



AAUW St. George Branch

Policies & Procedures Handbook

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Introduction

This handbook shall be reviewed in the odd numbered years by a committee appointed by the Board of Directors and the President.

The policies and procedures of the Branch may be amended or revised by a majority vote of the Board of Directors when a quorum is present.

All policies and procedures approved by the Board of Directors must be contained in a Master Policies and Procedures Handbook, which shall be maintained by the Vice President/President Elect and posted on the Branch web site. Any revision to an existing policy or procedure, and any new policy or procedure approved by the Board of Directors must be added to the Master Policies and Procedures Handbook and posted to the Branch web site within 30 days of the Board's approval.

The master Policies and Procedures Handbook must contain the date of publication, preferably in the footer of each page. In order to save publication expenses, changes to the master copy of the handbook may be maintained by the Vice President/President Elect and published as directed by the Board of Directors.

The Bylaws of the Branch shall be reviewed in the odd numbered years by a committee appointed by the Board of Directors or the President.

Board of Directors

MEETINGS & BUSINESS

- 1.) Meetings of the Board of Directors are open to all Branch members. Dates and locations of Board meetings shall be published in the Branch newsletter and on the Branch web site.
- 2.) Any Branch member may bring a proposal to the Board of Directors for discussion and action at its regular meeting by requesting the president in writing to include the proposal and expected outcome as an agenda item at least seven days before the agenda is published. If the member wishes to appear at the Board of Directors meeting to speak to the proposal, that request should also be included.
- 3.) Voting by email between meetings is authorized in accordance with the Bylaws to expedite decisions that have been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure.
- 4.) The 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.
- 5.) During the discussion period, standard parliamentary procedures 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.
- 6.) All email discussion must be sent to ALL Board of Directors, not just email replies sent only to the president.
- 7.) If a vote of the board of Directors is required, each Board member's vote (YES, NO, ABSTAIN) must be emailed to the entire Board of Directors.
- 8.) In the event that immediate action on a program or policy question is necessary, if it has not been discussed at a regularly scheduled Board of directors meeting within the previous two months, a three-fourths vote of the Board shall constitute the action of the Board of Directors.
- 9.) A summary of key Board actions at regularly scheduled or emergency Board meetings shall be written by the secretary and if directed by the published in the Branch newsletter and posted to the Branch web site.
- 10.) A Board-to-Board planning meeting shall be held after the Branch elections, at which time outgoing Board members will turn over the files to their successors. The date and location of this meeting shall be determined by the Outgoing Incoming Presidents.

RESPONSIBILITIES

The Board of Directors has the general power to administer the affairs of the Branch and to carry out its programs and its policies, and shall accept responsibilities delegated by AAUW and the state. The Board of Directors priorities shall be to:

- 1.) Read and be familiar with the Bylaws and this Policies and Procedures Handbook, including Core Values and Guiding Principles. (Appendix B)
- 2.) Contribute to the growth and advancement of AAUW.

- 3.) Participate in the development and promotion of AAUW's mission through Branch programs, projects, and public policy advocacy.
 - 4.) Support Branch needs and promote positive change in the community. 5) Cooperate in AAUW work at the state and national level.
 - 5.) Act for the Branch between membership meetings and have fiscal responsibility as outlined in the Bylaws and Section 5 of this Handbook.
 - 6.) Establish committees as needed to conduct the programs and projects of the Branch. (See Appendix E of this Handbook for committee job descriptions.)
 - 7.) Plan for the annual meeting and Branch elections.
 - 8.) Set the date of the annual meeting in accordance with Branch Bylaws.
 - 9.) Appoint the nominating committee at least 30 days before the annual meeting.
 - 10.) Report of the nominating committee must be sent to the membership two weeks before the annual meeting.
 - 11.) Nominations may be made from the floor at the time of the elections, provided consent of the nominee has been obtained.
 - 12.) Attend Board of Directors meetings and general meetings. Notify the President if unable to attend and provide a report if requested.
- Report to the Board of Directors on activities and concerns of the position.

ADMINISTRATIVE CALENDAR

- 1.) The Branch fiscal and membership year begins July 1, but Board of Directors members may begin planning as soon as they are elected.
- 2.) Board sets annual goals and objectives by July 30th.
- 3.) Board approves budget at the March Board Meeting.
- 4.) Committees are appointed by July 30th.
- 5.) Officer elections are held and reports by the Board of Directors to the Branch membership are presented at the April Organizational Meeting.
- 6.) The Membership committee sends renewal information to members two weeks prior to the May membership meeting.

Budget/Finance

BUDGET MANAGEMENT

- 1.) A Budget Committee will review budget requests and develop recommendations for inclusion in the budget.
- 2.) The proposed budget will be presented to the Board of Directors for approval no later than the March Board Meeting.
- 3.) Branch financial records must be reviewed annually. The president will work with the Finance Vice President to identify a CPA, auditor, or qualified individual who will perform this service.
- 4.) The financial review shall be conducted after the fiscal year's books have been closed by the Finance Vice Presidents. A report shall be submitted no later than the October Board of Directors meeting unless the Board approves an extension.

- 5.) A sum of money, to be determined by the budget committee, will be budgeted annually to encourage attendance at the AAUW national and state conventions. These funds will be allocated to the incoming president. 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 to the current president. If neither the incoming president nor the current president can attend, the Board of Directors will authorize convention reimbursement to any interested Branch members wishing to attend, giving priority to first-time convention attendees.
- 6.) All expenditures will follow the Financial Control Policies and Procedures.
- 7.) In the case when both the president and the president-elect attend state or national AAUW meetings or conventions, the reimbursement available will be split equally between them.

BRANCH DONATIONS/CONTRIBUTIONS

The Branch may not contribute money nor anything of material value to candidates for elective office, partisan or non-partisan, nor accept their paid political announcements for inclusion in AAUW publications.

FUNDRAISING

Branch or individual contributions to eSMART Camp or Scholarship Program must be clearly accounted for.

Membership

A member may be suspended or dropped from membership for any conduct that tends to injure AAUW or to adversely affect its reputation or that is contrary to or destructive of its mission according to these policies and procedures. The Board of Directors will make the final determination.

MEMBERSHIP DUES

- 1.) for Full Membership dues are: \$100
- 2.) Consists of AAUW National: \$59 AAUW Utah: \$13 Branch: \$28
- 3.) Student Membership dues are \$34.81
- 4.) AAUW National: \$18.81 AAUW Utah: \$ 6 Branch: \$10
- 5.) e-Student Members dues are: (for Dixie State University Students) \$16
- 6.) AAUW National: \$ 0 AAUW Utah: \$ 6 Branch: \$10
- 7.) Dual Membership (members already hold Full Membership in another State and Branch)
- 8.) Dual Branch dues: \$28
- 9.) Associate Membership; shall be open to those who support the mission of AAUW, St. George Branch, but otherwise do not qualify for full membership. Dues are \$28.00
- 10.) Paid life members of AAUW are exempt from AAUW dues, but are still responsible for state and Branch dues.
- 11.) Fifty-year Honor Members are exempt from AAUW and state dues, but are responsible for Branch dues.
- 12.) Members at Large of AAUW must pay state and branch dues to join the Branch.

- 13.) Branch dues may be changed by 2/3 vote of the membership present and voting upon recommendation of the Branch Board of Directors. Branch members must be notified a minimum of 30 days before a Branch vote is taken on the proposed change, in accordance with Branch Bylaws.

Meetings/Programs/Interest Groups

- 1) Prospective members may attend only 3 functions (general meetings, interest groups, etc.) before being required to join.
- 2) Dates of all meetings, including interest group meetings, must be cleared with the Board of Directors member who keeps the Branch calendar.
- 3) No general or special meeting of the Branch shall be scheduled on the dates of State or National AAUW conventions or annual meetings.
- 4) No meeting shall be scheduled on Monday through Thursday through Easter, Rosh Hashanah (2 days), Yom Kippur, the evening preceding the first day of Passover, Christmas, or any major holiday of significant religious or ethnic groups. (All Jewish holidays begin at sundown the day before.) This is in accordance with AAUW Diversity Statement.
- 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 handicapped members to attend events in private homes.
- 6)) With the permission of the Board of Directors, 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.

Outside Organizations

- 1) The Branch will neither raise funds for nor donate funds to any outside organization.
- 2) No outside organization shall be allowed to promote its fund raising activities or sell tickets at Branch meetings.
- 3) The Branch directory shall not be made available to outside organizations for recruiting or solicitation.
- 4) Information concerning any organization other than AAUW shall not be published in the monthly newsletter without Board of Directors approval.
- 5) When joining with other organization in a coalition, the Branch must retain control of the use of the name AAUW. The objectives of the coalition must not be in conflict with the AAUW Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the Board of Directors.

Publications

All publications of the Branch shall be in accord with the AAUW "Use of Name" Bylaw, which provides that any such publication shall not be in conflict with the policies and programs of AAUW.

Appendix A - Board Composition

The board consists of elected officers, and appointed positions, and off-board appointed positions as needed. Each Office has ONE vote.

ELECTED OFFICERS - BOARD

- President
- Vice President/President Elect
- Finance Vice-President(s)
- Program Vice-President(s)
- Membership Vice-President(s)
- Communications Vice-President(s)
- Secretary(s)
- Resource Development Vice-President(s)
- Past President

APPOINTED POSITIONS – PROJECT MANAGERS

- Public Policy Chair
- Corresponding Secretary
- Publicity Chair
- Newsletter Editor
- Photographer
- Online Manager
- Historian

Others as deemed necessary

APPOINTED OFF-BOARD POSITIONS – AS NEEDED

- Scholarship Program Chair
 - Mentor Program Chair
- Stem Program Chair
 - eSMART Program Chair
- Fundraising Event Chair
- Great Decisions Chair

Appendix B - Core Values & Guiding Principles

Members of the Board of Directors are expected to:

Exemplify the Branch's core values:

Honesty; Integrity; Teamwork; Sense of Community; Social Contributions; Accomplishment; Accountability; and Respectful Communication.

Adhere to and model the following Guiding Principles:

- 1.) All of our actions reflect our mission to advance equity for women and girls through advocacy, education, philanthropy and research, and to accomplish related charitable and educational purposes.
- 2.) All of our actions are ethical, honest, respectful and professional.
- 3.) We implement effective programs and projects that attract a diverse membership, are supported by our community, and make a positive impact.
- 4.) We challenge our thinking on contemporary issues through stimulating discussions and activities.
- 5.) We foster an environment built on respect and diversity of opinion.
- 6.) We support each other and celebrate our unique gifts.
- 7.) We resolve issues, face to face whenever possible and avoid triangulation.
- 8.) When conflicts surface, we seek solutions rather than blame, and if needed, we ask for assistance.
- 9.) We hold each other responsible and accountable for exemplifying our guiding principles and fulfilling our individual responsibilities as board members.
- 10.) We believe AAUW St. George Branch members approach issues and decisions with good intentions.
- 11.) We support board decisions after input, active discussion and debate.
- 12.) Avoid all conflicts of interest that might be detrimental to the organization

Appendix C – Organizational Chart

The Organizational Chart shows the management structure of the organization. It is a visual depiction of the recommended interactions among Board members in supporting the mission of the organization.



Appendix D - Elected Officers Job Descriptions

Elected officers except for the President, Vice President and Past President share job responsibilities and workload and facilitate the program, procedural, and administrative aspects of the organization. Each elected position has one vote.

PRESIDENT

The President provides leadership and oversight for the organization.

Responsibilities Include:

- 1.) Represents the St. George Branch of AAUW to the community on issues that promote the organizational mission.
- 2.) Serves as official spokesperson to the community and media.
- 3.) Stays informed about National, State and Branch programs and activities.
- 4.) Encourages member participation in Branch luncheons, programs and projects.
- 5.) Implements a planning process to develop goals that further the mission of AAUW.
- 6.) Appoints all project, program, initiative, event and committee chairs except for the Nominating Committee Chair and those provided for by election.
- 7.) Serves as ex-officio member with voting privileges on all committees, except the nominating committee.
- 8.) Supports Board members by staying in touch and problem-solving to facilitate the achievement of goals.
- 9.) Presides at all Branch Board meetings and other meetings specified in the bylaws, including the Annual Meeting.
- 10.) Creates an agenda for all Board meetings, and the Annual Meeting.
- 11.) Creates agendas for all luncheon meetings.
- 12.) Builds consensus around policy development.
- 13.) Creates a harmonious climate for positive and productive interaction among all Board Members.
- 14.) Upholds the bylaws, policies and procedures, and ensures that all Board Members have current copies of these documents.
- 15.) Ensures that liability insurance is in force for the branch and its leadership.
- 16.) Submits a president's message for each newsletter.
- 17.) Represents the Branch at as many AAUW State of Utah meetings, AAUW conventions, events and other meetings to the extent possible.
- 18.) Reports the highlights of the meetings to the Board and membership.
- 19.) Plans an annual AAUW Board orientation for newly elected board members and appointed chairs.
- 20.) Submits an Annual Report of the Branch Status to National by June 1.
- 21.) Responds to all State requests regarding the AAUW Convention and other state events.
- 22.) Performs other duties requested by the Board.

VICE PRESIDENT/PRESIDENT ELECT

The Vice President works with the President to provide leadership and oversight for the organization.

Responsibilities Include:

- 1.) Becomes aware of all phases of the president's duties.
- 2.) Attends all Board Meetings.
- 3.) Reserves meeting room for all Board Meetings.
- 4.) Presides over Board meetings in the absence of the president.
- 5.) Revises the Bylaws of the Branch to conform to the Bylaws of State and National after each National and State Convention, by December 1 following convention.
- 6.) Maintains and updates Policies and Procedures Handbook.
- 7.) Coordinates and emails annual applications for AAUW-UTAH awards.
- 8.) Coordinates process for AAUW St. George Branch Annual Distinguished Woman Award.
- 9.) Serves as a voting member of the Scholarship Committee.
- 10.) Assists president in developing the agenda for luncheon meetings in conjunction with the Program Co-Chairs.
- 11.) Submits the names of the incoming and continuing Branch Officers and Committee Chairs to the President of the AAUW--UTAH and to National by June 1 using online forms.
- 12.) Performs other duties requested by the president or the Board.

FINANCE VICE PRESIDENT(S)

The Finance Vice President(s) are responsible for the management of branch finances.

Responsibilities include:

- 1.) Maintains all financial transaction in Quick Books software.
- 2.) Maintains copies of all backup information for all financial transactions of the Branch.
- 3.) Produces financial statements for the Board.
- 4.) Alerts the Board to any financial difficulties.
- 5.) Deposits all incoming revenues in bank and pays bills
- 6.) Establishes, communicates and maintains financial protocols.
- 7.) Prepares summaries of income and expenses for special programs and fundraising events, State Conference as needed.
- 8.) Prepares an annual budget, with the assistance of the President and program and special event chairs.
- 9.) Presents proposed annual budget to the Board in March for review and recommendation.
- 10.)Presents proposed, board recommended budget to membership at the April Annual Meeting.
- 11.)Purchases liability insurance, directors' and officers' insurance, and arrange for special event insurance when needed; contacts the insurance broker for liability forms when needed.
- 12.)Manages funds for optimal return.
- 13.)Processes reservations for monthly membership luncheons.
- 14.)Submits lunch reservation count to the hotel.
- 15.)Records payment of Membership dues in QuickBooks, deposits checks and notifies president to transfer payment made through PayPal to the appropriate account.
- 16.)Sends list of paid members to Membership VP for processing the Basic Dues Report (BDR).
- 17.)After receiving the BDR from the Membership VP, mails the BDR and appropriate checks to the AAUW National and State Treasurer.
- 18.)Sends contributions for Education Opportunities Fund (EOF) and Legal Advocacy Fund (LAF) donations to AAUW National.
- 19.)Oversees the preparation and submittal of the federal form 990-EZ.
- 20.)Updates forms (such as reimbursement) and distributes forms to board and program chairs. 20.) Sends scholarship contributions to designated post-secondary institutions.
- 21.)Performs other duties requested by the President or Board.

PROGRAM VICE PRESIDENT(S)

The Program Vice President is responsible for programs presented at membership luncheon meetings.

Responsibilities Include:

- 1) Incorporates AAUW and AAUW Utah program themes and priorities into the Branch programs.
- 2) Helps members understand the connection between programming, the Branch's mission, and membership recruitment and retention.
- 3) Solicits program ideas from the membership for each year's schedule of programs.
- 4) Brainstorms additional program ideas with the president, and vice-president.
- 5) Presents recommendation for programs to the board for approval.
- 6) Creates a calendar of Branch Programs to be distributed via newsletter and local media.
- 7) Serves as a spokesperson for monthly membership meeting programs and their relationship to the mission of AAUW.
- 8) Provides information regarding programs to the Publicity Chair, the Communications Vice President and the Newsletter editor.
- 9) Assists the President and Vice-President in planning and convening the Annual Meeting.
- 10) Selects, secures, and schedules presenters for each program topic.
- 11) Presents confirmed schedule to the Board for approval.
- 12) Prepares and administers a survey of the year's programs and shares results with the Board.
- 13) Serves as a liaison to the Santa to a Sister Committee for the coordination with the hotel.
- 14) For each presentation:
 - 15) Submits program description and other relevant information to president and newsletter editor.
 - 16) Confirms arrangements with presenter and hotel.
 - 17) Arranges for speaker's equipment needs.
 - 18) Prepares and delivers introduction at the luncheon.
 - 19) Presents brief synopsis of the next luncheon's presentation at the end of the luncheon meeting.
 - 20) Sends thank you note to presenters.
 - 21) Trains the incoming co-chair.
 - 22) Presides at Board and membership meetings in the absence of the president and vice president.
 - 23) Submits a report to the president to be included in the annual report.
 - 24) Performs other duties requested by the President or Board.

MEMBERSHIP VICE PRESIDENT(S)

The Membership Vice Presidents are responsible for recruiting new members and sustaining a diverse and engaged membership.

Responsibilities include:

- 1.) Creates and chairs the standing committee of membership to plan and implement strategies for identifying, recruiting, and retaining members.
- 2.) Maintains a membership database.
- 3.) Works with other Board members to promote membership at branch and community activities.
- 4.) Manages membership recruitment, which includes identifying and contacting eligible members, receiving applications, coordinating member profiles, maintaining referral records, and analyzing data on branch membership renewals, recruitment rates, and reasons for nonrenewal.
- 5.) Manages membership retention by maintaining member contact on a year-round basis and encouraging member participation in programs and activities.
- 6.) Provides information to members for ordering AAUW nametags.
- 7.) Maintains a membership database.
- 8.) Organizes Open House and New Member Orientation.
- 9.) Identifies and solves any problems that might occur in the updating and maintenance of the national membership database.
- 10.) Recruits and retains college/university representatives.
- 11.) Works with college/university representatives to recruit student affiliates.
- 12.) Adheres to all State membership policies and report on membership information to State upon request.
- 13.) Adheres to all National membership policies to compile and submit membership reports to National upon request.
- 14.) Presides at membership committee meetings and at Board meetings in the absence of the President, Vice President, and the Program VPs.
- 15.) Coordinates with the Finance VP to ensure proper collection and processing of applications, and receipt and deposit of membership dues.
- 16.) Coordinates with the Finance VP to ensure that all copies of the "Basic Dues Report" (BDR) and "Additional Dues Report" (ADR) with appropriate checks are sent to National and State.
- 17.) Processes and prepares on a monthly basis a "Basic Dues Report" (BDR) or as needed, an "Additional Dues Report" (ADR) (Included in the ADR would be new members, late annual dues, lapsed members, and MAL transfers}.
- 18.) Follows up after four to six weeks to see that all changes made by National to their database are done correctly.
- 19.) Sends a copy of the BDR and ADR to the President, Database Manager, Newsletter Editor, and maintains a copy the Membership records.
- 20.) Sends all changes of names, addresses, phone, email, deceased, etc., immediately to the National database; check National database later for completion and accuracy.
- 21.) Coordinates with the local Database Manager to ensure the accuracy of the email list.
- 22.) Maintains a computerized record of all changes.

- 23.) Checks the purged National database in December for accuracy and compares it with the local database.
- 24.) Maintains a database for incoming annual renewal dues and new member dues, identifying the amount for National, State and local, the classification, and the date.
- 25.) Sends renewal notices to members, specifically excluding new members that have joined since March 15th of the same year; updates the “renewal dues” form as needed.
- 26.) Provides a membership report at branch Board Meetings as needed.
- 27.) Checks the status of the AAUW College/University Partnership Program annually.
- 28.) Semi-annually, monitors the National Database records for special designations, i.e. Life Members, e-Student Members ; checks the member’s “join dates” for new eligibilities for some of the special designations; submits a change request to National and notifies the local database manager of any newly sanctioned eligibility.
- 29.) Submits a report to the President to be included in the annual report.
- 30.) Performs other duties requested by the President or Board.

COMMUNICATIONS VICE PRESIDENT(S)

The Vice Presidents for Communications oversees communications of the Branch to the membership and the community.

Responsibilities include:

- 1.) Stays abreast of upcoming branch activities, programs and membership.
- 2.) Oversees the development of communications regarding branch luncheon speakers, programs and projects.
- 3.) Oversees the distribution of branch communication to local information outlets.
- 4.) Oversees the development and maintenance of the Branch website.
- 5.) Oversees the development of the Branch newsletter and works with the Membership VP to ensure that members without email are mailed a newsletter through the postal service.
- 6.) Works with Membership VP to ensure new members are added to the membership database.
- 7.) Maintains the branch calendar.
- 8.) Ensures that Branch communications networks are used only for Branch purposes.
- 9.) Performs other duties requested by the president or Board.

SECRETARY(S)

The Secretaries are the custodian of the organization's records (minutes and bylaws) and are responsible for updating documents as necessary and ensuring that all documents are safely stored and readily accessible.

Responsibilities include:

- 1.) Takes minutes and sends draft of minutes to President for review and update as necessary.
- 2.) Sends approved set of minutes with any corrections to President and Historian.
- 3.) Saves an electronic copy of each month's minutes in a folder in the branch's drop box.
- 4.) Takes minutes at the Annual Meeting.
- 5.) Works with the Corresponding Secretary to send condolence cards on behalf of the Board.
- 6.) Performs other duties requested by the President or Board.

RESOURCE DEVELOPMENT VICE PRESIDENT(S)

The Vice Presidents for Resource Development spearhead development efforts as AAUW St George Branch continues to grow.

Responsibilities include:

- 1.) Annually identifies the fundraising goal in conjunction with the Board.
- 2.) Recruits a small committee to develop and execute an annual fundraising plan for AAUW St. George Branch.
- 3.) Recruits Chairperson for fundraising events.
- 4.) Secures financial support from individuals, foundations and corporations.
- 5.) Develops a task list and timeline that can be used for fundraising events.
- 6.) Provides oversight and guidance for annual Fundraising Events.
- 7.) 7.) Works closely with Finance and Communication VPs to analyze the logistics of fundraising events to determine successful strategies.
- 8.) Works closely with Finance VPs to ensure compliance with sound financial procedures.
- 9.) Works closely with Communication VPs to plan and implement a communication/marketing plan for annual fundraising events.
- 10.) Develops and maintains ongoing relationships with major donors.
- 11.) Develops a list of funding sources, i.e. grants, businesses, corporations, foundations.
- 12.) Submits a report to the president to be included in the annual report.
- 13.) Performs other duties requested by the president or Board.

PAST PRESIDENT

The Past President serves as a resource to the President and Chairs the Nominating Committee which is responsible for assembling a slate of officers for election.

Responsibilities Include:

- 1.) Provides support and information to the President as needed.
- 2.) Works with the President and refers to bylaws to identify outgoing Board members.
- 3.) Recruits a committee to assist in the identification of a slate of officer for election.
- 4.) Solicits recommendations for elected officers at Board meetings, membership meetings, and through the newsletter.
- 5.) Informs potential elected officers of the specific job responsibilities
- 6.) Obtains commitment from members willing to serve on the Board.
- 7.) Creates slate of officers.
- 8.) Publishes slate in newsletter 30 days before the Annual Meeting
- 9.) Presents slate of officers to the membership at the Annual Meeting for approval.
- 10.) Assists President, whenever necessary, to identify prospective appointed Board members.
- 11.) Ensures confidentiality of proceedings of the Nominating Committee.
- 12.) Performs other duties requested by the president or Board.

Appendix E - Appointed Project Managers

Appointed by the President and the Board, all positions are two-year terms that may be renewed for an additional two years or longer with the approval of the Board.

CORRESPONDING SECRETARY

The Corresponding Secretary serves as conduit to the membership for providing information regarding members and their families that include accomplishments, important honors or events, illnesses or deaths. The Corresponding Secretary communicates with the involved member via cards, e-mail, telephone, or personal visits and serves as the 'compassionate heart' of AAUW St. George Branch.

Responsibilities Include:

- 1.) Retains all communications received and copies of communications sent.
- 2.) Works closely with the AAUW newsletter editor on a monthly basis to provide information for the MEMBERS MATTER section.
- 3.) When member information is provided, takes timely and appropriate action: card of concern, e-mails, telephone call, or personal visit.
- 4.) Documents activities on a monthly basis, and provides the documentation to the Membership Vice President, with a copy to the President and President Elect.
- 5.) Purchases correspondence supplies as needed and submits receipt of purchase to Finance VP on the Branch reimbursement form.
- 6.) Performs other duties requested by the president or Board.

HISTORIAN

The Historian assembles information each year that includes records that are required to be maintained and archived by the AAUW St. George Branch.

Responsibilities include:

- 1.) Develops guidelines for items to be preserved and archived at DSU
- 2.) On an annual basis, reviews materials archived at the DSU Library.
- 3.) Submits a brief report on the issues, activities, and major accomplishments of the AAUW St. George Branch to be placed with the Branch records.
- 4.) Reports at a Board meeting at the end of each year on the appropriate materials to be preserved, including minutes, agendas, event final reports, membership directories, memorable materials, correspondence that may have historical import, newsletters, bylaws, branch brochures, news media, legal documents, financial statements, audit reports, and photos with persons, date, and event identified.
- 5.) Solicits important materials to archive from other Board members.
- 6.) Performs other duties requested by the president or Board.

NEWSLETTER EDITOR

The Newsletter Editor produces and distributes the monthly newsletter that features articles, announcements, schedules, and artwork contributed by members.

Responsibilities Include:

- 1.) Stays abreast of upcoming branch activities, programs and membership.
- 2.) Designs format for the newsletter.
- 3.) Gathers information from Committee Chairs and Board Members.
- 4.) Publishes Branch Newsletter ten times per year.
- 5.) Emails newsletter to membership,
- 6.) Posts and archives newsletter on the Branch website.
- 7.) Sends email blasts to entire membership to inform and/or remind the membership about upcoming events, and to ask for its participation and/or action.
- 8.) Limits email blasts to relevant information and keeps to a minimum in order to increase their effectiveness.
- 9.) Performs other duties requested by the Communications VP and President.

ONLINE MANAGER

The Website Manager maintains the AAUW St. George Branch online source of information about the branch, its programs, community initiatives, activities, public policy, and members.

Responsibilities Include:

- 1.) Monitors the AAUW St. George Branch website and social media to ensure that all information is current and accurate.
- 2.) Works with Communications Vice President, and others as necessary to keep the website up to date.
- 3.) Annually, or as necessary, sends updated email addresses to Membership VP.
- 4.) Responds in a timely fashion to requests for updates from Board members and other branch members.
- 5.) Designs and implements new pages or edits existing ones as necessary, to improve the usefulness, accessibility, and appearance of the website.
- 6.) Performs other duties requested by the Communications VP and President.
- 7.)

PHOTOGRAPHER

The photographer creates a visual history of the programs, projects and events of the AAUW St. George Branch.

Responsibilities Include:

- 1.) Takes photographs of events and activities for AAUW St. George Branch and supply them to website manager, newsletter editor and historian.

- 2.) Finds substitute if not available for photo opportunities.
- 3.) Supplies photographs electronically or in hard copy as needed to website manager, and newsletter editor and Publicity Chair.
- 4.) Determines potential expenses for the budget committee.
- 5.) Performs other duties requested by the Communications VP and President.

PUBLIC POLICY CHAIR

The Public Policy Chair disseminates information about issues, advocacy actions, and legislative deadlines to the membership and the larger community. The role of advocacy is central to the AAUW mission of promoting equity and education for all women and girls.

Responsibilities include:

- 1.) Becomes familiar with issues that impact women, specifically AAUW advocacy priorities.
- 2.) Contributes to the Branch newsletter to keep members updated on advocacy efforts.
- 3.) Communicates actionable information from National to the membership in a timely manner.
- 4.) Encourages members to use the Two-Minute Activist to communicate with elected officials.
- 5.) Ensures that public policy priorities are included in the Branch's annual goals.
- 6.) Recruits a committee to plan activities that support the Branch's public policy priorities.
- 7.) Creates community coalitions to work on AAUW public policy priorities.
- 8.) Maintains regular contact with the State public policy chair and reports on efforts; shares successful advocacy strategies with the State public policy chair and other branches.
- 9.) Provides programs for members and works with local groups to provide education to the community.
- 10.) Determines proposed annual expenses for consideration and inclusion in annual budget.
- 11.) Performs other duties requested by the president or Board.

PUBLICITY CHAIR

The Publicity Chair publicizes the Branch's programs and activities through print, online, and via social media in order to raise the Branch's profile within the larger community, and to increase the communities understand of AAUW's mission.

Responsibilities include:

- 1.) Evaluates previous Branch publicity efforts and assesses current needs.
- 2.) Works with Board Members and Committee Chairs to help gain visibility for Branch that include:
 - Membership Luncheons
 - Uppity Women
 - Public Policy Projects
 - Annual Fundraising Events
 - STEM Programs
 - Scholarship Program
 - Santa to a Sister

- 3.) Develops and maintains a list of media contacts and their deadlines, which include:
 - Local columnists
 - Reporters covering the Branch Area
 - Public service announcements
 - Calendar listings
- 4.) Writes news releases, calendar notices, and public service announcements and distributes to media, meeting their deadlines.
- 5.) Maintains a file of media coverage, including copies of newspaper articles.
- 6.) Performs other duties requested by the Communications VP and President.

Appendix F - Appointed Off-Board Positions

Appointed by the President, all positions are two-year terms that may be renewed for an additional two years or longer.

GREAT DECISIONS CHAIR

Coordinates the AAUW St George Branch's Great Decisions Discussion Group through the use of the Foreign Policy Association's Program Model. Group participants read the Great Decisions Briefing Book and watch DVDs on foreign policy topics that focus on the most critical global issues facing America today. The briefing book and DVDs provide background information, expert analysis, suggested supplemental reading, and suggested discussion questions for each foreign policy issue.

Overall Responsibilities

- 1.) Recruits individuals to participate in Great Decisions Discussion Group.
- 2.) Orders and distributes program materials.
- 3.) Provides information to Publicity Chair for media release.
- 4.) Schedules meeting dates and arranges meeting location
- 5.) Recruits leaders for discussion topics.
- 6.) Provides an annual report to the Board

SCHOLARSHIP PROGRAM CHAIR

The Scholarship Program Chair oversees administration and coordination of program logistics. Works closely with the branch Scholarship committee members and university partners to ensure successful implementation of all aspects of the program.

Overall Responsibilities

- 1.) Recruits a Scholarship Program Committee and interviewing Teams.
- 2.) Develops and revises as needed selection criteria.
- 3.) Works with Communication Committee Chair to develop and revise as needed all recruitment and application materials.
- 4.) Works with Communication Committee Chair to develop marketing materials for scholarship applicant recruitment and scholarship luncheon program.
- 5.) Develops, revises as needed, and implements protocols for processing applications, scoring essays and interviews, scheduling and completing interviews, and selecting scholarship recipients.
- 6.) Reviews, revises as needed and implements the process for informing successful and unsuccessful scholarship recipients.
- 7.) Plans the Scholarship Program Luncheon.
- 8.) Coordinates with the Finance Chair for the distribution of awarded scholarships to DSU and other Colleges or Universities
- 9.) Develops a proposed program budget and presents it to the Finance Committee Chair.
- 10.) Reviews resources available for scholarships and recommends a budget for scholarship distribution to the board for approval.

- 11.) Provides information to Publicity Chair for media release.
- 12.) Reports progress to the Board and membership.
- 13.) Evaluates process and makes recommendations for adjustments.

MENTOR PROGRAM CHAIR

The Mentoring Program Chair works with Scholarship Committee by offering support to scholarship winners by providing an AAUW member to serve as mentor during their scholastic endeavor.

Overall Responsibilities

- 1.) Coordinates with Scholarship Committee regarding scholarship winner needs.
- 2.) Recruits mentors from membership.
- 3.) Coordinates pairing mentors with scholarship winners.
- 4.) Supports mentors as needed.
- 5.) Communicates with mentors
- 6.) Provides periodic reports to membership and the Board.
- 7.) Orders AAUW graduation tassels for scholarship graduates.

STEM PROGRAM CHAIR

The STEM Program Chair supports the eSMART Chair and the Core Team members to ensure an effective and efficient implementation of the STEM programs.

Overall Responsibilities

- 1.) Works with the Communication Chair to create a marketing campaign to ensure visibility of the programs and recognition of AAUW's sponsorship in collaboration with Dixie State University.
- 2.) Supports the Camper Outreach Coordinator in recruiting campers, and oversees the maintenance of a master list of campers.
- 3.) Works with e-SMART Program Chairs to identify and implement instructor's support.
- 4.) Works with e-SMART Chair in assigning teams for the camp.
- 5.) Coordinates, with the support of the Core Team the following:
- 6.) Recruitment of volunteers using Sign up Genius, administration and compilation of results of volunteer survey.
- 7.) Identification and procurement of instructor and camper materials (back packs, swag bags, T-Shirts, lanyards, etc.),
- 8.) Compilation and distribution of check-in packets,
- 9.) Administration and compilation of instructor, counselor, camper and volunteer survey results.
- 10.) Inventory and storage of supplies
- 11.) Provide information to Publicity Chair for media release.
- 12.) The planning and implementation of camper's reunion and camper follow-up process.

ESMART PROGRAM

The eSMART Program Chair provides leadership and oversees the administration for the effective implementation of the eSMART summer camp.

Overall Responsibilities

- 1.) Works with Development and Finance Chairs to develop and submit grants.
- 2.) Creates registration process and work with Communication Chair to create registration and check-in materials.
- 3.) Works with Core Team to develop a process to recruit campers.
- 4.) Works with Core Team to determine fee waiver criteria and selection of fee waiver recipients.
- 5.) Works with Core Team to establish a waiting list process.
- 6.) Works with the Core Team to determine if a need exists for Camp Health Professional.
- 7.) Recruits Counselors and Instructors.
- 8.) Arranges Counselor's Employment with DSU.
- 9.) Develops guidelines for counselors and conducts counselor training.
- 10.) Creates camp schedules.
- 11.) Reserve Rooms for instruction.
- 12.) Schedules meals, dorms, transportation and pool.
- 13.) Identifies Volunteer needs.
- 14.) Assigns and verifies roommates.
- 15.) Schedules dates for Camp and reserve dates for next camp.
- 16.) Reviews Instructor, Counselor and camper surveys and works with Communication Chair to update, as needed.
- 17.) Develops workshop evaluation process.
- 18.) Develops long-range curriculum plan.
- 19.) Proposes major program changes to the president and Board for review and approval.
- 20.) Compiles outreach statistics.
- 21.) Works with Branch leadership to establish and maintain GSU partnership for graphics /printing and website support.
- 22.) Works with Communications Chair to develop STEM materials for website.
- 23.) Works with Communication and Finance Chairs to create an annual thank you note for the Spectrum; and an updated e-SMART camp video
- 24.) Provides updates to Board and Membership.

Appendix G – Committee Job Descriptions

NOMINATING COMMITTEE

Duties of the Chair (Past President)

- 1.) Call meetings of the committee.
- 2.) Emphasize the confidentiality of the work of the committee.
- 3.) Instruct the committee on the elected positions to be filled and the desirable qualifications for each office.
- 4.) Set deadline for finalizing the proposed slate of officers.
- 5.) Send the slate of officers to the newsletter editor in time for it to be published 30 days prior to the annual meeting.
- 6.) Submit a final report to the president with suggestions for the coming year.

Duties of the Committee

- 1.) Become familiar with the duties of the elected positions for which candidates are being selected.
- 2.) Offer suggestions to the president of possible elected officers, off-Board Positions and Committee Chairs.
- 3.) Develop a slate of officers and ensure it is published in the Branch Newsletter 60 days prior to the annual meeting, which includes a request from members for additional in writing 45 days prior to the annual meeting.
- 4.) Re-Submit final slate, including any additional nominations submitted by the deadline to the newsletter editor to be sent to membership 30 days prior to the annual meeting along with instructions on how to vote electronically or by mail if a member cannot attend the annual meeting.
- 5.) Electronic and mail in ballots must be received 10 days prior to the annual meeting.
- 6.) The election results will be announced at the annual meeting.
- 7.) Should the Board of Directors request a Branch vote on any other issue, the nominating committee will include the motion on the ballot used for officer elections.

MEMBERSHIP COMMITTEE

Duties of the Chair

- 1.) Support the work of the Membership Vice Presidents
- 2.) Work with the Finance Chair to keep the membership database current and accurate.
- 3.) Ensure that Branch records match AAUW National membership records
- 4.) Work with AAUW National's staff to correct errors.

Duties of the Committee

- 1.) Initiates and coordinates Branch recruitment efforts.
- 2.) Sends out dues renewal to members between March 1 and June 1 of each year.
- 3.) Coordinates Branch New Member Orientation.
- 4.) Welcomes new members.

BYLAWS COMMITTEE

Duties of the Chair (President Elect)

- 1.) Coordinate and facilitate committee members' activities and communication.
- 2.) Present committee recommendations to the Board of Directors.
- 3.) Keep Branch Bylaws current, making changes mandated by AAUW National or State
- 4.) Distribute newly amended Bylaws to Board of Directors and interested Branch members

Duties of the Committee

- 1.) Review Branch documents as required in the Policies & Procedures Handbook.
- 2.) Develop draft of proposed amendments to present to the Board of Directors