



## **Georgetown (TX) Branch**

### **Policies & Job Descriptions**

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<b>1.0 OVERVIEW .....</b>	<b>3</b>
<b>2.0 POLICIES .....</b>	<b>3</b>
2.1 Branch Board and Committee Positions .....	3
2.2 Financial Policies .....	3
2.3 Branch Networking with Other Organizations and the Public .....	4
2.4 Branch Communications to Members .....	4
2.5 Branch Email Address Policy .....	4
2.6 Wording Standards for AAUW Georgetown Fundraising Events .....	5
2.7 Local Scholarship Policy .....	7
2.8 Photo Policy .....	7
<b>3.0 JOB DESCRIPTIONS FOR ELECTED POSITIONS .....</b>	<b>7</b>
3.1 President .....	7
3.2 Program Vice-President .....	9
3.3 Membership Vice-President .....	10
Membership Committee (activated if needed) .....	13
3.4 Treasurer .....	13
Finance Committee .....	15
3.5 Secretary .....	16
3.6 Immediate Past President .....	17
<b>4.0 JOB DESCRIPTIONS FOR APPOINTED POSITIONS .....</b>	<b>17</b>
4.1 Bylaws Chair .....	17
4.2 Duck Race Chair .....	19
4.3 Garage Sale Chair .....	20
4.4 Historian/Archivist .....	21
4.5 Newsletter Editor .....	21
4.6 Public Policy .....	22
4.7 Publicity .....	23
4.8 Scholarship Chair .....	23
4.9 Social Media .....	23
4.10 Style Show Chair .....	23
4.11 Virtual Meeting Manager .....	24
4.12 Webmaster .....	24
<b>5.0 OTHER COMMITTEES .....</b>	<b>24</b>
5.1 Nominating Committee .....	24
5.2 Annual “Above & Beyond” Recognition Certificates .....	25
<b>6.0 DOCUMENT HISTORY .....</b>	<b>26</b>

## 1.0 OVERVIEW

This document provides guidelines to help AAUW Georgetown board members execute their roles and is a convenient way for branch members to learn more about board positions for which they might consider volunteering. As volunteers in a volunteer organization, it may be necessary or appropriate to modify, augment, or eliminate some of these responsibilities as needs of the organization or time constraints dictate. The document is approved at the branch board level.

The job descriptions do not include every detail. Board members holding positions determine how they execute their roles. During transition from one branch year to the next, board members ending their terms are expected to share their own “how to” notes with the incoming member to help that member fulfill her duties.

This document supports AAUW Georgetown’s bylaws. The bylaws define the branch’s operating structure, officers, and executive board. The bylaws can be found on the branch website under [About AAUW Georgetown](#). Term lengths are defined in the branch bylaws, not this document.

Per branch bylaws, any position may be filled by individuals serving alone during a given term or by two members serving together as “co-” during the term. Use of a singular title in this document (e.g., “president”) means the section applies to either the member serving alone or jointly to the members serving together. Members determine how they share the duties of a position. If typically filled by co-members serving together, the position is described that way below, but any position may be “co-” whether described that way or not.

## 2.0 POLICIES

### 2.1 Branch Board and Committee Positions

- If for any reason, a board member or committee member cannot serve in the expected capacity that goes along with her role, she should immediately inform the president or committee chair, as appropriate, so alternatives can be found or help obtained.
- Branch members interested in serving in a position on the board should contact the nominating committee. Those names should be included in the list of potential candidates. For executive positions, the nominating committee should also give careful first consideration to those members that have served in an appointed position and attended board meetings when determining the list of potential executive board positions.

### 2.2 Financial Policies

- No member of a committee will exceed the amount she has been apportioned by the committee chair without approval of the committee chair. No committee chair or other member with a budget due to her role will exceed that budget without permission from the finance committee chair (the treasurer).

- Unless approved otherwise by the treasurer, any expenditure for the branch that exceeds \$500 must have three (3) bids. The best value bid shall be selected.
- At the time of approval of the branch budget by the board of directors, it will be determined how the disbursement of funds will occur to members attending conferences and conventions that fiscal year. It will be also determined which conferences and conventions will be eligible for fund distribution.

## **2.3 Branch Networking with Other Organizations and the Public**

- Chairs of branch events are encouraged to solicit co-sponsors with other organizations. However, it should be determined by the board that those other organizations' goals and policies do not contradict AAUW's goals and policies.
- When the branch is requested to either co-sponsor or support activities of other organizations, it should be determined by the board that those other organizations' goals and policies do not contradict AAUW's goals and policies.
- Use of Facebook, Twitter, Instagram, and other social media may be used by the publicity chair, social media chair, and others, as permitted by the board.

## **2.4 Branch Communications to Members**

- AAUW news (announcements, illness or death notices, newsletters, meeting reminders) may be distributed to members via an email blast from a co-president or from the branch email account. When approved by a co-president, news may be sent from another branch member's email account.
- Any non-AAUW announcements/information must be approved by the president before distribution will occur.
- The branch does not share member contact information outside the organization (e.g., email addresses, street addresses, phone numbers).

## **2.5 Branch Email Address Policy**

The branch maintains a set of dedicated email addresses used to conduct branch business for times when it is necessary or very desirable to avoid using a personal email address, especially for use with the public, but also for some types of communication within the branch.

- Our business address platform is currently gmail. If changing to a different platform seems desirable for any reason, the Technical Committee brings the proposal to the board.
  - The Technical Committee follows a standard when creating addresses. See the list later in this section. Some addresses were created before the standard was developed.

- The email accounts are created by the webmaster (a member of the Technical Committee) or her designee so there is a common backup person across all business addresses who is familiar with technical issues and who can recover or reset passwords when needed, including when the person filling a role has changed.
- A board position wishing to request a new address should contact the Technical Committee to discuss the need. The committee decides whether to approve creating the address.
- The addresses below are in use as of the approval date of this document. Other addresses may have been added since. Where the address says “public” it is shown on our website's Contact Us page.
  - [Georgetown.AAUW@gmail.com](mailto:Georgetown.AAUW@gmail.com) (public) – General address for contacting the branch. Also used to send branch news to members. Contains the master electronic list of branch member email addresses for the current membership year.
    - All mail received is forwarded to one or both co-presidents. Can be used to reply if desired.
    - Used by the newsletter editor to send news to branch members.
    - Used by the virtual meeting manager to send Zoom meeting info.
  - [Georgetown.AAUW.Duck.Race@gmail.com](mailto:Georgetown.AAUW.Duck.Race@gmail.com) (public) – Used by the duck race chair(s) to help deal with the public.
  - [aauwgeorgegeorgetownweb@gmail.com](mailto:aauwgeorgegeorgetownweb@gmail.com) (public) – Used by the webmaster to manage the website and made available if there are questions related to the website.
  - Treasurer (address not shown since it is not made public) – Used by the treasurer to help manage branch finances and bank accounts.

## 2.6 Wording Standards for AAUW Georgetown Fundraising Events

- Branch fundraising supports both local and wider community programs related to AAUW's mission. Sources for branch priorities include the branch strategic plan, past fundraising experience, and information about new AAUW initiatives via news from the president, public policy or district reps. Examples of supported programs include (but are not limited to):
  - We run our local scholarship program. (See Section 2.7 Local Scholarship Policy.)
  - We contribute to AAUW national's Fellowships & Grants. (From AAUW: “Since 1888, AAUW has been one of the largest funders of women's graduate education, investing in women who go on to change the world.”)
  - We might apply funds to other AAUW programs and public policy initiatives (e.g., Start Smart sessions; a student seat at the National Conference for College Women Student Leaders (NCCWSL) or other AAUW initiatives).
- At the time the board approves proceeding with a given fundraiser, the board should decide the purpose so the information is clear before advertising is put together.
  - **Some fundraisers are purposely dedicated to a specific program**, for example, given decisions on the best way to secure local sponsors for that fundraiser; funds raised in response to a matching/challenge donation which specified a specific purpose; or other reasons.

- When it is time to advertise, the fundraiser's chairs and publicity chair write the advertisements and flyers with wording to be reviewed by the co-presidents as a cross-check.
  - If a fundraiser explicitly supports some particular issue raised by the public policy chair or district rep, that person should also review the wording.

**Ads and flyers should state our non-profit status.**

Examples include:

- 1) AAUW Georgetown Branch is a 501(c)(3) non-profit organization.
- 2) AAUW Georgetown Branch operates as a 501(c)(3) non-profit organization. Contributions are tax deductible to the extent allowable by law. Please consult your legal or tax advisor regarding deductibility.

**Ads and flyers should address the purpose of the fundraiser.**

Suggestions include:

- 1) AAUW has a long history of administering fellowships at the national level and scholarships at the state and branch level.
- 2) AAUW Georgetown Branch fundraisers benefit AAUW Educational Programs and leaders of tomorrow.
- 3) We appreciate your support of the AAUW Scholarship Fundraiser, and we thank you for helping promote scholarship in our future leaders.
- 4) We ask for your support by being a sponsor for this event. Profits from our fundraising efforts support AAUW educational programs to develop leaders of the future.
- 5) We ask for your support by being a sponsor for this event. AAUW has a long history of administering fellowships at the national level and scholarships at the state and branch level.
- 6) Thank you for your support of AAUW Educational Programs.
- 7) Proceeds benefit AAUW Georgetown Branch support for the National Association's Fellowships and Grants
- 8) All purchases will benefit our National AAUW organization.

**For fundraising events where there is a cost to attend\*** (e.g., like the Style Show), part of the cost may be tax deductible. If the board *wishes* to provide the information to attendees, include a statement on the flyer (and/or ticket, if there is an actual ticket).

Examples include:

- \$XX of the ticket price is a contribution above fair market value. (Fill in correct amount, i.e., the amount that is above fair market value.)
- Of the total ticket price, \$XX is the gift amount. \$YY is the fair market value of food and services for the event.

AAUW Georgetown Branch does not provide tax counsel and we urge you to seek the advice of your professional counsel when considering the tax deductibility of any contribution.

\*Do not print claims about tax deductibility on Duck Race tickets (since the ticket makes one eligible to win a prize, as in a raffle, lottery, or game of chance).

## 2.7 Local Scholarship Policy

- Through a competitive process, the branch awards local scholarships to female students graduating from public high schools operated by the Georgetown Independent School District (GISD). Female students from any of GISD's three public high schools may apply (Georgetown HS, East View HS, and Richarte HS.)
- The branch raises funds for local scholarships from fundraising events and donations.
- Scholarships are awarded through the Scholarship Committee's application and selection process.
- Annually, the board of directors approves the total amount budgeted for scholarships.

## 2.8 Photo Policy

*Note: Now that a photo policy has been in place for a couple of years, a review of the policy is recommended for later in 2021. The review should include input from all positions affected by the policy.*

The branch photo policy is located on the branch website. The document includes a media release form. On the website, see Branch Forms=> [AAUW Georgetown Media Waiver and Guidelines](#).

- Branch positions which might use a photo should be familiar with the policy (e.g., the webmaster, social media, newsletter editor, publicity).
- The person planning to use a given photo in their branch work must determine if a release is required for their purpose, working with other officers, if necessary, to determine who will obtain the release (e.g., contacting a scholarship recipient for permission; contacting a speaker).

## 3.0 JOB DESCRIPTIONS FOR ELECTED POSITIONS

Each elected position serves as a member of the branch board of directors, is a member of the executive committee and attends all board and branch meetings.

### 3.1 President

**Position Overview:** The (co-)presidents serve as the chief executive officers and administrators for the branch board, and as the primary AAUW liaisons to the state, regional, national office, and external communities. The president has authority to access all files stored about the branch in AAUW's master database of branch-related documentation.

**Responsibilities:**

- 1) Preside at all meetings of the branch, board of directors and the executive committee.

- 2) Prepare, with the assistance from the appropriate branch leaders, the agenda for branch and board meetings. (Co-presidents may choose to alternate presiding at meetings.) Call both general board meetings and executive board meetings as appropriate. When appropriate, arrange meeting locations.
- 3) Appoint, with the approval of the executive committee, the chairs of all the branch task forces and committees, except the nominating committee and those provided for by election and any additional officers authorized by branch bylaws.
- 4) Serve as an ex-officio member of all task forces and committees except the nominating committee.
- 5) Schedule two joint board meetings in May and June with the new and retiring officers and appointees to provide an opportunity to transition materials and information to the incoming board.
- 6) Submit a list of the incoming and continuing members of the elected executive board and appointed chairs to the AAUW National Member Services Data Base and the branch handbook editor no later than July.
- 7) Prepare the planning calendar for the year, with the assistance of the program vice-president, the past president and other members appointed. By July 1, present it to the board of directors for their approval.
- 8) Work with the finance committee to prepare the annual budget, including budgets for special projects. By August, make sure the finance committee presents the annual budget to the board of directors for approval followed by presentation to the general membership at the first branch monthly meeting of the fiscal year.
- 9) Assure that the board of directors provides a set of goals and a strategic plan for the upcoming fiscal year. These should be provided to the branch in the September newsletter. Plan the meeting, and encourage incoming and outgoing board members, as well as other interested members of the branch to attend the meeting.
- 10) Present a slate of potential nominating committee members to the board of directors at the January board meeting and upon the board's approval announce committee members in the newsletter, and that the committee is accepting nominations.
- 11) In late February or early March, appoint a committee which will execute the responsibilities described in Section 5.2 Annual "Above & Beyond" Recognition Certificates.
- 12) Take responsibility for bringing the branch bylaws into conformity with the AAUW Charter and Bylaws after each AAUW national and state convention and for submitting revised bylaws for review to the chair of the state committee on bylaws by December 1 following the biennial AAUW convention. (The branch bylaws chair normally does the action items required.).
- 13) Communicate with branch leaders to ensure accurate and timely completion of tasks including required paperwork.
- 14) Work closely with branch newsletter editor to assure release of accurate and pertinent information to branch members including a president's message in each published newsletter.



- 15) Obtain the approval of the board of directors for all projects sponsored by the branch and verify no conflict of dates for those projects.
- 16) Maintain regular contact with the district representative and keep her informed of branch activities. Adhere to all state policies and procedures. Share successful branch programs with the state.
- 17) Encourage branch members to support national initiatives and programs.
- 18) Adhere to all Association policies and procedures.
- 19) Serve as official representatives of the branch in the activities of the Association on all levels.
- 20) Represent the branch in work with other organizations (or appoint a representative to do so).
- 21) Work with the historian to verify appropriate records are archived.
- 22) Take responsibility for dealing objectively with any problems which may arise.
- 23) For AAUW state and national conventions, attend as a representative of the branch, propose additional or alternate attendees who will represent the branch, or propose other action including no representation if indicated (e.g., cost, availability, interest, etc.).

## **3.2 Program Vice-President**

**Position Overview:** The program (co-)vice presidents arrange program speakers for branch monthly meetings and secure monthly meeting locations for the branch year. Speakers and meeting locations are only required for those months in which a special event does not supersede the normal monthly meeting.

### **Responsibilities:**

- 1) With the co-presidents, reviews the calendar for the upcoming year to verify which meeting months require speakers and meeting locations.
- 2) In April, performs a needs assessment to generate program ideas for next year. Shares this information with the incoming program vice-president. (Examples: may collect information on branch member interests; may evaluate past programs and/or determine community needs.)
- 3) By July, plans as many programs as possible for the upcoming branch year and presents status to the board at the July board meeting.
- 4) By mid-July (in time for the August newsletter), sends all program information to the newsletter editor, the webmaster and the handbook editor. Continues to update those parties with any changes until press time.
- 5) With the approval of the board of directors:
  - a) Makes arrangements for the location of the monthly branch meetings.
  - b) If applicable, selects the luncheon/dinner menus.

- c) If applicable, negotiates the necessary contracts, serves as branch contact for the contracts and verifies the president and treasurer have copies of the contract;
- 6) If the monthly meeting place needs to be changed, reviews meeting place criteria with the president.
- 7) Plans the program for the monthly branch meetings including, but not limited to, the following:
  - a) Scheduling the programs, in time to be published in the branch handbook.
  - b) Submitting notices/articles about the program to the newsletter editor to be published before each meeting.
  - c) Reminding each speaker of the commitment, arranging to meet the speaker the day of the meeting and meeting the speaker's equipment needs.
  - d) Introducing the speaker at the meeting, presenting speaker with a small gift/honorarium (e.g., a gift card), and expressing appreciation following the meeting.
  - e) If applicable due to a meeting involving a meal:
    - i) Receiving the final reservation total from the designated meeting organizer and submitting the total reservation to the caterer.
    - ii) All funds collected for meals/events should be given to the treasurer within 5 days.
- 8) Organizes the December Holiday Tea.
- 9) Asks for volunteers, if desired, from within the board or the branch, to help with any aspect of any monthly branch program for which this position is responsible. (Examples include, but are not limited to, meeting room setup or cleanup; speaker ideas, if desired, etc.)
- 10) Ensures that the branch budget reflects branch program priorities.
- 11) Works with other branch officers and committees to integrate programs with other branch priorities.
- 12) Works with local scholarships chair and public policy chair to help plan and implement AAUW programs for other education and equity projects.
- 13) Partners with other groups and coalitions that will promote AAUW's program agenda.
- 14) Maintains adequate and up-to-date files of materials that are passed on to her successor.

### 3.3 Membership Vice-President

**Position Overview:** The membership (co-)vice presidents maintain membership records, organize events/activities related to membership recruiting and retention, and produce the annual branch handbook.

**Responsibilities:**

- 1) Serves as branch recruiting director.

- a) Coordinates all membership recruitment events.
  - b) Asks for the help of all branch members in recruiting.
  - c) Directs mailing or emailing of information to prospective members, if/when appropriate. (E.G., application form, new member information sheet, information packet on AAUW Georgetown including branch activities, incentives to join AAUW on national, state, and local level and information on the branch study groups.)
  - d) Provides application forms, information packets and newsletters to prospective members who are guests at branch meetings.
- 2) Assists new members who have joined the branch:
- a) Organizes mentor assignments to match new members to existing members to assist in new member retention. Assigns mentors. Assures that mentees are contacted regularly throughout the first year of membership to encourage participation in branch activities. Follows up to ensure that mentors and new members are communicating effectively.
  - b) Possibly organizes a meet and greet event for new members, mentors and board members.
  - c) Provides a branch handbook to each new member and any other information as necessary. Encourages new members to become engaged in branch activities.
  - d) Sends new member names and email addresses to the newsletter editor so the new member can be announced in the next newsletter issue and so she begins receiving the newsletter right away. Encourages the new member to submit a short bio (e.g., a paragraph or two) and a photo for inserting into a future branch newsletter.
- 3) Maintains the branch's membership records, working closely with other positions where appropriate.
- a) Keeps updated membership files, including new and dropped members.
  - b) Working with the treasurer, ensures new members provide completed application forms and new member information sheets; keeps membership information current and documented for all active members.
  - c) Provides the branch handbook editor with information for new members and changes in information for existing members.
  - d) Provides the newsletter editor names and email addresses for new members and changes to email addresses for existing members.
- 4) Informs the newsletter editor and the webmaster immediately if any membership forms are received with the box checked "I do NOT agree to have my image used in AAUW media."
- 5) Produces the annual branch handbook, either serving directly as the document editor, or working with another member who can assist in producing the handbook in the appropriate format. The final handbook for the year is produced annually in November, reflecting the deadline for new membership processing at the national level. Information for new members who join after the November deadline is shared with the branch via the monthly newsletter.

- a) By June 30, updates the handbook to reflect membership renewal progress.
  - b) Leading to the August Coffee/Tea, captures updates and forwards to the new handbook editor.
  - c) By mid-September, provides all branch members with an electronic (PDF) handbook reflecting updates to date. Requests that members check their information.
  - d) In November, provides all members with the final handbook for the year (electronic, via PDF). (Paper handbooks may be offered for a nominal fee or free, at the board's discretion.)
  - e) The next update is the following July 1 to reflect any changes since the previous November's version.
- 6) Organizes the August Membership Coffee/Tea.
- a) By February, books the location for the August Membership Coffee/Tea to be held the third or fourth weekend in August. (Decide on the name for the event. If using "coffee" or "tea", one approach is "coffee" if the event is in the morning, "tea" if in the afternoon.)
  - b) At the June board meeting, introduces sign-up sheets to the board members to get food, drink, and clean-up assistance to prepare for the event.
  - c) Designs invitations, postcards and flyers, with information about the event (date, place, time, etc.) These should be available at the June board meeting. Makes available to members after that.
  - d) Provides flyers to the branch publicity chair for public advertising, and the newsletter editor for use in the newsletter.
  - e) Prepares address list of all previous year lapsed members and prospective members to mail invitations to the coffee/tea.
  - f) Plans the logistics to allot table space to each interest group, board topics/interests, all special and collaborative projects as deemed necessary.
- If using a Sun City room, work with the Sun City Community Director. Usually two five-foot folding tables in door/hall for check-in, four to six eight-foot tables used around the perimeter of the room for food and promotional materials, and seating for 50 using round tables in the middle of the room.
- 7) Ensures that membership development priorities are included in branch's annual plan and budget.
  - 8) Seeks out opportunities and encourages ALL active members to promote AAUW membership at branch and community events.
  - 9) Works with the treasurer on membership recruitment and retention process, dues and fees payments and analyzing data on branch membership renewals, recruitment rates and reasons for non-renewal.
  - 10) Adheres to all state membership policies (provided by branch president).

- 11) As needed, maintains regular contact with the state membership vice president.
  - a) Reports on member interest surveys and other activities as requested. Compiles and submits Association membership reports as requested.
  - b) Shares successful membership recruitment strategies with the state membership vice president and other branches.
- 12) Attendance at state conventions, regional conferences and the AAUW national convention is strongly encouraged.
- 13) Maintains adequate and up-to-date files of materials that are passed on to her successor.

### **Membership Committee (activated if needed)**

If a membership committee is formed, it is chaired by the membership co-vice presidents. At that time, the co-VPs will determine how to share/delegate tasks. The following are examples of duties that might be assigned to committee members:

- 1) Preparing information packets for distribution at all AAUW functions where prospective members may be present. Helping with distribution and answering questions at events.
- 2) Contacting new members, providing any information requested, recent newsletters, the branch handbook, and helping to mainstream the new member into branch activities.
- 3) Helping with recruiting and member retention. Providing information to the membership committee about prospective members and updates about current members.
- 4) Assisting with the mentor program.
- 5) Assisting with hospitality at the monthly meeting.
- 6) Helping organize the August Coffee/Tea.
- 7) Working on the annual branch handbook to be distributed to members annually in electronic (PDF) format.
- 8) Assisting the membership co-VPs with membership drives, reports about membership renewals, or other duties as assigned.

## **3.4 Treasurer**

**Position Overview:** The treasurer prepares the annual branch budget, collects all monies due the branch, pays all bills, reports financials to the board, interfaces with the AAUW treasurer and AAUW membership record system to ensure paid dues are credited to members and ensures books are examined annually. The treasurer chairs the finance committee.

### **Responsibilities:**

- 1) Manages the annual budget:
  - a) Arranges for signature cards to be completed at the bank.

- b) In April, contacts the newly elected executive and appointed board members regarding budget requests for the following year.
  - c) In July, works with the finance committee to prepare the proposed budget.
  - d) At the August board meeting, presents the proposed budget to the board for approval. (Per our bylaws, the budget must be presented to the board for approval within 45 days of the beginning of the fiscal year, i.e., within 45 days of July 1.)
  - e) Provides the board-approved budget to the newsletter editor for inclusion in the newsletter published in August. (Per our bylaws, the budget must be provided to members at least two weeks before the September branch meeting.)
  - f) With the co-presidents, ensures a membership vote is taken at the September branch meeting to secure general membership approval.
- 2) Collects all annual dues.
- a) Using the AAUW website, reports all dues collected by completing the Additional Dues Report. Transmits dues to the national Association with a copy of the report via mail. Keeps a copy of the report for branch records.
  - b) Also transmits a copy of the Dues Report and payment of the state portion of dues to State Financial Officer via mail.
  - c) It is desirable that dues be transmitted prior to July 1 of the current year, but dues are accepted until November 15.
- 3) Maintains current and accurate membership records, count and breakdown in conjunction with the membership vice president.
- 4) Provides membership record data to AAUW (national and state).
- a) Prepares and submits to the Association and to the State all record changes; including name, address, telephone number, membership transfers, change in status (i.e., MOB to MBL, MOB to MBHL, SAF to MOB) and member deaths.
  - b) Notifies membership vice president and newsletter editor of changes.
- 5) Receives all monies due the branch.
- 6) Pays all approved bills provided for in the budget or voted on by the board.
- 7) Maintains accurate and complete books.
- 8) Tracks amount of funds available for local scholarships and AAUW Funds and makes those amounts available to the respective committee chairs.
- 9) Tracks and reports financial results of fundraisers to the board.
- 10) Reports on income and expenses at the monthly board meeting. Provides the monthly report to the newsletter editor for inclusion in the monthly newsletter.
- 11) Should a change occur in membership dues amount, confirms the change with the board, following the requirements in branch bylaws for notifying members in order to secure membership approval when needed. Ensures the approved change is sent to the newsletter

editor for inclusion in the newsletter and to the webmaster for inclusion in the membership form that is posted online.

- 12) Chairs finance committee and notifies designated members of their involvement.
- 13) Arranges for the books to be examined annually. See the “Examination” bullet under finance committee, below, for related information. See the branch bylaws for detail on who conducts this annual examination of the books.
- 14) Provides the necessary data to AAUW national so they can file Internal Revenue Service forms (branch revenue less than \$50k).
  - a) Responds to email sent in May from AAUW national to branches, providing required information to national on a timely basis.
  - b) AAUW national files the IRS forms (due within 5 months of the close of the fiscal year (i.e., before November).
- 15) Maintains adequate and up-to-date files of materials which are passed on to her successor, including introduction to current software.

### **Finance Committee**

The current treasurer chairs the finance committee. The committee is responsible for recommending how funds are allocated for branch goals for the proposed annual budget and the annual financial records examination. (Details are defined in branch bylaws.)

- 1) Per branch bylaws, the committee is composed of the current president, current treasurer, past president, past treasurer and the scholarship chair.
- 2) The committee serves five functions:
  - a) **Budget:** Is responsible for analyzing the proposed budget prepared by the treasurer. Is responsible for submission of the proposed budget to the board of directors at the board's meeting within 45 days of the beginning of the fiscal year, to assure that no branch member incurs expenditure greater than that approved in the budget and/or approved in advance by the finance committee.
  - b) **Advisory:** Reviews the allocation of and depositories for branch funds, including all bank accounts and donations to local scholarship funds and AAUW funds and/or local institutions and recommends to the board of directors the allocation of all monies acquired by the branch other than membership dues.
  - c) **Examination:** Is responsible for the oversight of the implementation of an annual examination of the financial books, vouchers and records of the branch at the close of the fiscal year. Works with the treasurer to designate either a disinterested qualified individual or a sub-committee of three of its members, but not including the current treasurer whose books are being examined. See the branch bylaws for the precise language.
  - d) **Payment:** Is responsible for payment of the branch's approved unpaid obligations.
  - e) **Collection:** Is responsible for collecting payment for unpaid obligations to the branch.

- 3) Maintains adequate and up-to-date files of materials which are passed on to their successors.

### **3.5 Secretary**

**Position Overview:** The secretary records and keeps in her custody the minutes of all meetings of the branch, the board of directors and the executive committee. This section is divided into two roles, one covering board meetings (including executive committee meetings) and the other covering branch meetings, since in practice the secretary role is often shared that way.

#### **Responsibilities for Board and Executive Committee Meeting Minutes:**

- 1) Attends all functions that require official board minutes to be kept (e.g., regular board meetings, executive committee sessions) and records the minutes of each.
- 2) After each meeting prepares a draft of the minutes and forwards them to the president for review.
- 3) Distributes copies of the final draft of the minutes to the board of directors no later than the beginning of their next meeting. Electronic copies are encouraged.
- 4) Makes appropriate changes to all minutes after corrections are approved.
- 5) Maintains the official copies of the board minutes for the current branch year. Provides a copy of the minutes to the branch historian.
- 6) At all board meetings, has available for reference a copy of the Association, state and branch bylaws and policies, minutes of the board meetings for the current and preceding year and a list of branch officers, appointed officers, task forces and committee chairs.
- 7) May be responsible for branch correspondence if requested by the branch president or bylaws.
- 8) Maintains adequate and up-to-date files of materials, which are passed on to her successor.

#### **Responsibilities for Branch Meeting Minutes:**

- 1) Attends all regular branch meetings and records the minutes of each. (Minutes for special events are not required.)
- 2) After each branch meeting, prepares a draft of the minutes and forwards them to the president (and meeting chair, if meeting was not chaired by the president) for review before the next branch meeting.
- 3) Makes appropriate changes to the branch minutes after corrections are approved.
- 4) Maintains the official copies of the branch minutes for the current branch year. Provides a copy of the minutes to the branch historian.
- 5) At all branch meetings, has available for reference a copy of the Association, state and branch bylaws and policies, minutes of the branch meetings for the current and preceding year and a list of branch officers, appointed officers, task forces and committee chairs.



- 6) May be responsible for branch correspondence if requested by the branch president or bylaws.
- 7) Maintains adequate and up-to-date files of materials, which are passed on to her successor.

### **3.6 Immediate Past President**

**Position Overview:** The immediate past president who last completed her term as president or co-president remains on the board so the next board benefits from the experience she brings to discussions and decisions.

**Responsibilities:**

- 1) Attends board meetings monthly.
- 2) Assists current co-presidents with board or branch business as needed.
- 3) Accepts temporary assignments from board members or sub-committees to assist with branch business.

## **4.0 JOB DESCRIPTIONS FOR APPOINTED POSITIONS**

Per branch bylaws, members serving in positions in this section are appointed by the president with the approval of the executive committee. Appointed positions are members of the board and attend board and branch meetings. Positions are in alphabetical order.

### **4.1 Bylaws Chair**

**Position Overview:** The bylaws chair oversees the process to review and amend branch bylaws for any reason. Possible amendments may be driven by national or state votes, outcomes from biennial national and state conventions, other communication from national or state, or by suggestions from within the branch. Since the internal branch document “AAUW Georgetown Policies & Job Descriptions” supports our bylaws, the bylaws chair also oversees the process to update it.

**Responsibilities for Bylaws:**

- 1) After each national or state election or convention, reviews outcomes to determine whether there are mandatory amendments that will affect the text of our bylaws.
  - a) National bylaw requirements govern which sections of our branch bylaws contain required wording the branch cannot amend, and which sections may be amended by the branch. Amendments mandated by AAUW are not subject to branch board or branch member approval. (That requirement is documented in our bylaws.)

- b) If there is a mandatory amendment, the bylaws chair alerts the president, makes the change, informs the board and provides the final version as a PDF to the president and the webmaster as shown near the end of this sub-section on bylaws.
- 2) For other changes, every five years or sooner if a change might be considered to align bylaws with current practices, enlists board members to review those bylaws sections that are subject to member vote to determine if there is an operational need to update them.
  - a) Assesses whether a proposed change is appropriate/compelling to make based on how the branch is operating.
  - b) Best practices say bylaws should be written to provide flexibility and basic governance procedures and should not need constant revision.
- 3) If changes are needed or proposed, recommends their disposition to the branch board. If the change should be accepted, recommends the wording and rationale; if not accepted, explains rationale to the board. (If a substantial number of changes are required in the document determines if a committee is needed to work together on needed or proposed changes and wording.)
- 4) Determines the timeline for gaining board and member approval adhering to the timing required in the current bylaws. Per bylaws, notice to members of proposed amendments must be given at the previous regular meeting prior to the meeting when the vote will be taken.
  - a) Obtains board approval for the proposed changes.
  - b) Obtains member approval for changes via the vote to be taken at a regular branch meeting, making sure enough notice has been given to members.
    - i) Gives notice in two forms: electronically by sending a PDF version of the proposed changes to members via email (can be sent along with the newsletter) and by announcement in a regular meeting, as required per bylaws. In the electronic version, includes brief rationale for each change so members are informed.  
  
If a member replies with a suggestion, recommends disposition to the board. Replies to the member. Note that if the suggestion is significant enough to incorporate in the version currently up for member vote, the review/approval process likely needs to be re-started at the board approval step.
    - ii) Works with the President to schedule the vote. For example, notice in September with a vote in October; notice in October with a vote in November; notice in January with a vote in February; notice in February with a vote in April (no regular meeting in March).
- 5) Whether changes are due to mandatory amendments or a review/update cycle within the branch:
  - a) Provides the final approved document as a PDF to the i) the branch president for submission to national, and state, if required, and ii) the branch webmaster for posting on the branch website.

- b) Stores the softcopy source in a safe place (i.e., Word version).
- 6) Maintains adequate and up-to-date files of materials to pass on to her successor. Be sure to pass along the softcopy source of the current document (i.e., Word version).

**Responsibilities for AAUW Georgetown Policies & Job Descriptions Document:**

- 1) At least biennially, prompts current board members and committee chairs to consider whether the then-current Policies & Job Descriptions document requires updates for their areas.
- 2) Obtains and reviews suggested wording for positions. Engages members currently in a role and, if appropriate, members who recently held that role.
- 3) Serves as the document editor. Recommends action/wording to the board, committee chairs and other positions represented in the document.
- 4) Obtains board approval for the proposed changes. (The document is not subject to member approval.)
- 5) Provides the final copy of the approved document as a PDF to the branch webmaster for posting on the branch website.
- 6) Stores the softcopy source in a safe place (i.e., Word version).
- 7) Maintains adequate and up-to-date files of materials to pass on to her successor. Be sure to pass along the softcopy source of the current document (i.e., Word version).

## **4.2 Duck Race Chair**

**Position Overview:** Organizes and oversees the event. Forms a team with whom to perform specific responsibilities, starting early in the calendar year to plan a fall event.

**Responsibilities:**

- 1) Responsible for completing a budget including a goal for that year.
- 2) Establishes a schedule for the tasks below which are fulfilled working with the team. Members may collaborate on more than one task, as appropriate.
- 3) Contacts city officials:
  - Georgetown Parks Department - to determine location and date of race.
  - Police - to request official presence at site.
  - Georgetown Search & Rescue Dive Team (GS&R) - to oversee the racecourse and “herd ducks.”
- 4) Approaches sponsors and provides them with informational packets.
  - Past sponsors
  - New prospects
- 5) Obtains prizes (the same or similar to previous ones). For example:
  - 1<sup>st</sup> - cash/gift cards
  - 2<sup>nd</sup> - business donations for restaurant(s), theater performance and/or hotel stay

- 3<sup>rd</sup> - \$100 Target gift card
- 6) Prints 300 tickets and several posters.
- 7) Handles ticket sales for 300 “adoptable” ducks.
  - Distributing tickets to members for them to sell or purchase.
  - Arranging sales to the general public to promote the race and AAUW.
  - Recording transactions.
  - Collecting money and reconciling accounts with the branch treasurer.
- 8) Publicizes the event.
  - Arranging for articles and post-race appreciation ad in the Wilco Sun.
  - Placing posters in businesses and public library entrances.
  - Requesting photographer from Wilco Sun on race day.
- 9) Obtains and distributes signs.
  - Sponsor and donor recognition signs at race site.
  - Directional signs to site in San Gabriel Park.
- 10) Provides supplies for race day:
  - Ducks, course's side lines (set up by GS&R Dive Team), finish line, table, easel with pad & markers to record the winners of heats and prizes, portable PA system, signs, water bottles for team and observers (usually purchased with H-E-B gift cards).
- 11) Provides storage by team members for 3 tubs of ducks, signs & posts, and finish line.

### 4.3 Garage Sale Chair

**Position Overview:** The board selects the chair/coordinator to oversee the preparations for this fundraiser. Although the branch has not done a garage sale for the past few years, this section is in the document for guidance in case the branch decides to do one in the future.

#### **Responsibilities:**

- 1) Informs branch members of the board's approval to have a booth (2 side-by-side parking spaces) at the Kiwanis Garage Sale at the Sun City central parking lot on a certain date (usually in October).
- 2) Asks a Kiwanis member to purchase the two spaces for our booth as early as possible (preferably in the spring).
- 3) Requests volunteers well before the event, in newsletter articles, at branch meetings, and through personal contacts.
- 4) Makes sign-up lists of helpers to perform specific tasks and make schedules for the following:
  - a. Requests pickups of tables and donated items at members' homes.
  - b. On-site collection of donations & setting-up the booth on Friday, 11 AM to 2 PM.
  - c. Onsite sales (2 shifts) beginning at 7:45 AM and ending at Noon.
  - d. On-site clean-up, taking leftover items to the helping agency trucks and clearing out the spaces.

- 5) On the day before the Garage Sale, gets Kiwanis passes (from our branch's contact person) for members coming before 8 AM and delivers them.
- 6) The garage sale chair/coordinator and the treasurer will count money from sales and verify gross funds ASAP.
- 7) The treasurer will deposit the gross funds into branch's account and report the results to the board.

## 4.4 Historian/Archivist

**Position Overview:** Keeps albums of branch activities, events, and accomplishments for each fiscal year. Keeps digitized copies of secretaries' minutes when possible, to be archived.

**Responsibilities:**

- 1) Prints a copy of each monthly newsletter for the current album; collects newspaper clippings about members and branch events.
- 2) Plans special events for branch 5-year milestones, such as the anniversary date of our charter in 1923.
- 3) Updates the "Herstory" and "Highlights of Branch History" pages in the annual handbook.
- 4) Prepares and presents certificates for retiring board members and officers at the annual meeting each April.

## 4.5 Newsletter Editor

**Position Overview:** The newsletter editor prepares each issue of the branch newsletter for publishing, interacting with others who may have material for an issue. She makes a draft of the newsletter available to the president for review prior to publication but as editor-in-chief, she decides the final presentation and content of each issue. The branch newsletter is published 11 times per year, once per month with June/July combined into one issue.

**Responsibilities:**

- 1) Sets deadlines for receiving material from branch news sources. Sources include relevant board members, committee chairs, special interest group leaders and the Central Texas rep.
- 2) Chooses the software used to create the newsletter. For distribution to members, publishes the newsletter as a PDF, and/or another format which is easily accessible to members, if using another format has been approved by the board.
- 3) Edits the material received for each issue and lays out the format. (It's helpful to review the same issue from the prior year to see what type of events/news are typically announced at that time.)
- 4) If photographs are received, reviews the branch media policy before using. See the related section 2.8 Branch Photo Policy earlier in this document.

- a) For member photos, unless informed by the membership VP that a member has declined photo permission on her membership form, it is ok to use the photo in the newsletter.
  - b) For non-member photos, if the photo fits the category that requires a release, consults the president, membership VP or photo-submitter to see if a release has been obtained. If not clear in time, omits the photo.
- 5) If necessary, the editor may write articles to complete an issue. The national AAUW website is an additional source for newsletter content.
- 6) Sends a review draft to the co-presidents before publishing the newsletter.
- 7) Via email, distributes (or arranges for someone else to distribute) the newsletter to members.
- a) In some past years, a co-president has emailed the PDF newsletter to members from a personal address. In more recent years, the newsletter editor has used the branch's generic email address to email the newsletter. The generic address is owned by the webmaster.
  - b) If the newsletter editor is emailing the newsletter, maintain the *newsletter's list* of branch member email addresses. The list is contained in the generic account's contact list.
- If a branch member informs the newsletter editor of an email address change, the newsletter editor passes the news on to the membership VP and the treasurer. Likewise, if either the membership VP or the treasurer learn of an address change, they should notify the newsletter editor.

**Notes:**

- For membership privacy reasons, the branch practice is to use bcc lists for member email addresses when the newsletter is distributed.
- AAUW Georgetown does not post the newsletter on our branch website since the issues contain personal email addresses, phone numbers and home addresses.

## 4.6 Public Policy

**Position Overview:** Drives branch advocacy strategy to help branch members have an impact at the local, state, and national levels, consistent with AAUW's overall Public Policy priorities.

**Responsibilities:**

- 1) Should stay abreast of issues that are sensitive to AAUW at the national level, state level and local level.
- 2) Regularly makes suggestions to branch members about how they can contribute to AAUW's 2-minute activist and/or participate in live or virtual seminars and conferences regarding policy issues.

## 4.7 Publicity

**Position Overview:** Defer for now.

**Responsibilities:** Defer for now.

## 4.8 Scholarship Chair

**Position Overview:** Manages the branch's long-running local scholarship program for female high school graduates. See Section 2.7 Local Scholarship Policy earlier in this document for related information.

**Responsibilities:**

- 1) Chairs the Scholarship Committee, recruiting new committee members if needed for that year's scholarship program.
- 2) Contacts GISD, providing application criteria and paperwork to the school district, along with deadlines.
- 3) Notifies the branch webmaster and publicity director to make information about the application process available to the public.
- 4) Schedules committee meetings to review applications, select semi-finalists, and conduct interviews to determine finalists and, ultimately, the recipients.
- 5) Communicates with applicants throughout the process (roughly December through May).
- 6) Secures branch board approval for scholarship awards (number and amounts of scholarships to be awarded to recipients).
- 7) When appropriate, schedules and coordinates a "meet and greet" for award honorees and their mothers.
- 8) Obtains a signed photo release for all scholarship awardees, not only minors, for consistency in our records. Sends a scan to the newsletter editor, with a photo if the student provided a photo.

## 4.9 Social Media

**Position Overview:** Defer for now.

**Responsibilities:** Defer for now.

## 4.10 Style Show Chair

**Position Overview:** Defer for now.

**Responsibilities:** Defer for now.

## 4.11 Virtual Meeting Manager

**Position Overview:** Manages logistics when a video conferencing service (e.g., Zoom) is used for branch activities that cannot meet in person. Acts as backup for the Social Media Administrator for online sites as needed.

**Responsibilities:**

- 1) Confirms meeting times for branch and board meetings.
- 2) Coordinates monthly with co-presidents and program co-vice presidents to determine who will schedule meetings and send Zoom notices to branch and board members.
- 3) Coordinates with the program co-vice presidents prior to each branch meeting to determine who will start and manage the meeting.
- 4) Contacts all branch members at least one time during the business year to determine need for assistance with Zoom technology.
- 5) Is available to assist branch members with Zoom technology prior to each meeting.
- 6) Accepts calls from interest group and committee chairs to ensure that there are no Zoom meeting conflicts. Chairs schedule their own meetings.

## 4.12 Webmaster

**Position Overview:** Defer for now.

**Responsibilities:** Defer for now.

## 5.0 OTHER COMMITTEES

These committees are in their own section since their chairs are neither elected by branch members (see the elected executive board, covered in Chapter 3.0) nor are their chairs appointed by the president (see the appointed-by-president positions, covered in Chapter 4.0).

### 5.1 Nominating Committee

**Committee Overview:** The nominating committee is composed of three to five members appointed by the board of directors by January of each year. (Branch bylaws require three nominating committee members. Branch practice is to allow more if helpful that year.) At least one committee member shall be a past president. A current president or co-president who will be serving again as president or co-president in the coming term shall be invited to be on the committee.

**Responsibilities:**

- 1) The nominating committee shall elect its own chair.
- 2) The members of the nominating committee shall solicit names of members interested in serving on the board of directors.



- 3) The nominating committee shall follow the process below to develop the slate of nominees it presents to the branch.
  - a) Brainstorming, soliciting and compiling names of branch members who are interested in serving on the board of directors. When developing the list of potential nominees, the committee shall consider:
    - i) The branch principle that elected officers have been a member of the Georgetown branch for at least one program year.
    - ii) A match between the member's strengths and the job description.
    - iii) The previous board experience of the member.
    - iv) A member's interest in the position.
  - b) Contacting each potential board member asking if she is willing to consider the position and if so, providing her with:
    - i) The list of board member responsibilities.
    - ii) The position's job description.
    - iii) The name and phone number of the person currently holding the position.
    - iv) The deadline for their response.
  - c) If the member is not willing to consider an elected position, determining if she would be interested in any non-elected board position.
  - d) Contacting each potential officer to get their decision on a timely basis after being asked to serve.
- 4) The nominating committee shall present its slate of officers to be elected to the membership at the March branch meeting and publish the slate the April newsletter that is published on March 25. (General membership must receive the slate in writing at least two weeks ahead of the election.)
- 5) The election is held during the April branch meeting. Nominations may be made from the floor at the time of the election, provided written consent of the nominee has been obtained.
- 6) The nominating committee shall provide the incoming president (current president-elect) with the names of members interested in serving on the board of directors in an appointed position or on an off-board position.
- 7) The nominating committee shall maintain adequate and up-to-date files of materials which are passed on to their successors or the current president-elect.

## 5.2 Annual “Above & Beyond” Recognition Certificates

**Committee Overview:** The committee manages a process that recognizes AAUW Georgetown members who have gone above and beyond their usual involvement during the past year either in their roles as officers and/or committee chairs, or in their individual involvement in branch,

state, or national activities. The number of certificates awarded per year will normally be 3 but see the note under bullet #5 below.

Eligibility to Receive a Certificate: Open to any AAUW Georgetown member in good standing who has not received the recognition within the past 2 years.

### **Responsibilities:**

- 1) In late February or early March of each year, the branch president will appoint a recognition committee consisting of 3 to 5 members who have received the award within the last 2 years and are therefore ineligible to receive it in the current year.
- 2) The committee will meet to determine who will act as the head of the committee and to be the point of contact to send emails/receive the nomination forms and ballots.
- 3) The head of the committee will send an email to the membership explaining the recognition, how the process will work (including that following the nominations, members will be asked to vote for up to 3 to receive certificates), and asking that members complete a nomination form for those members who they think deserve that year's recognition. Each form would require the nominee's name and a written justification as to how the person has gone 'above & beyond' during the past year. A cut-off date to receive the nominations will be included in the email.
- 4) After the closing date, the committee will meet to put together a ballot (to include names and a summary of the justification from the nomination form) to be sent to each branch member. The ballot will ask that members vote for up to 3 candidates from the list. The notice will include a deadline for receipt of the ballot.
- 5) The recognition committee will meet to count the votes and determine who receives a recognition certificate for that year. **NOTE: Normally, there will be 3 selectees; however, the committee will have the discretion to increase or decrease the number if in the committee's opinion, the vote count warrants it.**
- 6) The historian or her designee will prepare the certificates to be awarded at the annual business meeting, normally held in April of each year.

## **6.0 DOCUMENT HISTORY**

- April 14, 2020 - Version 1.0 approved by board. Published.
- April 13, 2021 - Version 2.0 approved by board. Published.
- March 8, 2022 - Version 3.0 approved by board. Published.