

**AAUW HEALDSBURG BRANCH**  
**JOB DESCRIPTION**  
**Reviewed March 2022**

*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.
- Prior to the Annual Retreat, work with Treasurer and Grants & Scholarship Chair to determine proposed yearly budget.
- Plan and conduct Board retreat in August.
- Review/ update Board policies and bylaws to present at annual retreat. Any changes to the By-Laws require a vote by the membership at the annual meeting. Recommended By-Law changes must be sent to the membership 2 weeks prior to the annual meeting.
- Ensure each Board member has a job description and understands the duties. Each Board member should “own” her area’s webpage and provide/ updated job descriptions as needed.
- 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 and ask for reports.
  - Write and email agenda.
  - Preside at monthly meeting.
  - Proofread draft minutes.
- Write monthly column for the Grapevine newsletter.
- In January, work with Nominating Committee Chair to recruit 3 additional members to serve.
  - Role of Nominating Committee
    - With the other Community 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 and election.
- Once Slate approved:
  - Send copy with no emails to Webmaster for posting
  - Send copy with emails to Board of Directors.
- Work with Nominating Committee Chair to 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.
- Submit individual recognition paperwork to State.
- Complete national and state branch officer report annually.
- Update Branch officers on National website.
- Act as branch Historian by maintaining former branch President Records.
- Responsibilities also include
  - Securing a room for Board meetings
  - Scheduling and planning the annual retreat.