

**POLICIES AND PROCEDURES HANDBOOK (PP 1-7)
INCLUDING
JOB DESCRIPTIONS (PP 8-30)
OF THE MARIN, INC. CALIFORNIA BRANCH OF THE
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)**

A. HANDBOOK AND BYLAWS REVIEW

1. This handbook shall be reviewed in the odd numbered years by a committee of members of the AAUW Marin Board of Directors (board) appointed by the President and chaired by the Parliamentarian/Bylaws chair.
2. The policies and procedures can be amended or revised by a majority vote of the board when a quorum is present.
3. Any policy or procedure approved by the board must be added to the master copy of the Policies and Procedures Handbook (Handbook) within 30 days. Any revision to an existing policy or procedure approved by the board must be added to the Handbook and emailed by the Parliamentarian/Bylaws Chair to all board members within 30 days.
4. When new versions of the policies and procedures are published and distributed they must contain the date of publication. In order to save publication expenses, the master copy of the Handbook and any changes may be maintained by the Parliamentarian/Bylaws chair and posted on the branch website.
5. The bylaws shall be reviewed in the even numbered years by a board committee, appointed by the President, and chaired by the Parliamentarian/Bylaws chair. Proposed amendments should be sent to the appropriate representative on the AAUW-CA Bylaws Committee for approval before being voted on by the branch membership. The bylaws will be posted on the branch website.

B. BOARD OF DIRECTORS, GENERAL RESPONSIBILITIES

The board shall:

1. Carry on the business of the branch in conformity with the policies and program of AAUW.
2. Designate one contact person for administration matters and one for finance matters and provide the names of these designated contact persons to AAUW annually.
3. Designate a person other than the contacts listed above, to record the minutes of each branch meeting and branch board meeting.
4. Have the general power to administer the affairs of the branch between branch meetings.
5. Shall report its actions to the branch.

6. Be subject to the directives voted upon by branch members at a meeting at which a quorum is present. None of the board's actions shall conflict with action taken by the branch.
7. Submit the annual budget to the branch.
8. Establish special committees, as needed.
9. Consider proposals suggested by branch members in accordance with the following procedure. 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 7 (seven) days before the agenda is published. If the member wishes to appear at the board meeting to speak to the proposal, that request should be included also.

C. BOARD OF DIRECTORS, SPECIFIC RESPONSIBILITIES

Board members shall:

1. Read and be familiar with the Bylaws and this Handbook, including job descriptions printed in this Handbook for elected officers (Appendix A) and appointed officers (Appendix B).
2. Endeavor to attend all board meetings and general meetings. Notify the President if unable to attend. Send a report if necessary.
3. Attend as many AAUW conventions, conferences, district meetings, workshops as possible.
4. Report to the board on the activities and concerns of the position.
5. Spend only moneys that have been included in the budget and clear any additional expenses beforehand with the board and the treasurer.
6. Consult with the President on all branch activities, procedures and policies.
7. Submit promptly all reports and other information required by AAUW or AAUW CA officers. Give a copy of all reports to the president and, as appropriate, put a copy in an experience binder or file, or request posting of the report on the branch website in an appropriate place.
8. Keep a current experience binder or file or document that includes resource material, notes, ideas and recommendations for a successor. At end of term of office, update the position job description for posting on the website and give copies to President and President-elect. Pass experience binder, file or document to successor at one-on-one meeting.

9. Give important papers that ought to be kept in the branch permanent file to the responsible officer, to be placed in an appropriate experience binder or posted on the branch website.
10. Give newsletter material to the editor by the date required by the Newsletter Editor.

D. BUDGET/FINANCE

1. The Budget Committee shall consist of the Treasurer as chair, the President, and the President-elect and others as designated. The committee shall meet in June, July, or August so the draft budget is available for review by the board prior to the first general meeting of the branch each fall.
2. Each officer, elected or appointed, having budget funds, shall be responsible for approval of the bills and vouchers for her committee and for keeping a current account of funds remaining in her budget. The Treasurer shall issue checks only after such approval of vouchers and bills along with submission of a payment request or expense reimbursement form specifying the budget line to be charged or otherwise indicating the reason for the expense.
4. Branch financial records should be reviewed annually as soon as practicable after the Treasurer has closed the fiscal year's books. The President will work with the Treasurer to identify a branch member or other responsible individual to perform this service.
5. A report shall be submitted to the board as soon as practicable after the review.
6. Honoraria and speaker's fees are included in funds allocated for programs and approved by the board when the annual budget is approved. Any changes to estimated honoraria and speaker fees must be approved by the President prior to making any commitments to the speaker. Fees for AAUW Funds Fellows, Grant Recipients or LAF litigants are to be paid according to the then current requirements of AAUW CA (typically flat fee plus mileage and other transportation costs, meals and lodging if applicable).
7. Expenditures over the aggregate budgeted amount for any budget category must be approved by the board.
8. Funds being transferred by the Treasurer to or from savings accounts need not be approved. All transfers and payments must be made by check or electronic transfer.
9. Two or more board signatures are needed on all financial accounts associated with AAUW Marin.

E. FUNDRAISING

The branch will neither raise funds for nor contribute funds to any organization outside of AAUW except as may be permitted in this Handbook and by AAUW and AAUW CA.

1. AAUW Funds

Contributions to AAUW Funds may be collected by the branch AAUW Funds Chair but shall be sent directly to AAUW for deposit. Contributions collected by the AAUW Funds Chair as part of a branch solicitation shall be tracked and appropriate acknowledgements sent to contributors. Members may also send individual contributions directly to AAUW.

2. Tech Trek

Branch or individual contributions to Tech Trek may be handled through the AAUW Marin Scholarship Fund.

3. Local Scholarships

Donations to the local scholarships can be made to the 501(c)(3) AAUW Marin Scholarship Fund.

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

F. MEETINGS/PROGRAMS/INTEREST GROUPS

1. Prospective members may attend two interest group meetings before being asked to join the branch. Spouses or significant others attending couples groups with an AAUW Marin member need not be members of AAUW.
2. Dates of all meetings, including interest group meetings, **must be reported** to the board member who keeps the branch calendar.
3. No interest group or other meeting involving AAUW Marin members will be scheduled at a time that conflicts with any branch program or meeting. Branch programs and general meetings take precedence over any scheduled branch interest group or other meeting.
4. To the extent feasible, no interest groups will be scheduled to meet at the same time as another interest group. Traditional dates of then existing interest group meetings will take precedence over proposed meeting dates of new interest groups.
5. No general or special meeting of the branch shall be scheduled on the dates of the annual AAUW CA convention or the biennial AAUW convention.
6. No general or special meeting will be held on days of the following major religious observances: Easter, Passover, Rosh Hashanah (two days), Yom Kippur, Hanukkah, Christmas or major holidays of the significant religious or ethnic groups within the relevant geographic area of the branch. All Jewish holidays begin at sundown the day before. This policy is in accordance with AAUW's Diversity policy #600.
7. All branch general meetings, special meetings and events will be accessible to persons with disabilities to the extent possible. Members will do everything possible to help handicapped members to attend events in private homes.

8. With the approval of the Interest Group Chair, any member may form a new interest group providing that it is open to all members.

G. MEMBERSHIP

1. Any person joining the branch after January 1 shall pay dues in accordance with AAUW special membership offers.
2. Local branch dues shall be set by the board no later than the beginning of the last month of each fiscal year and, together with AAUW and AAUW CA dues, be listed in the dues renewal form. The renewal form shall be posted on the branch website.
3. Paid life members are exempt from AAUW dues but must pay state and branch dues.
4. Fifty-Year honorary members are exempt from AAUW and state dues **and are also** exempt from local branch dues unless the board otherwise establishes a policy requiring such members to pay local branch dues.
5. A member whose dues remain unpaid after October 31 may be dropped from membership.

H. NOMINATING COMMITTEE

1. Nominating Committee members shall be appointed by the board in accordance with the branch bylaws and unless otherwise specified in the bylaws the committee shall include the immediate past president, the President-Elect, two members of the then current board and two members of the branch not currently serving on the board. The committee shall select its own chairman from among its members.
2. The term of office for the Nominating Committee is for one year.
3. The Nominating Committee shall nominate branch members for elected officer positions, with such nominations to be submitted to the membership in accordance with branch bylaws.
4. The committee shall assist in finding replacements for elected and appointed officer positions which become vacant during the year, if requested by the President.
5. When feasible, no candidate for any position shall have served more than three consecutive years in the same position, it being the consensus of the board that both elected and appointed positions are best limited to three consecutive years. Nonetheless the board recognizes that from time to time it may be in the best interests of the branch for an individual to hold one position for longer than three years, so exceptions may be made in the discretion of the committee, preferably after consultation with the board.

I. OUTSIDE ORGANIZATIONS

1. AAUW Marin will neither raise funds for nor donate funds to any outside organization except as permitted in paragraph 4 below.
2. No outside organization shall be allowed to promote its fund raising activities or sell tickets at branch meetings.
3. Information concerning any organization other than AAUW shall not be published in the monthly newsletter without the President's approval.
4. 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 AAUW's 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.

J. PUBLICATIONS

1. 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 and AAUW California.
2. Content of the branch newsletter shall be reviewed and approved by the President.
3. The membership directory is for use only by the membership and may not be used for recruiting or solicitation by outside organizations.

K. REIMBURSEMENT

1. AAUW CA Convention
 - a. A sum of money, to be determined by the budget committee, will be budgeted annually and be used by the president-elect and any other board member to defray the cost of registration, convention hotel room, travel and meals.
 - b. The President-elect is given priority for reimbursement of funds. All other board members attending may be reimbursed equally from remaining funds budgeted for the convention after the President-elect has been reimbursed.
2. AAUW Biennial Convention
 - a. A sum of money, the amount to be determined by the budget committee, will be budgeted annually and used to defray AAUW convention registration, room, travel and meal expenses of the incoming President.
 - b. In the event President-elect is unable to attend, the same reimbursement will be paid to any other board member attending on behalf of the branch. If more than one board member attends the AAUW Biennial Convention on behalf of the branch, reimbursement will be as set forth in paragraph 2a and 5 of this section.

3. Interbranch Council (IBC) and District Meetings
 - a. Registration for district meetings will be reimbursed for the President or her representative and for those incoming board members who wish to attend.
 - b. The President or her representative will be reimbursed at the current AAUW California rate for mileage to and from district and IBC or other similar meetings.
4. Voucher Submission
 - a. Vouchers or forms for reimbursement should be submitted to the Treasurer within 30 days of the date the expense was incurred, with the exception of telephone expenses.
 - b. Receipts must accompany the reimbursement form, which can be found on the branch website.
5. Co-Presidents

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.

Appendix A

ELECTED OFFICERS JOB DESCRIPTIONS

PRESIDENT

The President is the branch's administrator, coordinator and creative leader. The President believes in the philosophy of AAUW and has faith in the branch members. The President has the following responsibilities:

1. Serves as the official representative of the branch in activities of AAUW at all levels.
2. Presides at board meetings and presides at the annual board planning session, establishing goals for the new board year.
3. Works closely with the President-Elect, to help prepare her for succeeding to the presidency.
4. Sets agendas for board meetings and planning sessions.
5. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
6. Develops the budget, working with the Treasurer and President-Elect over the summer, for approval by the board no later than September of then current fiscal year.
7. Appoints the chairs of all task forces and committees. Serves as an ex-officio member of all committees
8. Writes a monthly President's Message and reviews the newsletter with the Newsletter Editor before publication.
9. Provides leadership to the board and organization with personal enthusiasm by generating ideas, identifying problems and solutions, regularly communicating with the branch through the monthly President's Message, and attending all branch meetings as feasible. Oversees the work of other board members and troubleshoots as needed.
10. Keeps abreast of AAUW State and National programs and activities, and interprets the objectives of AAUW to the members and to the public. Responds to AAUW State and National reporting requests.
11. Submits a list of incoming and continuing branch officers and chairs to AAUW CA and AAUW. Submits, as appropriate, the documentation for the current AAUW-CA branch recognition program.
12. Ensures that the branch bylaws are in conformity with the AAUW bylaws after each convention and with the AAUW CA bylaws after each state convention, with the assistance of the Parliamentarian/Bylaws Chair.

13. Ensures that the branch has enrolled in the state liability insurance program.
14. Attends Interbranch council and district meetings or sends a representative.
15. Represents the branch at AAUW CA conventions, AAUW conventions and other meetings to the extent possible. Reports the results of these conventions and meetings to branch members. Attends Leadership or regional conferences, if possible.
16. Encourages member participation.
17. Creates a harmonious climate for cooperative relationships among board members. Seeks to ensure that efforts of all board members are appropriately recognized and appreciated.
18. Promptly submits expense receipts to the Treasurer along with a Request for Reimbursement form for any expenditure made in connection with the duties of the President.
19. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new President at the June meeting.

VICE PRESIDENT/PRESIDENT-ELECT

The Vice President/President-Elect is expected to be the president in the succeeding year and succeeds to that office without further nomination. To qualify for this position, the Vice President/ President-Elect ideally should have served as a board member, officer or chair of two or more positions in AAUW Marin or have had similar leadership experiences in a comparably-sized branch of AAUW. The Vice President/President-Elect has the following responsibilities:

1. Attends and participates in monthly board meetings as a member of the leadership team and to observe the job of the President in preparation for becoming President.
2. Presides at meetings at the request of or in the absence of the President, and acts in place of the President in the case of absence or disability.
3. Assists the President by serving as a sounding board on board or organizational matters as needed. Writes newsletter articles as needed.
4. Attends as many branch meetings (and if possible, interest group meetings) throughout the year, as calendar permits.
5. Serves as an ex-officio member of all committees.
6. Leads/serves on the committee creating programs for the following year. Works to finalize (or help finalize) locations, dates and programming in April and May, before the June dues renewal time.

7. Maintains a list or spreadsheet of branch forms and documents and establishes a process for annual review and updating of forms and documents by the officers/individuals responsible for such forms and documents (e.g., Pretty Face photos need to be changed at least once a year.)
8. Assists the other chairs and officers with such activities as orientation or new member meetings.
9. Attends meetings of Interbranch Council with the president or as her representative. Attends the AAUW State convention, and the regional leadership training session, if possible.
10. As incoming president, attends the May luncheon at which the vote is taken and the incoming President is introduced. Orders the Past President's pin in advance of the May meeting for presentation to the retiring President at that event.
11. Promptly submits expense receipts to the Treasurer along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Vice President/President-Elect.
12. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new President-elect at the June meeting.
13. Performs other duties as requested by the President or board of directors.

SECRETARY

The Secretary is the recording officer of the organization and the custodian of all the records except those of other officers and chairs, who maintain the records that relate to their position. The Secretary has the following responsibilities:

1. Provides input to the President on items that require follow up or affect the agenda.
2. Attends and participates in monthly board meetings as a member of the leadership team.
3. Works closely with the President and the Parliamentarian/Bylaws Chair to achieve smooth-flowing, business-like meetings.
4. Prepares minutes of the board meetings.
5. Sends a copy of the minutes of board meetings to the President for review, prior to general distribution.
6. Distributes copies of the minutes to board members and interested chairs in a timely fashion prior to the next board meeting.

7. Maintains minutes of board meetings, other important branch papers, and branch proceedings, in accessible files or binders, as they are the legal record of the organization.
8. Arranges for board meeting facility.
9. Promptly submits expense receipts to the Treasurer along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Secretary.
10. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and the folder to the new Secretary at the June meeting.
11. Performs other duties requested by the President.

TREASURER

The Treasurer has the following responsibilities:

1. Chairs the budget committee. Calls a meeting with the President and Vice President/President-Elect soon after July 1 to develop the annual budget.
2. Submits the proposed budget to the board for approval no later than September of the then current fiscal year.
3. Keeps an accurate set of financial records:
 - Receives all monies due the branch including membership dues.
 - Pays all bills provided for in the budget or approved by the President and/or board.
 - Manages the branch's bank accounts.
 - Ensures there are at least two signatories on every branch bank account and that changes are made as needed.
 - Supplies the Branch Reimbursement Form to members responsible for budget line items (and/or has it posted on the branch website).
4. Is responsible for all tax filing compliance documents including but not limited to: Annual Branch Report to State AAUW due 7/31, e-postcard to IRS and State due 11/15, and State Attorney General Form RRF1 due 11/15.
5. Attends and participates in monthly board meetings as a member of the leadership team.
6. Presents financial reports at each monthly board meeting and an annual financial report at the annual meeting of the branch.
7. Establishes procedures with the Membership Chair for the collection of dues and sending checks and branch dues reports to AAUW and AAUW California offices (due July 1 each year). Establishes procedures with the Membership Chair for the continued collection and processing of dues throughout the year. Adds new members to the Association database.

8. Retains all branch financial records for a period of seven years or in accordance with IRS regulations.
9. Ensures that the branch financial records are reviewed annually and cooperates as needed.
10. Pays premiums for insurance policies on or before renewal dates.
11. In February, pays AAUW Funds dues to AAUW as directed by the Association or the State.
12. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Treasurer, and obtains approval of the President for such reimbursements not included in the annual budget.
13. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns the report and binder over to the new Treasurer at the June meeting.

APPENDIX B
APPOINTED OFFICERS JOB DESCRIPTIONS
(Positions are listed in alphabetical order)

AAUW FUNDS CHAIR

The AAUW Funds Chair has the following responsibilities:

1. Plans and coordinates fundraising activities for AAUW Funds by the branch, typically in the Spring.
2. Writes and sends a letter to all branch members, soliciting donations to AAUW Funds. Purchases all materials needed for the letter, arranges for printing and coordinates an envelope stuffing party.
3. When checks are received, makes a photo copy of each check and then, within 30 days of receipt, sends checks to the Association with the appropriate contribution form.
4. Keeps accurate records of all money contributed by branch members to AAUW Funds including a spreadsheet listing all donations received throughout the year, name and contact information for the donor and the name of fund to which donation is to be applied.
5. Sends a timely acknowledgement and thank you letter to each member who contributed to AAUW Funds through the branch, whether during the spring solicitation or otherwise, including, as appropriate, language required by the IRS for donations over \$100.
6. Observes all deadlines, especially contribution deadlines.
7. Provides progress reports on the branch's AAUW Funds solicitation process as requested by the board and delivers final annual report to the board listing the amount of all donations collected and how donors requested that funds be allocated, and all expenses associated with the branch's AAUW Funds solicitation process.
8. If possible, attends the fall Northern California AAUW Funds luncheon and the LAF luncheon.
9. Submits an AAUW Funds Fellow speaker request to AAUW for the branch's Annual Awards luncheon, and when the speaker is identified works with her to arrange her appearance at the luncheon held in May.
10. Alerts the Treasurer to the amount of the required honorarium for the AAUW Fellow and anticipated amount for reimbursement for travel expenses (in accordance with AAUW CA policy).
11. Works with previous named gift honorees as a committee to choose the named gift honoree(s) for the current year. Submits the names by the deadline. Receives certificates from the Association to be presented at the awards luncheon in May.

12. Writes brief “bios” of the named gift honorees to be used at the time of presentation of these awards.
13. At the Annual Awards luncheon,
 - introduces the AAUW Funds speaker and makes sure that the speaker receives her honorarium and travel reimbursement from the Treasurer.
 - introduces the Named Gift Honoree(s) and presents certificates.
14. Attends monthly board meetings, if possible.
15. Attends month branch programs, if possible, and, if requested, provides those in attendance with updates on AAUW Funds matters and encourages branch member contributions to AAUW Funds.
16. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the AAUW Funds Chair.
17. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new AAUW Funds Chair at the June meeting.

GIFT WRAP CHAIR

The Gift Wrap Chair has the following responsibilities:

1. On behalf of AAUW Marin Branch, oversees and manages the annual holiday gift wrapping fundraiser conducted by the Branch for the AAUW Marin Scholarship Fund.
2. Secures the gift wrapping dates in August for the following holiday season with Barnes & Noble's Community Relations personnel at the Corte Madera store.
3. Recruits AAUW Marin Branch and other volunteers for 3-hour shifts for the dates secured.
4. Maintains a scheduling calendar of volunteers with contact information: phone number and email address.
5. Contacts volunteers the week prior to their scheduled time and confirms participation.
6. Conveys to the volunteers the rules set by the Barnes & Noble store, as well as end-of-day procedures for cash.
7. Collects the cash and check donations and records the daily receipts in the calendar binder.

8. Reports on the cash collected at the end of the holiday schedule to the AAUW Marin Board's Scholarship Chair [AAUW Marin Board?].
9. Secures and stores all gift wrapping materials, including the scholarship fund poster.
10. Sends thank-you acknowledgements to gift wrappers and Barnes & Noble staff.
11. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Holiday Auction Chair.
12. Keeps an experience folder (paper or electronic). Writes a year-end report and turns over the report and the folder to the new Gift Wrap Chair at the June AAUW Board meeting.

HOLIDAY AUCTION CHAIR

The Holiday Auction Chair has the following responsibilities:

1. Oversees and manages the annual silent auction and direct buy fundraising campaign held as part of the branch's Holiday Luncheon.
2. Creates all marketing material related to collection of donations and the auction itself, including flyers, articles for the branch Newsletter and Monthly President's Message, letters requesting for donations from merchants and others. Coordinates creation of such material with Web/Document Editor, Newsletter Editor and President as appropriate.
3. Attends branch programs in the fall to encourage donations by members to the auction.
4. Attends monthly board meetings in the fall to review progress re the auction with the board.
5. Oversees the collection of donations, i.e., recruits branch members to assist in picking up donations and storing donated items, coordinates of timing for collections, determines types of articles that will be accepted and those which will not be encouraged, etc.
6. Determines values for donated items, as well as starting bid and minimum bid increases.
7. Acknowledges the donations with follow-up letters or e-mails.
8. Tracks and catalogues all donations, including item description, value, starting bid, minimum bid increase, donor and buyer.
9. Develops publicity for the auction.
10. Recruits and organizes volunteers to work at the auction, i.e., set-up, bid organization, collection of funds, clean-up, etc.

11. Develops the process for the day of the auction to insure smooth operation and accurate bookkeeping.
12. Oversees and manages displays and set-up of items on the day of the auction.
13. Purchases and brings material and tools for the day of the auction, i.e., pencils, bid sheets, signage, cash, etc.
14. After the auction, sends formal thank you notes and receipts needed for tax purposes to all corporate donors, donors of large items, and those who request receipts.
15. Compiles and presents the results of the auction for the board following the auction.
16. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Holiday Auction Chair.
17. Keeps an experience folder (paper or electronic). Writes a year-end report and turns over the report and the folder to the new Holiday Auction Chair at the June meeting.

INTEREST GROUP CHAIR

The Interest Group Chair has the following responsibilities:

1. Acts as the liaison between the board and interest group leaders, communicating information, questions and requests to the interest group leaders and vice versa as needed.
2. Attends monthly board meetings, if possible.
3. Provides current monthly information on the activities of the interest groups for the website and the Newsletter.
4. Updates the monthly Branch and Interest Group Calendar with interest group information, in coordination with the Newsletter Editor and the Web/Documents Editor.
5. Updates interest group information for the AAUW Program and Interest Groups brochure, as needed.
6. Obtains from each interest group leader a current roster of those attending their interest groups and provides this information to the Membership Chair and, if requested, to the full board. Arranges for interest group leaders to update such information throughout the year as appropriate.
7. Communicates membership policies to the interest group leaders at the beginning of the branch year.

8. Works to resolve interpersonal interest group issues that may arise.
9. Promotes and facilitates the establishment of new interest groups.
10. Attends each interest group at least once during the year, if possible.
11. Attends monthly branch programs, if possible, and if requested updates those in attendance about the activities of the interest groups.
12. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Interest Group Chair
13. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and the folder to the new interest group chair at the June meeting.

LIAISON WITH COLLEGE OF MARIN OR DOMINICAN UNIVERSITY

The Liaison with College of Marin and the Liaison with Dominican University each has the following responsibilities with the respective schools:

1. Works to develop and foster a strong relationship with appropriate levels of leadership at the institution to help facilitate:
 - Awareness of AAUW Marin by students and faculty
 - Notification and outreach to students and faculty re AAUW Marin branch programs
 - Affiliation by the institution with AAUW (as a college member)
 - Identification of possible guest speakers from the institution for branch programs
 - Possible use of facilities at the institution for branch programs
 - Possible creation of AAUW student branches at the institution
 - Identification of possible joint programs or projects between the institution and AAUW Marin
2. Attends monthly board meetings, if possible
3. Attends monthly branch programs, if possible, and, if requested, alerts the members
4. Works with President and others on the board to help identify appropriate contacts at the institution and to invite such contacts attend branch meetings and to join AAUW Marin.
5. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Liaison.
6. Keeps an experience folder (paper or electronic). Writes a year-end report and turns over the report and the folder to the new Liaison at the June meeting.

MATH/SCIENCE ACHIEVEMENT AWARDS COORDINATOR

The coordinator of the Math/Science achievement awards has the following responsibilities:

1. In March, sends letters to middle school contacts (8th grade teachers) at each Marin middle school (other than those in the Novato School District) requesting that each school select an outstanding 8th grade math/science student (girl) to receive the award.
2. Receives names and prepares a certificate for each winner being sure to display the AAUW logo prominently.
3. Has certificates laminated (if desired) and sends to schools in time for middle school graduation.
4. Keeps names a secret until each winner is announced.
5. Once winners are announced, follows up with a letter of congratulations to the awardee and includes a \$25 gift card for Barnes and Noble or other as determined by the board.
6. Attends the June board meeting, if possible.
7. Prepares and submits a press release to the IJ to announce the award winners.
8. Maintains files and historical records related to the awardees.
9. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with solicitation and preparation of the Math/Science achievement awards.
10. Maintains an experience folder (paper or electronic). Writes a report at year-end and turns over the report and the folder to the new coordinator at the June meeting.

MEMBERSHIP CHAIR

The Membership Chair has the following responsibilities:

1. Maintains and updates the branch member database and updates the Association member data base throughout the year.
2. Establishes process for creating the Branch Roster directly from the member data base.
3. In September or October, emails the Branch Roster to the individual(s) responsible for distribution of the Roster to the membership. Emails updates to the Roster as needed throughout the year to the individual(s) responsible for distribution of Roster updates to the membership.

4. Works with board members on membership initiatives and coordinates branch recruitment efforts.
5. Reviews the membership application prior to the beginning of each fiscal year and makes any necessary changes. Arranges with the Web/Documents editor for the application to be posted on the branch website.
6. Attends monthly Branch Programs, if possible, and, if requested, introduces new members or updates those in attendance on membership matters.
7. Displays, or arranges for the display of, membership applications along with interest group brochures, and a sign/up/contact sheet, at each monthly meeting. Encourages guests to provide their contact information.
8. Contacts potential members by email or regular mail and provides them with an application, information on annual dues, and the interest group brochure which includes the program calendar and/or such other documents which provide information on AAUW Marin and its programs developed by the branch for this purpose.
9. Follows up with potential members during the next month or two. Encourages them to attend monthly events as a guest of the board.
10. Working with the Treasurer, processes new member applications as received and arranges:
 - for applications to be copied and sent with membership checks to the Treasurer, if the Treasurer is not the original recipient of applications and membership checks;
 - for scanning of applications to an electronic file;
 - to inform the board of the new member once checks and applications have been processed;
 - to provide a thumbnail sketch of the member to the board (including the Newsletter Chair) along with contact information including address, telephone number(s), email address, education and specifically expressed interests if any.
11. Reviews and makes any needed changes to the membership renewal form and coordinates mailing of the form to members each June (prior to the beginning of next fiscal year), along with other materials (such as the annual program list and More Than a Pretty Face marketing piece, or others) suggested by the board as appropriate for inclusion with the renewal form.
12. Establishes procedures with the Treasurer for the collection of dues at the time of annual membership renewals as well as procedures for the continued collection and processing of dues throughout the year.
13. Notifies the appropriate person in other branches when members transfer in or out of the branch.

14. Determines in February whether the branch has any new 50-year members. If so, requests Honorary Life Membership status from AAUW for such individuals.
15. Attends monthly board meetings, if possible.
16. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Membership Chair.
17. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new Membership Chair at the June meeting.

NEWSLETTER EDITOR

The Newsletter Editor has the following responsibilities related to creation and delivery of the monthly newsletter, the President's Mid-Month Message (MMM), and branch program flyers.

Newsletter:

1. Coordinates with the President about the content and style of the MMM and the Newsletter.
2. Creates and edits an electronic newsletter for delivery at the beginning of each month from September through June using Vertical Response or other online program available for minimal cost.
3. Works with board officers to be sure all relevant announcements and articles are included each month.
4. Obtains review and edits from Web/Documents editor and President prior to finalizing.
5. Distributes newsletter electronically via Vertical Response during first week of the month from September through June to branch membership and to North Bay region and AAUW CA contacts who have requested it.
6. Purchases paper and prints or has printed, paper copies for distribution to members without email.
7. Coordinates delivery of paper newsletter, stamps, and envelopes, to person handling mail distribution and arranges for Membership Chair to send that person labels and updated list of members without email
8. Sends PDF of newsletter to Web/Documents editor for posting.

President's Mid-Month Messages (MMM):

1. Coordinates with the President about the content and style of the MMM and the Newsletter.
2. Reviews the President's draft of the MMM.

3. Works with the President to make sure she is familiar with Vertical Response or other online service being used by the branch.

Program Flyers:

1. Coordinates the creation of flyers describing each branch meeting with respective Program Hosts at least one month in advance of each program.
2. Arranges for the Web/Document editor to review the flyer before finalizing.
3. Sends the flyer to the Program Chair to use in creating the evite for the program and to the Web/Documents Editor for posting on the website.
4. Sends flyer to the person handling email distribution to branch members with email, and to the individual handling regular mailing to those without email, if desired. (Note: the Holiday Lunch flyer is always mailed to all branch members).

General

1. Attends branch board meetings, if possible
2. Attends monthly branch programs, if possible
3. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Newsletter Editor.
4. Keep an experience folder (paper or electronic) Writes a year-end report and turns over the report and the folder to the new Newsletter Editor at the June meeting.

NOMINATING COMMITTEE CHAIR

The Nominating Committee Chair has the following responsibilities:

1. Calls meetings of the Nominating Committee throughout the year as needed.
2. Provides leadership to Nominating Committee in exercising its responsibilities to
 - recommend a slate of elected officers to be elected by the branch at the May Annual Meeting
 - offer suggestions to the incoming President as to possible appointive officers, off-board positions and committee members
 - assist the current President in filling offices which become vacant during the year

3. Serves as liaison between the board and the Nominating Committee in determining the characteristics, skills and other qualifications needed by, or which would be helpful to, the branch for the elected and other positions to be filled and the desirable qualifications for each office.
4. Reports regularly to the board on the Nominating Committee's progress in finding candidates for elected positions and reports back to the Committee any board member suggestions or comments on possible candidates prior to the time the Committee finalizes the slate.
5. Reviews the Committee's slate with the board and sends the slate to the Newsletter in time for it to be published by the deadline specified in the bylaws.
6. Attends monthly board meetings, if possible.
7. Attends monthly branch programs and, if requested, speaks to those in attendance on the availability of branch leadership positions.
8. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Nominating Committee Chair.
9. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new Nominating Committee Chair at the June meeting.

PARLIAMENTARIAN/BYLAWS CHAIR

The Parliamentarian/Bylaws Chair has the following responsibilities:

1. Provides advice and counsel to the President on questions related to parliamentary procedure.
2. Attends monthly board meetings, if possible
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 Handbook up to date, and emails updated copies to all board members within 30 days whenever it is amended or revised. Chairs a committee to review the entire document periodically. Sends a copy to the Web/Documents Editor for posting on the branch website.
5. Keeps the branch bylaws current, making changes as mandated by AAUW or AAUW California, or as desired by the board of AAUW Marin with the approval of the membership.
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 and to the Web/Documents editor for posting on the website.
8. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Parliamentarian/Bylaws Chair.
9. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new Parliamentarian/Bylaws Chair at the June meeting.

PROGRAM CHAIR

The program chair has the following responsibilities:

1. Serves as a member of the program brainstorming group, to plan branch programs.
2. Attends monthly board meetings, if possible.
3. Reviews the anticipated programs for the year with the President and President-Elect and keeps them informed of any potential problems or issues or needed changes, as appropriate.
4. Keeps the evite email list up-to-date, making corrections, additions and deletions.
5. Creates, reviews with the President, and sends out evites for each program. Tracks the evite responses for each meeting. Coordinates with meeting hosts in tracking any responses sent directly to the hosts.
6. Creates and sends announcements of each program to local newspapers.
7. Coordinates with the Program Host(s) before each program: to make sure the host is on track, has all arrangements well in hand (including refreshments) and that the Program Chair and Program Host are each aware of all arrangements for the program and the number of persons expected to attend.
8. Provides backup to each Program Host as needed (without assuming the Host job).
9. Makes, or arranges for someone else to make, name tags for each branch meeting. Sets up the name tags for each meeting and serves as a greeter at the table with the name tags.
10. Stores miscellaneous paper goods and other items used regularly at branch meetings and brings, or arranges for them to be brought, to each meeting.
11. Attends each branch program, if possible, or arranges for a substitute to handle matters generally handled by the Program Chair at such meetings.

12. Tracks who actually comes to each meeting and shares this information with the Membership Chair and, if requested, the board.
13. Brings, or arranges for someone to bring, the recycle-rebook sign for each meeting and along with a container to receive funds for the recycle-rebook exchange.
14. Sets up, or arranges for someone else to set up, a basket for donations at meetings when donations are requested. Collects, or arranges for someone to collect, the cash from the donations for delivery to the Treasurer at the close of the meeting, or to the President to send to the Treasurer.
15. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Program Chair.
16. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new Program Chair at the June meeting.

PROGRAM HOST

A Program Host has the following responsibilities:

1. Confirms the budget for the meeting and keeps within guidelines; contacts the President for adjustments if necessary.
2. Coordinates promptly with any program speaker or participant so that she/he knows when and where to come, including what to speak about and any likely questions.
3. If possible, attends branch board meeting the month before the program for which the Program Host is responsible to report on status of planning for the meeting.
4. If possible attends the branch board meeting following the program for which the Program Host was responsible to report on how the meeting went.
5. Arranges for the honorarium or other gift approved by the board to be paid by the Treasurer and/or delivered at, or soon after, the program.
6. Coordinates in advance with the Program Chair about the logistics of the meeting, including possible refreshments.
7. Reviews and provides comments on draft program flyers and, if requested the evite for the meeting and any other notices or articles about the meeting. Serves as the contact person for information or inquiries on the program for which she is responsible.
8. Coordinates with the event venue to make sure the room is available and is set up to specifications, including AV needs.

9. Tracks RSVPs coming in directly to the Program Host, and coordinates with the Program Chair about the evite RSVPs, so that the total number of attendees is known and the Program Chair can make the name tags.
10. Arranges for/coordinates refreshments for the meeting.
11. Collects checks, if required to be sent prior to the meeting, and forwards them to the Treasurer.
12. Coordinates with the Program Chair for the collection of funds at the meeting, when donations are requested.
13. Works with the Program Chair to determine if a printed program is needed and coordinates program production, if any, with the Web/Documents Editor.
14. Serves as a greeter/host, welcoming attendees to the meeting.
15. As needed, creates an icebreaker or assures networking time at the start of the meeting.
16. Introduces, then later thanks, the speaker or other participants in the meeting.
17. Oversees clean-up of the room used for the meeting.
18. Provides feedback to the Program Chair on any problems or issues that the Chair should be aware of.
19. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Program Host.
20. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns the report and the folder over to the new Program Host at the June meeting.

PUBLIC POLICY CHAIR

The public policy chair has the following responsibilities:

1. Educates members of the branch about AAUW public policy concerns, focusing on national and state public policy priorities.
2. Coordinates with the Newsletter Editor and the President on information to be included in the newsletter and/or the monthly President's message on AAUW public policy matters.
3. Suggests possible program ideas to the Program Committee or the board based on AAUW national and state public policy priorities.
4. Attends monthly board meetings, if possible

5. Attends monthly branch programs, if possible, and, if requested, provides updates on AAUW public policy issues to those in attendance.
6. Coordinates branch public policy studies and action.
7. Coordinates branch response to AAUW CA and AAUW Action Alerts and attends AAUW-related public policy events.
8. Maintains branch public policy files.
9. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Public Policy Chair.
10. Maintains an experience folder (paper or electronic). Writes a report at year-end and turns over the report and the folder to the new Public Policy Chair at the June meeting.

SCHOLARSHIP CHAIR

The Scholarship Chair has the following responsibilities:

1. Reviews the branch's local scholarship donation form (posted on the branch website) and informs web editor of any needed changes
2. Arranges for copies of the donation form to be printed and delivered to the Gift Wrap Chair for display during Holiday Gift Wrapping project
3. Writes letter to the membership for mailing in the Fall soliciting donations to the scholarship fund
4. Purchases all materials needed for the letter, arranges for printing and coordinates an envelope stuffing/ mailing party.
5. Collects checks, tracks proceeds and reports on the status of the solicitation process to the branch board and to the Scholarship Board.
6. Keeps accurate records of all money contributed by branch members to the Scholarship Fund including a spreadsheet listing all donations received throughout the year, name and contact information for the donor and, if appropriate, how the donation is to be allocated (local scholarships, or Tech Trek).
7. Acts as liaison to the following: Holiday Auction Chair, Basket Chair and Raffle Chair.
8. As needed, assists with reporting to the board and the scholarship board on the receipts of the December silent auction, baskets and raffle.

9. Serves as a representative of the branch on the AAUW Scholarship Fund board, whose responsibility is to manage the funds in the scholarship account, and reports on actions of the Scholarship Fund board as appropriate.
10. Each spring contacts the College of Marin and Dominican University to request identification of a scholarship recipient meeting the branch's criteria. Tracks the progress in naming recipients and follows up with both institutions as needed so students are identified in time for the scholarships to be awarded at the May Awards Luncheon.
11. Invites the scholarship recipients to the May Awards luncheon. Coordinates with the luncheon Program Host to determine in advance whether recipients may bring guests to the luncheon.
12. At the May Awards Luncheon, introduces each recipient and provides background on why they were chosen to receive the scholarship and presents the awards.
13. Sends a press release or story to the local newspapers on the scholarship awards.
14. Coordinates other fundraisers for the Scholarship Fund (other than events specifically related to the Holiday Silent Auction)
15. Attends monthly board meetings, if possible
16. Attends monthly branch programs, if possible, and, if requested, updates those in attendance on Scholarship matters and encourages member contributions to Local Scholarships.
17. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Scholarship Chair.
18. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and folder to the new Scholarship Chair at the June meeting.

TECH TREK COORDINATOR

The Tech Trek coordinator has the following responsibilities:

1. Provides all administrative duties to facilitate the branch's participation in the Tech Trek program
2. Oversees the process for recruitment and selection of the Tech Trek scholarship recipients, including
 - Initiating and maintaining relationships with referring teachers and schools.
 - Selecting of the branch selection committee members, with due consideration for rotation of committee members in light of the high interest of branch members in participating

- training of selection committee members re the AAUW CA Tech Trek requirements for establishing uniformity and fairness in the selection process.

3. Maintains contact with Tech Trek recipients and keeps historical record of their names and the middle schools that nominated them for consideration and the year they attended Tech Trek.
4. Attends branch board meetings, if possible.
5. Functions as liaison between the branch board and the state Tech Trek committee.
6. Participates and assists in the AAUW Marin scholarship fundraising activities.
7. Assists the Novato branch with the "Welcome to Tech Trek" spring barbecue.
8. Attends monthly branch programs, if possible, and, if requested, provides updates on Tech Trek to those in attendance.
9. Organizes, schedules and conducts Tech Trek presentations for the Fall Open House.
10. Provides publicity about the Tech Trek program, internally through the branch Newsletter and Monthly President's Reports, and externally through news releases and stories submitted to local media.
11. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Tech Trek Chair.
12. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns over the report and the folder to the new Tech Trek Coordinator at the June meeting.

WEBSITE / DOCUMENTS EDITOR

The Website/Documents Editor has the following responsibilities related to the creation or editing of materials the branch uses to inform members and the public about branch activities: the newsletter, the president's mid-month message, flyers for the monthly programs, and miscellaneous items as needed such as display for California convention, additional flyers for auction, etc.

Website:

1. Develops copy for the website, with input from Newsletter Editor, President, and other branch leaders.
2. Organizes the website so visitors can find information quickly and easily.

3. Works with Newsletter Editor and branch officers to keep the website up-to-date. Some items are monthly (newsletter, MMM, flyers), some are annual (forms, etc.)
4. Coordinates with Site Resources about website changes, as needed.
5. Provides feedback to Site Resources about how their service can be improved.
6. Keeps key branch personnel informed about website.
7. Works with other branch newsletter editors who ask for input and advice on how to create a website.
8. Works with branch photographer to collect and post photos to appropriate website pages.

Newsletter:

1. Edits the electronic newsletter each month on Vertical Response, from September through June, after the Newsletter Editor finishes the text.
2. Creates a pdf of the newsletter for posting.
3. Sends the link or pdf to Site Resources to be posted. Alternately, editor can create a link via VR and send the link to be posted.

President's Mid-Month Messages (MMM):

1. Edits the President's draft of the MMM on Vertical Response and informs the President when the edit is complete.
2. After MM is sent to members, uses VR to create a link to the sent message.
3. Sends the link to Site Resources to be posted.

Program Flyers:

1. Receives a draft of the flyer from the Newsletter Editor, at least a month in advance of each program.
2. Lays out the flyer and adds graphics. Edits text as needed.
3. Sends completed flyer to newsletter editor for final approval.
4. Creates pdf of flyer and sends to Site Resources to be posted.

Calendar:

1. Revises monthly BIG calendar after receiving a draft from the Interest Group Chair.
2. Sends revised calendar to Interest Group Chair and newsletter editor for final check.
3. Receives final calendar, creates pdf, and sends to Site Resources to be posted.

Miscellaneous projects

1. Works with Newsletter Editor, President, Program Chair, etc. to determine if new documents need to be created (e.g., new special flyers for the auction, display for California convention, More than a Pretty Face marketing flyer, etc.)
2. Develops text and layout for each project.
3. Works with editor or project initiator to revise document.
4. Prepares final version and develops a pdf for printing and/or posting.

General

1. Attends branch board meetings, if possible
2. Attends monthly branch programs, if possible
3. Promptly submits expense receipts along with a Request for Reimbursement form for any expenditure made in connection with the duties of the Website/Documents Editor.
4. Keeps an experience folder (paper or electronic). Writes a report at year-end and turns the report and the folder over to the new Web/Documents Editor at the June meeting.