
* Appoints standing committees as needed.
* Serves on budget, program and scholarship committees
* Recommends approval of expenditures over budgeted amount to the Board.
* Makes provision for auditor to audit the books.
* Assigns voting delegates and alternates for organization conventions.
* Enforces President's Timeline.
* Serves as AAUW spokesperson for branch and community activities.

Responsibilities to the State

* Maintains contact with the State counterpart.
* Adheres to all state policies and procedures. Shares successful branch programs with the state.

Responsibilities to AAUW

Encourage members in the branch to support national initiatives and programs. Adhere to all AAUW policies and procedures. Support AAUW's leadership development efforts by nominating branch members for national and state leadership positions.

**Co-President**

* Shares/assists in performance of above duties.
* Serves on Executive, budget, membership committees.
* Acts for the President in her absence or at her request.

**Program Vice President**

Responsibilities to the Branch

* Build a branch team choosing members with history and experience to review previous efforts.
* Use the team to review and utilize branch/community needs, strengths and resources. Use the information to put forward additional initiatives and help plan calendar.
* Call and preside over the Program planning meeting.
* Serve on executive, membership and budget committees.
* Communicate program information to board and branch members and to newsletter editor.
* Submits paperwork for program state award.
* Arranges for locations of branch meetings using committee.
* Follows up on Scheduled speakers or programs before and after.
* Collaborates with other groups and coalitions that will promote AAUW's mission.

Responsibilities to the State

* Create and maintain contact with state program vice president
* Received and disseminate AAUW program information to board and branch members.

Responsibilities to AAUW

* Share Program efforts with AAUW Branch Program Resources Committee or AAUW staff.
* Post branch programs on the AAUW Member Showcase calendar.

**Membership Vice-President**

* Keeps records of current present members: Name, Addresses, Phone, E-mail, Education, Profession, Interests, College affiliation and degrees achieved.
* Send prospective members information: application, information on activities, and phone invitation to upcoming activities.
* Follow-up on reasons why members do not renew.
* Research those on Database who are National Members-at-Large and invite them to join our branch.
* Report current membership at each executive Board Meeting.
* Have a membership committee to greet and welcome members at each activity.
* Plan an orientation for new members to become acquainted with our local branch.
* Maintain contact with State and National Membership officers. Participate in webinars.
* Work closely with branch Treasurer to submit new and renewal member checks to State and National.
* Work on recruitment and retention.
* Instill in branch members that everyone in our branch should promote membership.
* Serves on executive, budget, program, and by-laws committees.
* Have committee members responsible for member name tags and Annual Directory.

**Treasurer**

This elected position is a voting member of the Board and will attend Board and Branch meetings.

**Responsibilities:**

1. **Budget:**
	1. Remind Board, and Project/Group Leaders to submit budget requests to the Treasurer by December 31.
	2. Submit a January budget meeting date and location for the Branch calendar.
	3. Preside at the January Budget meeting and together with the committee, evaluate the line items and determine the need for the following fiscal year.
	4. Prepare and present a proposed budget for the February board meeting and Business meeting in April and submit a copy to the March Branch Newsletter.
2. **Dues:**

Renewals:

* 1. Receive renewals from Membership VP, and deposit checks into the operating account.
	2. Update BDR/ADR in National Membership database and pay dues to National and NY State through MPP.
	3. Provide a copy of the BDR for the Membership VP and the Directory coordinator by August 1.
	4. Process renewal dues received after July 1 through MPP and send copies of ADR to Membership VP and Directory coordinator.

New Members:

1. Receive applications and checks from Membership VP and deposit checks into the operating account.
2. Add new member information into National Member database and pay dues to National and NY State through MPP.
3. Provide a copy of the BDR or ADR to Membership VP and the Directory coordinator.
4. **Additional Responsibilities:**
	1. Open and maintain bank accounts and establish authorized check signers for the branch.
	2. Deposit all monies received by the branch to the designated accounts.
	3. Pay all bills provided for in the budget or verified by the President.
	4. Record all monies received and disbursed into the branch ledger and close an auditable set of books by July 31.
	5. Provide a financial report at all Board meetings.
	6. Verify that all bank accounts and IRS information is current including signature cards.
	7. Process and submit all AAUW contributions in compliance with IRS regulations.
	8. Electronically file the IRS Form 990­N if gross receipts are $50,000 and under or elect to have the AAUW national office assist in the electronic filing by November 15.
	9. File the NY State Charity form (CHAR500) by Dec. 15.
	10. Protect the assets of the branch by securing adequate insurance coverage.
	11. Retain in good order all annual financial statements, IRS forms and correspondence, tax certificates, paid checks, deposits, and supporting documents (i.e. disbursement, receipts, contracts, licenses, and permits).
	12. Adhere to all local, state, and federal charitable tax laws.
	13. Serve on the Executive and Budget committees.

Submitted by S. Blasy , July 2016

**Recording Secretary**

* Maintains minutes of all executive committee, Board of Directors, branch and business meetings and all other sessions determined by the President.
* Arranges for substitute if unable to attend a Board meeting or a required meeting.
* Maintains a file and has available for reference at all meetings: Branch, Board, Bylaws, minutes of current and previous years.
* Serves on executive committee and bylaws committee.

**Corresponding Secretary**

* Handles duties of recording secretary if she is unable to do so.
* Handles all correspondence, sends Thank-you notes to speakers, contributors, etc.
* Member of Board and program committee.

**APPOINTED DIRECTORS**

**Communications**

1. **Communications**
2. Oversees branch public information, newsletter, Directory and branch website.
3. Maintains contact with State counterpart.
4. Submits paperwork for communications State award.
* **Newsletter Editor** – creates monthly newsletter (to be delivered prior to monthly branch meeting) including calendar with upcoming branch meetings, information from chairs, interest groups, state and national; forwards newsletter via e-mail to members and prospective members, forms committee to fold, apply labels and mail to those members not receiving newsletter via e-mail.
* **Publicity** – informs all types of media about upcoming branch meetings and AAUW events; submits articles to newspaper about events that have occurred.
* **Directory**
1. Prepares directory to be submitted to printer in late August, early September. Works with Membership VP, Treasurer, Book Club Chairs, and Program Chair.
2. Distributes directories at first meeting of the year and subsequent meetings.
3. Adds and distributes addendum pages to Directory to members on a timely basis.
* **Phone Chain**
1. Organizes members of phone chain committee
2. Assigns names to each committee member
3. Oversees committee to make calls to inform members of special events or any other information as dictated by President
4. Works with Membership VP
* **Website** – oversees website creation and maintenance.

**EOF/AAUW Funds Vice President**

1. **Educational Fund**
2. Reports on EF matters at each regularly scheduled Board meeting
3. Provides timely information to monthly branch newsletter
4. Recommends to Board the allocation of EF money
5. Chairs fund-raising activities for EF
6. Acts as liaison with EF fellows in the state
7. Submits paperwork for EF state award
8. Coordinates with Treasurer in forwarding donations for EF
9. Serves on Board, program and budget committees
10. Maintains contact with State counterpart.

**Legal Advocacy Fund**

* Reports on LAF matters at each regularly scheduled Board meetings
* Submits paperwork to State for LAF.
* Chairs fund-raising activities for LAF.
* Chairs basket-making for LAF Silent Auction at State Conference, Annual Dinner and Holiday Auction.
* Assists Treasurer in forwarding donations for LAF.
* Serves on Board, program and budget committees.
* Provides timely information to monthly newsletter.
* Maintains contact with State counterpart.

**Public Policy**

* Studies and interprets items of public policy appearing on State and Association levels.
* Keeps Board members and branch members informed of pending legislation.
* Serves on Board and program committees.
* Maintains contact with State counterpart.

**STANDING COMMITTEE CHAIRS**

 **A. Woman of Achievement Chair**

* Follows guidelines for Woman of Achievement. Guidelines: Members to submit nominations for a ***Rockland County woman who has affected a positive change in our community.***
* Provides announcement to newsletter regarding nomination guidelines and deadlines.
* Accepts written nominations and presents this information at the February Board meeting.
* Oversees the voting for Woman of Achievement at the March Board meeting and branch meeting.
* Notifies selected recipient(s).

 **B. Annual Dinner Chair**

* Sets the date with the Woman/Women of Achievement recipient (s) availability.
* Investigates prices, menus, locations and reports to Board who will vote on recommendations.
* Recommends to Board total price of dinner – Board must vote on it.
* Prepares invitations, names and addresses of invitees, and organizes writing team.
* Coordinates with newsletter editor to print announcement, menu choices, price and tear-off sheet in newsletter.
* Coordinates program printing for dinner.
* Appoints a Master of Ceremonies for dinner presentations, introductions after consulting with President regarding scheduled activities.
* Arranges for retiring officer gifts.
* Coordinates with treasurer and President regarding head count.
* Selects “greeters” to meet all attendees at the dinner.

B. **Archivist/Historian Chair**

1. Keeps newspaper clippings, branch, information records, awards, etc.
2. Maintains contact with state counterpart
3. Keeps track of anniversary dates – both branch and members
4. Maintains branch history information
5. Prepares displays for state annual conference, annual dinner and other events

**C. Book Club Chairs**

 **a.** Facilitates selection of books for reading groups

 b. Moderates book discussion

 c. Submits book list for inclusion in branch Directory and newsletter

D. **College and University Relations Chair**

1. Performs outreach to local colleges and universities
2. Maintains contact with state counterpart
3. Promotes C/U membership
4. Encourages participation of local C/U in Branch events
5. Serves on program and membership committees

**E. Diversity Chair**

1. Educates members about diversity with regard to race, ethnicity, age, occupation, religion, sexual orientation and physical ability.
2. Serves as a resource person on diversity and multiculturalism by keeping up with the latest developments and resources.
3. Identifies barriers that limit full participation in meetings and activities and makes efforts to overcome them.
4. Develops short-term plans and goals for each year on which to focus.
5. Oversees annual diversity event.
6. Serves on program and membership committees.
7. Submits paperwork for Diversity state award.
8. Maintains contact with State Diversity counterpart.

**I. Hospitality Chair**

 a. Forms committee to provide light refreshments for all Branch meetings not held at a restaurant. Provides cups, plates, coffee, tea, napkins, etc.

 b. Provides two greeters at meetings to welcome new people to meetings.

 c. Board member should be available to greet speakers.

M. **Scholarship Committee THIS IS NEW**

* Chairperson is a volunteer - not elected. Members of committee volunteer.
* Announcement placed in monthly newsletter asking for volunteers for scholarship committee.
* Committee formulates letters announcing our scholarships and their parameters.
* Committee chooses schools/colleges to which the scholarships will be offered.
* Letters should be sent in early spring to Financial Aid officers.
* Based on responses, the Committee might consider the possibility of addressing individual departments(STEM) for the Korb Scholarship to gather candidates.
* Application forms should be sent to all candidates. Forms are different for Myneder and Korb applicants.
* Committee meets to evaluate all applicants. If needed, candidates may be contacted to clarify applicant's information.
* Committee will choose which candidates they wish to interview in person and set up appointments to do so.
* Committee confers and decides on which candidates (Myneder and Korb) should be awarded scholarship money.
* Letters should be sent to contact persons at the schools/colleges to winners and other applicants notifying them of results.
* Chairperson fills out vouchers for money to be sent to colleges for the accounts of chosen candidates and submit to Treasurer.
* Chairperson follows up that checks have been sent.
* Chairperson reports to Board and Brian Korb.

**N. STEM (Science, Technology, Engineering and Math)**

* Recruit members to join the math and reading coaching program at elementary school.
* Work with individual students or small groups to promote academic success to enable them to successfully choose careers in the fields of science, technology, engineering and math.
* Provide service in one-hour intervals during three days weekly .
* Work with Family Resource Facilitator and math and reading staff to support special family programs.
* Volunteer to assist with clubs: arts & crafts, chess, book club, science, computer coding, LEGO building.

**AAUW ROCKLAND TIME LINE 2016**

**APRIL/ANNUAL MEETING**---Election of officers, officer’s reports due, vote for the budget and dues, amending bylaws.

1. Follow-up on Annual dinner arrangements, Woman of Achievement.

**MAY -- ANNUAL DINNER/WOMAN OF ACHIEVEMENT**

At annual dinner, induct new board members**,** present woman of achievement award.

1. Board will assist the President in appointing/recruiting new and/or affirming continuation of current leaders/chairs , interest groups so they are present at June board meeting.
2. President to submit names of all officers, chairs on Branch Officer Form . Deadline June 1.
3. In May newsletter, the following reminders should be published: information about dues, and the Program Planning Meeting date so the General Membership may submit ideas and/or attend.

**JUNE** **--- Joint Board meeting** with outgoing and incoming board members. All Board members, committee chairs, are urged to attend the Joint Board meeting as well as attend future Board meetings whenever possible. All leaders should urge the general membership to take on some of the responsibilities of being part of a committee, etc.

All chairs/leaders should receive an updated Job Description and the files from the outgoing chairs/leaders.

Outgoing Board - go over old business and try to resolve unfinished business

Incoming Board - with guidance from outgoing Board, establish goals for new year as needed.

* Set goals, arrange board meeting dates and locations for following year.
* Set dates for: Membership committee meetings, Program Planning meeting.

**JULY --**

* Program Planning Meeting: Set branch meeting dates, hospitality set ups.
* Update membership information for Annual Directory.

**AUGUST**-

* Board Meeting: Prepare announcement for September branch-open house meeting. Select food coordinator.
* Remind contributors to newsletter to get the information in to the editor on the date she requires, i.e. at each Board meeting.

**SEPTEMBER -**-

* September Branch Meeting/Open House.
* Annual Directory ready for distribution to members.
* Board Members and Committee Chairs present descriptions of their activities.
* Interest groups and committee chairs will have clip-boards ready for first Branch meeting to sign up interested members.
* Nominating committee to elect final members. See bylaws. Committee to choose one of their own as chair by the end of September. Committee to present progress report to the Board by January.
* All Chairs and Leaders set up and meet with their groups to plan the year's activities.
* Start fundraising activities for AAUW National funds.

**OCTOBER --**

* Mail Annual Directory to members after October Branch meeting to those who have not yet received one.
* Treasurer will prepare the Federal 990 form to be filed by November 15.
* Diversity Brunch chair to work with committee to prepare for February event.

**NOVEMBER** --

* Announce snow cancellation procedures at Branch Meetings and in Oct-Feb. newsletters.
* Prepare for December Holiday Buffet and Auction.
* Treasurer to file the Federal 990 form by November 15.
* Treasurer will prepare the 501c3 NYS Charity Report to be filed by December 15.

**DECEMBER --**

* Publish date of Budget Meeting in January Newsletter and invite all interested members to attend.
* Remind all chair/leaders that budget requests are due to the Treasurer prior to the budget meeting.
* Diversity Brunch committee report.
* Include Woman of Achievement nomination announcement in December newsletter.

**JANUARY -**-

* Nominating Committee progress report presented to Board.
* Budget Meeting.
* Diversity Brunch committee update.
* Members shall choose the Woman of Achievement at January/February branch meeting.

**FEBRUARY -**

* **-**1.Diversity Brunch.
* 2.Nominating committee sends new slate to Newsletter editor for March publication.
* 3.The Budget is adopted by the Board and published in the March and April newsletters. It is to be voted on by the members in person at the Annual Meeting or by submitting a ballot by mail.

**MARCH---**

* Members must be notified of the nominated officers in the March newsletter and at the Branch meeting.
* Delegates for the State convention will be appointed at the Board meeting in March or April – State will send form.
* Publish nominating, budget and dues ballots in April newsletter.
* Start fundraising for local scholarship funds.

**Barbara Myneder Scholarship History 2007**

(Information provided by AAUW members Pat Cropsey, Rosalie Saunders, and a friend and neighbor)

Barbara Myneder, a graduate of Northwestern University and Dominican College, was a member of the New City (now Rockland County) branch of AAUW during the 1970’s. She was our “Legislative” representative and was instrumental in having the newsletters printed. As an officer and active member of AAUW, her main interests were the people of Rockland County and the County’s development.

A very intelligent woman, Barbara was involved in numerous activities and also loved her garden. The Branch Directory cover for 1979-80 was of Barbara’s garden as illustrated by AAUW member/artist Marjorie Hallett.

 A garden was created in Barbara’s memory by AAUW members at the Historical Society of Rockland County where she had been a member. Barbara spent a great deal of her spare time teaching children local history in her role as a costumed guide there.

Legacy: When Barbara died in 1979 her husband Charles began giving an annual contribution to our branch for a scholarship fund in her memory. When he died in 1987, their daughter Devon continued the tradition for several years after that. This provided our branch with a substantial amount which was deposited in a special account. While the principal remains, the interest on that account is designated to be applied to a scholarship which is awarded every other year to “a woman in need returning to college.” Scholarship application forms are sent to the local colleges. The Scholarship Committee then reviews the applications and designates the scholarship winner for that year.

(Pat learned that the “Women’s History Book” compilation created by the branch several years ago was dedicated to Barbara – here is the dedication:

The New City Branch of the American Association of University Women is especially proud to dedicate this book in loving memory of our good friend, the late Barbara D. Myneder. A great deal of Barbara’s spare time was spent teaching children local history in her role as a costumed guide at the Historical Society of Rockland County. As an officer and active member of New City AAUW, her main interests were the people of Rockland County and the County’s development. We hope the material that we have included will stimulate this same loving interest that we knew in Barbara.”)

**MIMI KORB SCHOLARSHIP**

Mimi joined AAUW in 1982 and became a very active member from the start. She held almost every branch office over the years, including Program VP, Membership VP, Education Foundation VP for 13 years, President and Co-President of the branch for three separate terms, Parliamentarian, Chair of Woman of Achievement Dinner Committee and Chair of the Branch 50th Anniversary Celebration. In 2008 she was elected to the position of NYS Secretary/By-Laws and continued through 2010. She was instrumental in obtaining our branch designation as a 501 (c)(3) organization. Mimi accomplished all of this while battling cancer with never a complaint, always a smile on her face. Mimi participated in many NYS Conventions and the Summer Leadership programs which she thoroughly enjoyed. Mimi retired from UPS as a Systems Analyst in Mahwah, NJ.

By vote of our Board following her death in September, 2012, the Mimi Korb Scholarship was established in her memory. With her family’s contribution and involvement and contributions from branch members and NYS AAUW, our branch shall be awarding funds to a deserving Rockland woman who is entering her junior year in college and has declared a major in an area of Science, Technology, Engineering or Math. (STEM)

We hope to repeat this award for many years with the continued involvement of the family and contributions from branch members. Contributions are tax-deductible.