

**AAUW
HEALDSBURG BRANCH
PRESIDENT JOB DESCRIPTION
Revised January 2018**

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 and Scholarships and Grants in summer to determine proposed yearly budget.
- Plan and conduct Board retreat in August.
- Review/update Board policies and bylaws to present at annual retreat.
- Ensure each Board member has her job description and understands her role. Each Board member should “own” her area’s webpage and provide updated job descriptions as needed, with an annual update.
- 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.

