

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

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

*Attend all 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.
- As Nominating Committee Chair
  - Work with Committee to 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
- 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 in late August.
  - Plan and organize Board retreat.