

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
McLEAN AREA, VIRGINIA, BRANCH  
POLICIES**

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# AMERICAN ASSOCIATION OF UNIVERSITY WOMEN McLEAN AREA, VIRGINIA, BRANCH POLICIES

- I. **PURPOSE.** Policies are principles, rules, and guidelines that guide the administration of the Branch. Policies supplement, but cannot contradict, the Branch bylaws and Branch standing rules. The Bylaws and Policy Committee shall be responsible for proposing additions and changes in the policies as directed by the Board of Directors. Policies are approved by the Board.
- II. **ALLOCATION OF FUNDRAISING PROCEEDS.**
  - A. **Allocation guidelines.**
    1. The Branch allocations shall be in compliance with Internal Revenue Service (IRS) regulations and shall factor in any specific Board guidance.
    2. Net proceeds from the book sale are gross receipts minus expenses. Expenses include donations to the organizations or persons providing facilities or assistance to the book sale.
    3. Of the net proceeds from the book sale:
      - a. a specified amount shall be set aside as seed money for the next book sale,
      - b. no less than 50 percent of said proceeds shall be allocated to AAUW Funds or other AAUW 501(c)(3) entities, and
      - c. of the amount designated for AAUW Funds, an amount may be retained for a future gift to AAUW Funds.
    4. Remaining net proceeds may be allocated for (a) local scholarships and awards and (b) state and national conventions and conferences.
    5. Net proceeds from any fundraising project other than the book sale shall be allocated according to the intent of the project, its advertising and any applicable IRS regulations. Funds raised through Amazon purchases made through the Branch's website may be allocated for special projects designated by a vote of the Board. Lacking this guidance, allocation shall follow guidelines 3 and 4 above.
    6. All cash donations, unless otherwise specified by the donor, shall go to AAUW Funds.
    7. All earned interest on fundraising proceeds shall be used in a manner consistent with these guidelines. All interest earned on funds set aside for AAUW must accrue to those funds.
  - B. **Names Honored.**
    1. The principal objective of the "Names Honored" program is to recognize present and past McLean Area Branch members who have provided outstanding service to the Branch with a donation to AAUW in their name.
    2. The Allocations Committee shall recommend the "Names Honored" candidates to the Board by December 31 for final approval.
    3. A non-member may be honored in recognition of exceptional service that furthers the mission of the AAUW in the McLean area, including those who have rendered extraordinary service to the book sale.
    4. The book sale chairs shall be named irrespective of previous honoring.

5. The president(s) shall be named the year following her or his term(s), irrespective of previous honoring.
6. No McLean Branch member should be honored twice unless that person becomes president or book sale chair or has made continuing outstanding service to the branch. Members previously honored but not meeting the criteria above (president or book sale chair) may be considered again after five years have passed.
7. Branch members deceased in the previous year may be considered.
8. Although the number of honorees is not specified, the number should be strictly limited. It is possible that the Allocations Committee may wish to specify no honoree, except for the past president(s) and book sale chair(s), with the donation going to AAUW in the name of the McLean Area Branch members.

III. **LOCAL SCHOLARSHIPS POLICY.** The McLean Area Branch of AAUW shall distribute funds from the annual used book sale to women students at one or more Washington metropolitan area accredited educational institutions and who meet the eligibility criteria.

A. **Selection.** The recipients shall be chosen by the schools in consultation with the Branch liaisons.

B. **Criteria for eligibility for university/college recipients.**

1. Recipient must be a U.S. citizen or permanent resident.
2. Recipient must have had a break in attendance between high school and college of at least three years or a break in completing college requirements.
3. Recipients must have demonstrated need for financial support to attend school by submitting their Student Aid Report Form (Free Application for Federal Aid).
4. Recipient must have a demonstrated record of academic success.
5. Recipient must submit a one-page biography to the Branch and to the college/university stating her educational background, program of study, plans for completing her degree, how the financial support will assist her in continuing her education, and goals for the future.
6. Recipient must be seeking a bachelor's degree.

C. **Criteria for eligibility for Fairfax County Adult High School recipients.**

Funds may be distributed to a graduating senior woman from Fairfax County Adult High School, Falls Church Campus, at Pimmit Hills Center.

1. Recipient must be a U.S. citizen or permanent resident.
2. Recipients must have a demonstrated need for financial support to attend school by submitting their student aid report from FAFSA.
3. Recipient must have a demonstrated record of academic success through work completed at Fairfax County Adult High School, Falls Church Campus.
4. Recipient must be enrolled to begin studies at an institute of higher education.
5. Recipient must submit a one-page biography to the Branch stating her educational background, program of study, plans for completing her degree, how the financial support will assist her in continuing her education, and goals for the future.
6. Student must complete the AAUW/Pimmit Hills High School Scholarship Application.

IV. **LOCAL AWARDS POLICY.**

A. **High School Awards.** The McLean Area Branch of AAUW may distribute recognition awards in math and science to female students in their junior year of high school at one or more McLean Area high schools. These awards will be accompanied

by a nominal cash award of \$100 each, up to a total of six awards per year depending on school participation, using funds from the annual used book sale.

1. **Selection.** The recipients shall be chosen by the schools in consultation with the Branch local high school awards chair.

2. **Criteria for eligibility for high school award recipients.**

- a. Recipient must be a U.S. citizen or permanent resident.
- b. Recipient must have a demonstrated record of overall academic success.
- c. Recipient must have a distinguished record of academic achievement in the field of study being recognized (math or science).
- d. Recipient must be in her junior year of high school.

B. **Additional Awards.** The Branch may distribute recognition awards to students who have excelled in local area Science, Technology, Engineering, and Mathematics (STEM) projects by their participation in workshops and science fairs. A nominal cash award up to \$100 each may accompany these awards from funds derived from Amazon purchases made through the Branch's website, donations, or other sources.

1. **Selection.** Selection shall be determined in conjunction with the organization sponsoring the workshop or science fair.

2. **Criteria for eligibility for additional award recipients.** Criteria for eligibility shall include that the recipients must be female students from the McLean area schools.

V. **CONTRIBUTIONS.** The Branch does not make monetary contributions to other organizations, charities, or causes, except for ones that support AAUW's mission and vision.

VI. **FUNDRAISING.** Fundraising at both Branch meetings and meetings of Special Interest Groups shall be confined to those projects approved by the Board.

VII. **INVESTMENT FUNDS.** The Board shall approve the use of investment funds up to \$500 for a single purpose. The Board shall recommend to the Branch for approval amounts over \$500.

VIII. **ACCRUAL ACCOUNTING.** The Branch shall use accrual accounting as its method of recording income and expenses consistent with its fiscal year beginning on July 1.

IX. **SPEAKERS.** A speaker may be presented with a thank you gift or an honorarium consistent with the program budget and the policy described in Section VII. The branch may not make a contribution to a charity or organization in the speaker's name in lieu of an honorarium. Hospitality and/or transportation may be arranged at the discretion of the Branch president(s).

X. **GIFTS.** Branch gifts may be presented to the outgoing president(s). Additionally, a tribute gift may be given to AAUW on behalf of the Branch to honor a member whose accomplishments deserve Branch recognition. This gift may come from Branch funds and/or individual contributions.

XI. **CONFERENCES AND CONVENTIONS.** Since skilled committed member leaders help make AAUW more effective in achieving its mission, the McLean Area Branch offers funding support for Branch members to attend state conferences, national conventions, and AAUW-sponsored leadership meetings. As available, funds for conferences and conventions may be allotted to offset the costs of registration, room, and travel for the current president or co-presidents and other full-time attendees. Each fiscal year, the Conference and Convention Committee shall assess the upcoming events to determine a maximum total annual budget for conferences and conventions. The budget should allow that the current president or co-presidents receive significant reimbursement for all events attended, with specific event

amounts recommended by the Conference and Convention Committee. Any additional available funds shall be evenly divided among full-time attendees at an event, with each person receiving an amount up to but not exceeding that received by the president or co-presidents if attending the event. Attendees who receive funds will be expected to share their learnings with the Branch. Transportation to state conferences and leaders' meetings may be paid at the same rate per mile as that established by the state.

- XII. **BRANCH DIRECTORY.** The Branch directory shall be compiled by the directory editor and shall be published annually by October 1. It shall include a calendar of regularly scheduled events and other information, a list of all members of the Branch Board of Directors, and the complete names, colleges, addresses, phone numbers and email addresses of Branch members in good standing. A mid-year supplement will be compiled and published by the directory editor with inputs from the treasurer and membership vice president(s).
- XIII. **BRANCH COMMITTEES.** Branch committees shall be established for allocations, the book sale, the book sale budget, budget and finance, bylaws and policy, communications, conferences and conventions, local awards, and program. The membership and responsibilities of the Branch committees are provided in Appendix A. The Branch nominating committee is defined in the Branch bylaws. Other committees, including but not limited to hospitality, local scholarships, membership, publicity, and public policy, may be established by the Board.
- XIV. **BRANCH POSITIONS.** The responsibilities of the elected officers and those holding appointed positions are detailed in the job descriptions given in Appendix B.

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## **Appendix A Branch Committees<sup>1</sup>**

### **I. Allocations Committee**

#### **A. Members shall include:**

1. the AAUW Funds chair, who shall serve as committee chair,
2. the book sale chair(s),
3. the liaisons to area colleges/universities,
4. the STEM Chair, and
5. three other Branch members.

#### **B. Responsibilities of the committee shall include:**

1. recommending to the Board and the Branch for approval how funds raised for educational purposes shall be allocated,

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<sup>1</sup> A Branch nominating committee is defined in the Branch bylaws.

2. recommending who shall be recognized in the "Names Honored" category,
  3. overseeing the implementation of local scholarships, and
  4. preparing proposed dollar amounts for conference and convention spending each year.
- C. The three Branch members of the committee shall be nominated and elected by the Branch membership no later than the November Branch meeting. One of the previous year's committee members should be reelected. No Branch member shall serve more than two consecutive years except as a consequence of her position. Any post-meeting replacements necessary will be selected by the Executive Committee.

## **II. Book Sale Committee**

- A. Members of the committee shall include:
1. the book sale chair(s), and
  2. all book sale subcommittee chairs.
- B. Responsibilities of the committee shall include:
1. organizing the book sale,
  2. participating in pre-book sale activities,
  3. holding the book sale,
  4. soliciting ideas for improving the book sale, and
  5. preparing a post-sale report.

## **III. Book Sale Budget Committee**

- A. Members of the committee shall include:
1. the treasurer, who shall serve as committee chair,
  2. the book sale chair(s),
  3. other as deemed necessary by the president(s).
- B. Responsibilities of the committee shall include developing the book sale budget for the treasurer to present to the Board and Branch for approval no later than the May meeting.

## **IV. Budget and Finance Committee**

- A. Members of the committee shall include:
1. the treasurer, who shall serve as committee chair,
  2. the AAUW Funds chair,
  3. the membership vice president(s), and
  4. others as deemed necessary by the president(s).
- B. Responsibilities of the committee shall include:
1. developing the annual operating budget for the treasurer to present to the Board for review no later than the May Board meeting,
  2. submitting an article for the May newsletter explaining the process to the Affiliate members to insure the members are aware of the process and the possibility for review and comment,
  3. distributing the budget to Affiliate members for review and comment following the May Board meeting (allowing for a review period of no less than 10 days and no more than two weeks),
  4. reviewing comments and suggestions from the Affiliate members and responding as appropriate,

5. submitting the reviewed operating budget to the incoming and outgoing Boards of Directors for their approval at their joint meeting in June, and
6. recommending any change in Branch dues to the Board, as needed, by February 15.

## **V. Bylaws and Policy Committee**

### **A. Members of the committee shall include:**

1. the chair,
2. Branch parliamentarian,
3. Branch historian, and
4. one or two additional members.

### **B. Responsibilities of the committee shall include:**

1. reviewing and recommending amendments to the Branch bylaws and changes to the policies and standing rules to the Board of Directors for their approval, and
2. presenting bylaws amendments and changes to standing rules to the membership for approval.

## **VI. Communications Committee**

### **A. Members of the committee shall include:**

1. the newsletter editor, who shall serve as chair,
2. the directory editor,
3. the webmaster, and
4. the publicity chair.

### **B. Responsibilities of the committee shall include:**

1. assessing Branch communications needs and providing recommendations to the Board on ways to improve Branch communications,
2. producing, maintaining, and distributing a monthly newsletter from September through December and February through June,
3. maintaining a Branch website,
4. publicizing meetings and events open to the public, and
5. producing, maintaining, and distributing a Branch membership directory produced from submitted material by October 1 and updated by February 15 each year.

## **VII. Conferences and Conventions Committee**

### **A. Members of the committee shall include:**

1. one non-Board Branch member, who shall serve as committee chair,
2. two additional non-Board Branch members,
3. one Board member, and
4. the treasurer.

### **B. Responsibilities of the committee shall include:**

1. coordinating with the Allocations Committee to identify the funds available for conferences and conventions from the most recent annual book sale,
2. determining if additional sources of funds are available,
3. reviewing the total balance of funds available for conferences and conventions, including the balance carried over from prior years,



4. determining the costs related to the registration, room, and travel for upcoming state conferences, national conventions, and AAUW-sponsored leadership meetings, considering a two-year horizon for planning purposes,
5. informing Branch members about upcoming conference and convention opportunities, encouraging new members and first-time attendees to participate, and assessing interest in attending, and
6. recommending to the Board for approval no later than the February Board meeting the total amount of funds available for the current president (or co-presidents) and the funds available to be shared among other full-time attendees, with each attendee at an event receiving the same amount, not to exceed that received by the president or co-presidents if attending the event.

### **VIII. Local Awards Committee**

#### **A. Members of the committee shall include:**

1. the STEM chair, who shall serve as chair,
2. three or four other Branch members.

#### **B. Responsibilities of the committee shall include:**

1. communicating with McLean area high schools concerning the annual high school awards, including the criteria for selection, deadlines, and other details needed for presentation of the awards,
2. recommending to the Board additional recognition awards in the STEM fields, and
3. representing the Branch at awards ceremonies.

#### **C. The Board shall appoint three or four Branch members to the committee by December 31 each year.**

### **IX. Program Committee**

#### **A. Members of the committee shall include:**

1. the program vice president(s), who shall serve as chair,
2. the AAUW Funds chair,
3. the public policy chair,
4. the publicity chair,
5. the membership vice president(s), and
6. other persons necessary for the implementation of the Branch program, as deemed necessary by the chair.

#### **B. Responsibilities of the committee shall include:**

1. planning the program for all Branch meetings,
2. inviting speakers and coordinating all aspects of their participation in a meeting,
3. providing advance notice of program details to Branch members and the public, when appropriate, and
4. ensuring all programs reflect the AAUW mission.

## **Appendix B Branch Positions**

**The general responsibilities of all elected and appointed members which together make up the Board of Directors are as follows:**

1. Read and be familiar with the bylaws, the policies, and the standing rules of the Branch.
2. Attend all Board meetings and general meetings. Notify the president if unable to attend and to arrange a substitute or send a report.
3. Attend as many conventions, conferences, workshops, etc. as possible.
4. Report to the Board and the Branch on the activities and concerns of the position.
5. Spend only monies that have been allocated in the budget and clear any additional expenses beforehand with the Board.
6. Consult with the president on all Branch activities, procedures, and policies.
7. Give articles/news to the newsletter editor, webmaster, and publicity chair by the necessary deadlines.
8. Keep a notebook or file with reports and recommendations for a successor. Pass the notebook to successor at a one-on-one meeting, if possible.
9. At the end of term, propose any updates to the position description to the bylaws chair.
10. Submit promptly all reports and other information required by AAUW or AAUW of Virginia; give a copy of such reports to the president.
11. Submit an annual written or electronic report to the president(s).
12. Pay dues before taking office.
13. Perform any additional duties as the president may direct.

### **Elected Officers**

**President(s) – Position Overview.** The Branch president(s) conducts the business of AAUW in the Branch and develops, implements, and oversees all AAUW activities in the Branch and community.

#### **Responsibilities.**

1. Convene the Executive Committee to plan, implement, and monitor AAUW activities in the Branch.
2. Appoint the chairs of all committees and task forces and those holding branch positions defined in the Branch policies, except members of the nominating committee and those provided for by election, with the approval of a majority vote of the Executive Committee.
3. Communicate a vision and expectations with the Board.
4. Work with the Branch Board to evaluate previous Branch efforts and develop a strategic plan that advances AAUW's current national and state priorities.
5. Support Board members in carrying out the strategic plan and achieving its objectives,

including membership recruitment and retention, programs, public policy, AAUW Fund initiatives, and leadership development.

6. Develop Board, Executive Committee, and Branch meeting agendas with the approval of the Board, and preside at Board, Executive Committee, and Branch meetings. Reserve meeting rooms as needed or appoint a representative to do so.
7. Serve as an ex-officio member of all task forces and committees except the nominating committee.
8. Work with directory editor to prepare introductory pages.
9. Review and monitor the Branch's fiscal health and sign off on expenditures as appropriate.
10. Appoint a person or committee to examine the books and provide a financial accounting annually.
11. Serve as Branch representative to Northern Virginia District meetings. If unable to attend an inter-branch meeting or activity, appoint an official representative.
12. Participate in community events and projects that advance AAUW's mission.
13. Communicate AAUW, state, and Branch initiatives and programs to the membership (by email, the President's Message in the monthly newsletter, regular updates provided to the webmaster, etc.)
14. Keep AAUW and the state informed of Branch activities, and prepare Vision article when requested.
15. Support AAUW's leadership development efforts by nominating Branch members for national and state leadership positions.
16. Serve on the Board for one year as past president.

**Program Vice President(s) – Position Overview.** The program vice president(s) develops and implements programs of interest to the general membership that are consistent with the mission of AAUW.

### **Responsibilities.**

1. Chair the program committee, working with the members to plan and implement programs to be held at Branch meetings.
2. Preside at meetings in the absence of the president(s) and act in the absence or disability of the president(s).
3. Have final approval of Branch program commitments.
4. Provide timely information for the newsletter and directory to generate internal interest in programs, and work with the publicity chair to support visibility for Branch programs.
5. Ask for volunteers within the Branch to spearhead the various components of the Branch programs.
6. Ensure communication with program speakers about Branch expectations and all program details.
7. Be responsible for introducing speakers, obtaining and presenting appropriate gifts, and sending thank you letters to program speakers after their presentations.
8. Evaluate previous Branch program efforts and determine Branch and community program needs.
9. Work with other Branch officers and committees to integrate programs with other Branch

priorities (e.g., public policy, membership retention, and recruitment).

10. Ensure that the Branch budget reflects Branch program priorities.
11. Maintain regular contact with the state program vice president to receive and share information about AAUW programs.
12. Obtain and present a gift to the outgoing president on behalf of the Branch.

**Membership Vice President(s) – Position Overview.** The membership vice president(s) oversees efforts to recruit and sustain a diverse, active membership in the Branch.

**Responsibilities.**

1. Plan and implement strategies for identifying, recruiting, and retaining Branch members.
2. Partner with the hospitality chair, publicity chair, communications chair, and treasurer in developing and implementing plans.
3. Serve as a member of the program committee, providing inputs on programs to attract and retain members.
4. Welcome new members, and recruit Branch members to serve as greeters at Branch events.
5. Ensure that the Branch has a comprehensive orientation program that provides opportunities for new members to become involved.
6. Work with the treasurer to ensure proper collection and processing of membership applications and dues.
7. Evaluate previous membership development efforts, assess current membership, and identify groups the Branch would like to recruit.
8. Analyze data on Branch membership renewals, recruitment rates, and reasons for nonrenewal.
9. Work with the hospitality chair to organize the fall reception.
10. Maintain name tags for all Branch members.
11. Serve as a member of the budget and finance committee, ensuring that the Branch budget reflects membership priorities.
12. Seek out opportunities to promote AAUW membership at Branch and community events.
13. Encourage usage of social media to recruit and retain members.
14. Maintain regular contact with the state membership vice president and report on member interest surveys and other activities as requested.
15. Preside at meetings in the absence of the president(s) and program vice president(s).

**Secretary(s) – Position Overview.** The secretary(s) is the recording officer of the organization and the custodian of all the records except those specifically assigned to others. The duties may be divided between a Board secretary and a Branch secretary.

**Responsibilities.**

1. Record and keep minutes and attendance of Board meetings and Executive Committee meetings; record quorum status of each meeting.
2. Send a copy of the minutes of the previous Board or Executive Committee meeting, together with a list of unfinished business, to the Board within 10 days of the meeting.

3. Send a copy of the minutes of the previous Board or Executive Committee meeting to members in a timely manner, if requested to do so by the president.
4. Review the minutes of the previous meeting at the start of each Board or Executive Committee meeting and make corrections, as needed.
5. Record and keep minutes and attendance of all general Branch meetings; record quorum status of each meeting.
6. Send a copy of the minutes of the previous Branch meeting, together with a list of unfinished business, to the Board within 10 days of the Branch meeting.
7. Review the minutes of the previous meeting at the start of each Branch meeting and make corrections, as needed.
8. Add minutes of Board, Executive Committee, and Branch proceedings to the minutes notebook (a running three-year record) and provide older minutes to the historian, as they are the legal record of the organization.
9. Have available for reference at all meetings a copy of the Branch bylaws, policies and standing rules, and a list of its officers, committee chairs, and members in other appointed positions.
10. Work closely with the president and the parliamentarian to achieve smooth-flowing, business-like meetings.
11. Perform the following correspondence duties:
  - a. Send cards of sympathy and congratulations to Branch members when requested by the president.
  - b. Send invitations to special functions as requested by the president.

**Treasurer – Position Overview.** The treasurer oversees the fiscal and financial operations of the Branch.

### **Responsibilities.**

1. Collect dues and remit them promptly to AAUW by means of the Membership Payment Program (MPP).
2. Receive and deposit all monies due the Branch, including contributions and payments for Branch events.
3. Pay all bills provided for in the operating and book sale budgets or verified by the president in a timely manner.
4. Keep an accurate set of financial records using the accrual method of accounting.
5. Manage the Branch bank accounts and investment account, including online access.
6. Manage the Branch PO Box and arrange for renewal.
7. Arrange for and obtain cash, night deposit bags, deposit slips, and a night deposit key for the annual book sale.
8. Coordinate with the book sale head cashier to verify all deposits.
9. Support the allocations committee with accurate and timely information on funds available.
10. Chair the budget and finance committee and the book sale budget committee.
11. With the budget and finance committee, prepare the annual operating budget as described in Appendix A. IV. B. and present the reviewed budget for approval to the incoming and outgoing Boards of Directors at their joint meeting in June.

12. With the book sale budget committee, prepare the book sale budget and present it to the Board and Branch for approval by the membership no later than the May meeting
13. Maintain a membership file, and provide the membership vice president and directory chair with updates on membership renewals and new members.
14. Present a financial report at Branch and Board meetings, at the annual meeting of the Branch, and at such other times as is requested by the Board of Directors.
15. Prepare a six-month and a year-end financial report.
16. Ensure that the Branch financial records are reviewed annually.
17. Pay premiums for insurance on or before renewal dates.
18. Prepare and file necessary IRS forms on schedule.
19. Retain all Branch financial records for a period of seven years or in accordance with IRS regulations.
20. Ensure a smooth transition to successor by helping to have signatory approval changed on all accounts.

## **Committee Chairs**

**The general responsibilities of all committee chairs, which also include the program vice president(s) for the program committee and the treasurer for the budget and finance committee, are as follows:**

1. Call meetings of the committee.
2. Coordinate committee members' activities and facilitate communication between committee meetings.
3. Submit articles for the newsletter and/or website to keep the membership informed of the committee's activities and progress.
4. Manage deadlines to ensure compliance with Branch bylaws and policies.
5. Submit an annual written or electronic report to the president(s) and incoming committee chair, including recommendations for the following year.

### **AAUW Funds Chair – Responsibilities.**

1. Educate the Branch and community about the AAUW Funds programs.
2. Chair the allocations committee.
3. Present allocation recommendations to the Board and Branch for approval.
4. Coordinate with the treasurer to ensure the timely disbursement of all AAUW, local scholarship, and local high school award funds.
5. Serve as Branch liaison for women supported by AAUW Funds scholarships.
6. Serve as a member of the Board of Directors.
7. Serve as a member of the budget and finance and program Committees.

### **Book Sale Chair(s) – Responsibilities.**

1. Chair the book sale committee.

2. Manage all activities required before, during, and after the book sale, as detailed in the book sale timeline maintained and updated by each year's book sale chair(s).
3. Ensure that all bills for payment are sent to the treasurer no later than 30 days after completion of the book sale.
4. Serve as a member of the book sale budget committee to help establish a budget for the book sale.
5. Serve as a member of the allocations committee.

### **Bylaws Chair – Responsibilities.**

1. Advise the president(s) on questions related to the Branch bylaws, policies, and standing rules.
2. Chair the bylaws and policy committee, and review the Branch bylaws, policies, and standing rules as needed.
3. Seek membership input on possible bylaws amendments and changes to policies and standing rules.
4. Present recommended bylaws amendments and standing rules revisions to the Board and Branch members for approval.
5. Provide a draft of proposed bylaws amendments to the state bylaws committee representative prior to submitting amendments to the Branch membership for approval.
6. Keep the Branch bylaws current with mandated AAUW changes.
7. Present recommended policy revisions to the Board for approval.
8. Submit revised or amended copies to the webmaster to post on the Branch website.
9. Maintain current copies of the Branch bylaws, policies, and standing rules and distribute them to all Board members and on request to any Branch member.

### **Communications Chair – Responsibilities.**

1. Chair the communications committee, evaluating previous Branch communications efforts and assessing current needs.
2. Develop a communications action plan with specific objectives and present recommendations to the Board.
3. Ensure coordination between newsletter, website, and media communications.
4. Ensure that the Branch budget reflects communications priorities, such as newsletter costs, directory costs, and website hosting fees.
5. Serve as a member of the Board of Directors.

### **Conferences and Conventions Chair – Responsibilities.**

1. Chair the conferences and conventions committee, ensuring the planning and implementation of the use of Branch funds for members to attend conferences and conventions.
2. Coordinate with the treasurer to insure that the conferences and conventions committee has access to timely and accurate information on available conferences and conventions balances.
3. Coordinate with the AAUW Funds Chair on additional funding of conferences and conventions from the most recent book sale proceeds.

4. Coordinate with the Branch board on the use of other sources of funds, such as the Branch reserve.
5. Communicate to Branch members opportunities to attend state conferences, national conventions, and AAUW-sponsored leadership meetings.
6. Present the committee's recommendations to the Board no later than the February Board meeting.

### **STEM Chair – Responsibilities.**

1. Chair the local awards committee, ensuring the planning and implementation of the high school awards and additional STEM awards each year.
2. Serve as a member of the allocations committee.
3. Coordinate with the treasurer for the appropriate transfer of funds to students receiving awards.
4. Coordinate with recipients concerning the receipt of the awards and, as appropriate, set a date and time for their attending a Branch meeting or event.
5. Coordinate media coverage with the publicity chair.
6. Record the results of granting awards, including name of the student, type of award, amount of the award, and the date, and provide this record to the Branch secretary, treasurer, and historian.
7. Identify volunteer opportunities for STEM projects in Northern Virginia, and coordinate and encourage Branch members to participate.
8. Serve as a contact point for external organizations involved with STEM activities and events.

## **Other Branch Appointees**

### **Data Administrator – Responsibilities.**

1. Maintain a database of Branch member information provided by the membership vice president, treasurer, and/or other Branch members. This member information will be added to the database in a timely manner and will be for the exclusive use of the Branch. The database is primarily used to produce the annual Branch directory and any updates. It also may be used for other purposes not yet determined.

### **Directory Editor – Responsibilities.**

1. Maintain and update a Branch membership database for the purpose of directory production, directory updates, email announcements, and postal mailings.
2. Produce and maintain a Branch membership directory produced from submitted material by October 1 and updated by February 15 each year. The directory is only for the use of the Branch and includes:
  - a. contact information on all active Branch members,
  - b. a listing of the Branch Board of Directors,
  - c. the schedule and location of Branch and Board meetings,
  - d. information about AAUW and the McLean Area Branch, and
  - e. other information as designated by the Board of Directors and of interest to the Branch membership.



3. Coordinate with the publications distribution chair to ensure timely delivery of the directory.
4. Serve as a member of the communications committee.

#### **Historian - Responsibilities.**

1. Keep a file of Board and Branch meeting minutes, newsletters, membership directories, plus any additional historical material as directed by the president(s).
2. Serve as a member of the bylaws and policy committee.

#### **Hospitality Chair – Responsibilities.**

1. Recruit volunteers to help with planning and providing refreshments for Branch meetings, including setup and cleanup.
2. Work with the volunteers to purchase and maintain supplies (paper plates, cups, napkins, utensils, and tablecloths) needed to support hospitality.
3. Coordinate the potluck dinner at the March annual business meeting.

#### **Liaison(s) to Area College/University - Responsibilities.**

1. Communicate with the college/university contact by letter detailing the scholarship amount, the criteria for selection, the AAUW selection deadline, the responsibilities of the recipient, and the particulars needed for AAUW to award funds to the university.
2. Correspond with the selected recipient to emphasize her responsibilities. The recipient must write a letter to the president describing her plans for the future and must attend a McLean Area Branch meeting where she will be honored.
3. Coordinate with the treasurer for the appropriate transfer of funds to the university.
4. Coordinate with the recipients and the university contact to set a date and time for attending a Branch meeting. Send a reminder two weeks before the meeting and make any necessary transportation arrangements.

#### **Newsletter Editor – Responsibilities.**

1. Produce, maintain, and distribute a monthly newsletter from September through December and February through June, produced from submitted material that includes:
  - a. a monthly calendar,
  - b. information about AAUW programs and activities, and
  - c. Branch activities and other items as designated by the Board of Directors and of interest to the Branch membership.
2. Chair the Communications Committee.

#### **Parliamentarian - Responsibilities.**

1. Advise about parliamentary order according to *Robert's Rules of Order, Newly Revised* at all Branch and Board meetings.
2. Serve as a non-voting member of the Board of Directors.

#### **Publications Distribution Chair – Responsibilities.**

1. Distribute hardcopies of the Branch newsletter to those members who do not have access to email.

2. Mail the Branch directory in September to those members who do not receive their copies at the September meeting or at the book sale.
3. Distribute hardcopies of any other critical Branch notices (e.g., bylaws amendments, election nominations) to those members who do not have access to email.

#### **Publicity Chair - Responsibilities.**

1. Evaluate past Branch publicity efforts and assess current needs.
2. Work with Branch officers and members in appointed positions to gain visibility for Branch programs and priorities, including events open to the public and awards and scholarships funded by the Branch.
3. Coordinate with the book sale publicity chair to ensure publication of pertinent dates is covered.
4. Develop and maintain a list of media contacts and their deadlines.
5. Write press releases and calendar notices and distribute to the media to meet their deadlines.
6. Post notices of selected programs in local libraries and other suitable places.
7. Keep copies of all newspaper articles and records of radio interviews.
8. Serve as a member of the Board of Directors.
9. Serve as a member of the communications and program committees.

#### **Public Policy Chair – Responsibilities.**

1. Provide policy guidance for continuing public policy concerns of the Branch.
2. Inform the Branch about state and federal legislation and AAUW public policy programs.
3. Review and inform the Branch about proposed AAUW state and national resolutions.
4. Coordinate the efforts of the Branch Lobby Corps.
5. Coordinate with local civic organizations on projects of mutual interest.
6. Serve as a member of the Board of Directors.
7. Serve as a member of the program committee.

#### **Special Events Chair – Responsibilities.**

1. Coordinate the annual winter holiday and spring special events, working with Board to establish the dates and venues.
2. Ensure that each event is self-financing. Collect funds from Branch members, and coordinate payments and deposits with the treasurer.

#### **Special Interest Group Chairs – Responsibilities.**

Each Special Interest Group chair shall:

1. Oversee the administration and program of that group.
2. Welcome Branch members to participate as appropriate to the special interest group.
3. Regularly inform the Branch of the group's current activities through the Branch newsletter and website.
4. Submit a justified request for funding to the treasurer in preparation for the annual budget.

**Webmaster – Responsibilities.**

1. Update and maintain a Branch website from submitted material that includes:
  - a. information about the McLean Area Branch,
  - b. information about Branch activities, the Branch calendar, and other items as designated by the Board of Directors, and
  - c. links to the AAUW and state websites.
2. Serve as a member of the Communications Committee.