

AAUW

**HEALDSBURG BRANCH
JOB DESCRIPTION**

Updated 03_2017

All board members are expected to do the following:

Attend al board meetings. Support branch programs. Submit all ideas for discussion or resolution to president at least 48 hours prior to meetings. Communicate with president regarding branch issues.

BOARD POSITION: Vice President

- Preside at meetings at the request of or in the absence of the president.
- Act in place of the president in case of absence or disability.
- Attend annual State meeting/convention and regional leadership meeting.
- Maintain original Word documents for all Board job descriptions.
 - Annually (Mar-Apr timeframe) request current Board members to review job descriptions and make needed updates.
 - Convert updated docs to PDF format and send to website manager to upload to website.
- Perform duties as assigned.
 - If called upon by the President to chair the Nominating Committee.
 - Recruit 3 additional members to serve on committee
 - Submit proposed Slate of Officers & Directors to the Membership via email blast two weeks prior to the May Annual Meeting & election.
 - Once Slate approved, send to Web Manager for posting.
- As incoming President,
 - Complete Branch Officer Report.
 - At installation lunch, thank out-going President with Past President's pin and rose(s).
 - Secure next year's meeting rooms at high school in late August.
 - Plan and organize Board retreat.