

## **AAUW HEALDSBURG BRANCH**

### **VICE PRESIDENT**

#### **JOB DESCRIPTION**

Updated April 2, 2025

All board members are expected to do the following:

- Attend all board meetings.
- Support branch programs.
- Submit all ideas for discussion or resolutions to president at least 48 hours prior to meetings.
- Communicate with president regarding branch issues.
- Work with the nominating committee to identify their replacement when their term ends.

#### **Responsibilities**

- 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.
- Communicate significant results of annual State meeting/convention and regional leadership meetings and attend events if possible.
- 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.