

**AAUW**  
**HEALDSBURG BRANCH**  
**JOB DESCRIPTION**  
**Updated March 27, 2017**

*All board members are expected to do the following:*

*Attend all board meetings. Support branch programs. Communicate branch issues to Board.*

**BOARD POSITION: President**

- Provide leadership for the branch.
- Read state and national AAUW publications and emails for relevancy to our branch.
- Work with Treasurer in summer to determine proposed yearly budget.
- Plan and conduct Board retreat in August; review/ update Board policies and bylaws.
- Ensure each Board member has her job description and understands her role. Each Board member should “own” her area’s webpage and provide/ monitor job descriptions and implementation for her committee members.
- Ensure appropriate use of AAUW name and logo.
- Welcome all members at general meetings and make remarks at kick- off and annual meetings. Traditionally, present a rose to each current and new Board member at the celebratory event following the election at the annual meeting.
- Organize and run monthly Board meetings.
  - Email agenda item request.
  - Write and email agenda.
  - Preside at monthly meeting.
  - Proofread draft minutes.
- Write monthly column for the Grapevine newsletter.
- Appoint Nominating Committee Chair in January.
  - Work with Nominating Committee chair to recruit 3 additional members to serve. \*\*

- **\*\*Role of Nominating Committee Chair**
  - With the other Committee members, develop the Slate of Officers & Directors.
  - Submit proposed Slate of Officers & Directors to the Membership via email blast two weeks prior to the May General Meeting & election.
  - Once Slate approved:
    - Send copy with no emails to Web Manager for posting
    - Send copy with emails to Board of Directors
  
- Fill Leadership Team vacancies that arise during the year and review need for new positions.
  
- Monitor fund-raising and branch programs and expenditures, working through the Board and Leadership Team.
  
- Attend branch activities when possible; greet new members.
  
- Solicit end-of-year reports (providing template) and job description updates from each Board member.
  
- Attend state convention (state meeting in alternate years) and North Coast Leadership meeting or arrange for alternate.
  
- Submit branch recognition paperwork for State convention.
  
- Complete national and state branch officer report annually.
  
- Act as branch Historian by maintaining former branch President Records.