



The June 3, 2013 California Online Board Meeting by conference call was called to order by President, Sheli Ryan at 3:08 p.m. In addition to the president, the following board members were present: Donna Mertens, Treasurer; Jan Cook, AAUW Funds VP; Krys Wulff, Program VP; Ruth Currie, Membership VP; Sandy Kirkpatrick, Communications Chair. Guests: Harriet Tower, President Elect 2013-2014 and Alice Labay, AAUW Funds VP 2013-2014.

Since the branch election process is not documented in board minutes, an election report will be posted on the website on the minutes page. See Addendum 2.

It was determined that national and state AAUW board officer reports should assign public policy emails to the president, program VP and membership VP. Finance emails should go to the treasurer, president and membership.

Treasurer: Donna Mertens emailed the board the Profit and Loss statement for the year as of May 22, 2013, with some anticipated expenses still pending, including our annual \$50 dues to Virginia Gildersleeve International Fund. The statement shows income for dues at \$460 with a balance of \$140. Donna noted that the branch has 25% in reserve: \$212.50.

It was noted that the budget has \$400 designated for National Convention. It was decided to allocate those funds to president-elect Harriet Tower.

Membership: Ruth Currie. It was decided to use the Member Payment Plan (MPP) to invoice member renewal dues by email. Members should be encouraged to renew using the AAUW Member Services Database (MSD), but may also use the branch's PayPal or mail the treasurer a check. Notice of upcoming renewal should be a News Note item from the president. Additional notice should be sent to the members who have not renewed. If there is still no response, an individual phone call should be made.

Communications: Sandy Kirkpatrick recently sent out a revision of the CA Online Policies and Procedures. The board discussed the document and made a few changes in the wording before approving the proposed amendments. See Addendum 1 (final wording).

AAUW Funds: Jan Cook. It was noted that until the first quarter of 2013, no records of donations were sent to the Online Branch. Thank you notes need to be sent to members who have donated even though they have acknowledgment from national AAUW. Some problems that are seen are: assigning the donation to the correct branch; no record of the donations as to member name; members not informing the branch VP that they donated; no direction as to posting, etc. The revised branch policy now defines that position. If a member makes a donation, she/he needs to inform the AAUW Funds VP. All donors should be acknowledged in the News Notes and/or the Online website.

Programs: Krys Wulff. Discussed the results of the branch survey of program preferences. See Addendum 3. Discussed ways in which to deliver the programs. Suggestions were made. Any branch member can suggest a topic. If they suggest a topic, maybe they can moderate that discussion. The program should be mission based. Krys will work with them, but they will be responsible for the program. Any program may generate an interest group, and then the group can continue on their own.

The February program on the “Invisible War” was the AAUW CA branch “program of the month,” and won the branch an award at the state convention (\$40 gift certificate to ShopAAUW).

Krys moved that the ShopAAUW certificate be used to purchase gift(s) for President Sheli Ryan for the work she has done during her term of office. The motion was seconded; the vote was unanimous approval.

Sandy reminded Harriet that the new board needs to start the year by determining goals and objectives for the 2013-2014 year. An action plan will be needed to fulfill these objectives.

Donna stated that the board does not need to approve a preliminary budget at this time. She will have the year-end report to the board in July.

Meeting adjourned: 4:22 p.m.

Signed,  
Jan Cook

*Minutes approved July 24, 2013-SK*

**Addenda:**

1. Proposed policy amendments
2. Branch Election Report
3. Program Survey Results

Addendum 1: Proposed amendments to branch policies and procedures (new text shown in red, deletions shown in ~~strike-through~~).

## **California Online Branch Policies and Procedures**

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### JOB DESCRIPTIONS

9. Elected Officers
  - 9.1. President
  - 9.2. Treasurer
  - 9.3. Program Vice President
  - 9.4. Membership Vice President
  - 9.5. AAUW Funds Vice President
10. Appointed Officers
  - 10.1. Communications Chair
  - 10.2. Nominating Committee

## **1. Document Review**

1.1. Policies and Procedures Review. This document shall be reviewed biennially in the autumn of odd-numbered years and, if approved, posted online not more than three (3) days after board approval. If this document differs from the bylaws or the standing rules it will be brought into compliance with them without further vote.

1.2. Bylaws Review. The branch bylaws shall be reviewed biennially in the autumn of odd-numbered years. Amendments mandated by AAUW or the state shall be made in whatever time frame required by AAUW or the state.

1.3. Standing Rules Review. Branch standing rules should be reviewed biennially in the autumn of even-numbered years by the board. Standing rules can be amended by a majority vote of branch members with a minimum of fifteen (15) days notice of the proposed changes.

## **2. Membership.**

2.1. All Online branch members must be members of AAUW and AAUW California. **For procedures on processing new members, see 9.4.2.**

2.2. Current dues for the ~~2012-2013~~-2014 year are:

Note: \*Dual members are not required to pay AAUW or state dues if they have already paid them through another AAUW branch.

Regular Members (not members of any other AAUW branch)

AAUW: \$49 (\$46 of which is tax deductible)

State: \$16

Branch: \$10

**TOTAL: \$75**

Dual Branch Members (member of another California state branch)

AAUW: \$0

\*State: \$0

Branch: \$10

**TOTAL: \$10**

Member at Large (MAL) or Non-California-Resident Dual Branch Members (MAL of AAUW who is joining the Online Branch, or member of another AAUW branch outside California)

AAUW: \$0

State: \$16

Branch: \$10

**TOTAL: \$26**

Student Affiliates

AAUW: \$17 (\$16 of which is tax deductible)

State: \$7

Branch: \$5

**TOTAL: \$29**

AAUW Life Members (have paid life membership to national AAUW)

AAUW: \$0

State: \$16

Branch: \$10

**TOTAL: \$26**

AAUW Life/Dual Branch Members (AAUW life members and dual members of another California branch)

AAUW: \$0

\*State: \$0

Branch: \$10

**TOTAL: \$10**

2.3. AAUW Life Members (those who have paid AAUW lifetime dues according to AAUW policy) are exempt from paying the AAUW portion of the dues, but are still required to

pay state and branch dues.

2.4. Honorary Life Members (those who have paid AAUW dues for 50 years or more) may continue their membership in AAUW and the branch without paying any additional dues, after being duly recognized as an Honorary Life Member by AAUW.

2.5. AAUW and state dues are fixed by a vote at national and state annual meetings; branch dues may be changed by a two-thirds vote of the membership at a branch business session upon recommendation of the branch board of directors, provided branch members have been given 15 days prior notice of the proposed change.

2.6. Dues are assessed for the fiscal year (July 1-June 30). Dues of the new fiscal year will be collected between April 1 and June 15 of each year, allowing enough time for the state and AAUW portions of the dues to be remitted to those entities no later than June 30. New members joining the branch between January 1 and March 15 shall pay full state dues, one-half of AAUW dues and one-half of branch dues. Full price dues paid anytime after March 15 will cover membership through June 30 of the following year.

2.7. The branch database ("Members Only" section of website) contains the latest information on our membership individual contact information and branch financial reports.

### **3. General Business/Programs**

3.1. Branch business will be conducted on the branch listserv, and only current members are subscribed to the listserv. Board business will be conducted on the board listserv, with all branch officers subscribed to that listserv, as well as any interested branch member. Branch program discussions occur on a separate program listserv, with current branch members invited to opt-in to discussions if interested in the topic. Because of the inherent flexibility of listserv participation, "meetings" do not occur. Branch business, board business, and program discussions are conducted over a period of days and weeks, as defined by the branch officer initiating the business or program.

3.2. The branch president shall clearly define the timeline for all board and branch business, including how many days will be allowed for discussion and voting. After a motion and second have been acknowledged, the president shall allow a minimum of four (4) days for discussion and possible amendments before calling for a vote. Should there be an amendment to the motion, voting on both the amendment and the main motion may take place simultaneously. Board votes will occur on the board listserv. Branch votes will occur on a voting page created by the communications chair in the Members Only section of the branch website. This process allows only current branch members to vote and prevents them from voting more than once. The president will allow a minimum of four (4) days from the time voting is announced open until the

close of voting. Branch members must be given at least fifteen (15) days notice for any business item that requires a branch vote for any business item concerning electing officers, changing branch dues, or amending the branch bylaws.

3.3. Programs primarily consist of topical group discussions on the program listserv, as well as in articles posted on the branch blog. The listserv or blog discussion can continue for as many days/weeks as interested members care to participate, or the program chair may establish a timeline.

3.4. Prospective members and/or guests may be temporarily subscribed to the branch listserv, at the discretion of the president, program chair, or membership chair. The length of time of their listserv subscription must be clearly defined to the communications chair in advance, and prospective members may not continue to be subscribed to the listserv past the defined introductory period (which may not exceed one month) unless they join the branch.

3.5. Anytime between March 1 and May 30, the president shall call for officer elections. At this time other branch business shall be conducted including, but not limited to, hearing officers' reports, reviewing the budget, electing officers, changing branch dues, amending bylaws and giving directions to the board. As with other branch business, the president shall define the timeline for the discussion and voting, as outlined in section 3.2 (above).

3.6. A nominating committee of at least two and no more than five members shall be appointed by the board at least two months before the officer elections, preferably in the autumn. At least one person must be a current board member, who will serve as chair. If more than one board member serves on the committee, the president will designate which one is the committee chair. The president may not serve on the nominating committee. (See also Policy 10.2 and Article V of the bylaws).

3.7. No in-person social gathering, or scheduled chat room or conference call meeting shall conflict with AAUW or state conventions, or major religious holidays, including Maundy Thursday through Easter, the evening preceding the first day of Passover, Rosh Hashanah (two days), Yom Kippur, Christmas, or any other holidays significant to major ethnic or religious groups. (All Jewish holidays begin at sundown the day before.) This is in accordance with AAUW Diversity Policy.

#### **4. Finance**

4.1. Branch financial records must be reviewed annually to ensure that record-keeping is orderly, accurate and up-to-date. The incoming president will appoint a financial reviewer who is familiar with financial record keeping and has knowledge of accounting procedures. No member shall serve as financial reviewer for more than two consecutive years. The financial reviewer shall submit a report to the board by the end of August.

4.2. The board must approve a branch budget no later than September (See bylaws, Article IX, Section 3). Once the board has approved the branch budget, it must be posted on the branch website within fifteen (15) days, and all branch members notified via the branch listserv. In preparing the budget, the board takes into account:

- 4.2.1. Fiscal health of the branch and all branch fiscal obligations as specified in branch bylaws and policies.
- 4.2.2. Realistic estimates of expected income.
- 4.2.3. Past budgets and year-end financial reports.
- 4.2.4. Branch goals in setting funding priorities.

4.3. A permanent reserve shall be an amount established by the board at twenty-five percent (25%) of the preceding year's annual general revenue, based on net dues income (not including state and AAUW dues income). At no time shall the reserve fall below this base amount. Should the base amount fall below twenty-five percent (25%), an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.

4.4. The branch budget will include an appropriate amount to reimburse some of the expenses of the branch president for registration, travel, hotel and meals to attend the AAUW CA convention. If the president cannot attend, the board may allocate convention reimbursement funds to the president-elect or another board officer. If no board officer can attend, the board may allocate the funds to any branch member to assist them in attending convention, giving highest priority to first-time convention attendees. Any branch member receiving convention reimbursement is expected to provide a full convention report to all branch members.

4.5. The branch budget will include funds for a president's gift. The gift will be:

- 4.5.1. Past-president's pin from the Napa Branch (sales of which contribute to AAUW Funds), or:
- 4.5.2. If the president already owns this pin, the amount budgeted for the pin will be offered as the president's choice of either a gift certificate to the AAUW store or, if the branch's convention budget did not cover all expenses, additional convention reimbursement.

4.6. Most programs are listserv discussions or blog postings. However, if a guest "speaker" is invited to participate in the branch listserv discussion, the speaker must agree to participate at no charge.

4.7. Payment and Reimbursement **Procedures:**

4.7.1. The treasurer shall pay all bills by the due date or within thirty (30) days.

4.7.2. Vouchers requesting reimbursement should be submitted to the treasurer within thirty (30) days of the date the expense was incurred with the exception of telephone expenses, which may be accumulated over several months if the total expense is under \$25.

4.7.3. Receipts must accompany the voucher. IRS requires receipts for all individual items exceeding \$25.

4.8. The AAUW CA assessment for AAUW Funds will be allotted from the branch budget, not the funds raised separately in the AAUW Funds bank account.

## **5. Board of Directors, Responsibilities in addition to those in the bylaws**

5.1. Read and be familiar with these policies and procedures and the bylaws.

5.2. Be subscribed to the board listserv and participate in all board listserv discussions and business transactions, with the president establishing the agenda and the range of dates for discussion and votes. If unable to participate for any length of time, notify the president.

5.3. Email votes promptly on the board listserv when board votes are called for by the president (after motion, second and discussion).

5.4. Monitor the branch website, particularly the page(s) pertinent to his/her branch office, and send in all requests for website additions, corrections or updates to the communications chair. ~~While there may be special cases where other communication methods are appropriate, officers in general are expected to use the branch or board listserv, blogs, or website to communicate to the branch or the board.~~

5.5. Communicate to branch members by posting on the branch blog and submitting articles to the president's News Notes. To respect members' desire to keep emails to a reasonable level, individual board members' messages to the branch listserv should be reserved for announcements of upcoming branch programs and AAUW Funds fundraising campaigns; all other announcements should be made via the monthly News Notes.

5.6. Take responsibility for a program, in coordination with the program VP, as deemed appropriate.

5.7. Coordinate responses to "Contact Us" messages from the branch website. Should any other board or committee members request to simultaneously receive these messages, the first person to respond will cc the others receiving the message, so they

all know the inquiry has been answered.

## **6. Administrative Calendar**

The branch year begins July 1, but the incoming board may begin planning as soon as they are elected.

Summer (June-August):

- Board sets annual goals and objectives
- Treasurer posts year-end finance report (July 1-June 30)
- Incoming branch president appoints financial reviewer, who will report to the board by the end of August (see section 4.2)
- Board approves budget (deadline is end of September)

Autumn (September-November)

- Board committee reviews documents (see section 1.1-1.3)
- Treasurer posts quarterly financial report (July-Sept)
- AAUW Funds committee holds fundraising projects to meet state deadlines

Winter (December-February)

- Nominating committee is appointed
- Treasurer posts quarterly financial report (Oct-Dec)
- Membership committee plans social gathering at state convention

Spring (March-May)

- Treasurer posts quarterly financial report (Jan-Mar)
- Social gathering at state convention
- Officer elections and board reports to branch (see section 3.5)
- Membership committee sends renewal information to members

## **7. Outside Organizations**

7.1. No financial donations of any kind shall be made to outside organizations except for educational purposes as approved by the board.

7.2. No outside organization shall be allowed to promote its own fundraising activities.

7.3. Information concerning any organization other than AAUW shall not be posted on the branch website, unless in relationship to a program or activity in which it participates as a partner with AAUW.

7.4. The branch membership directory shall not be made available to any outside organization for recruiting or solicitation.

## **8. Candidate Endorsements**

8.1. The branch may choose to endorse, oppose or take no position on candidates for appointive office.

8.2. The branch may endorse or take no position on candidates for non-partisan elective office. The branch may not oppose candidates for non-partisan elective office.

8.3. The branch may choose to take positions on candidates for state agencies.

8.4. To receive the endorsement of the branch, candidates must be in accord with the mission statement, public policy priorities and guidelines of AAUW and AAUW California on issues that may be affected by their offices.

8.5. The number of endorsed candidates need not be limited to the number of seats to be filled in any election.

#### 8.6. Endorsement Procedure for Appointive Office

8.6.1. Appointive offices/positions to be considered for endorsement are limited to state governmental agencies.

8.6.2. Any member may submit to the board recommendations for endorsement.

8.6.3. An interested candidate shall submit to the president a statement of qualifications, reasons for seeking the appointment and a statement of intent.

8.6.4. Board approval is required for endorsement of a candidate for appointive office. Endorsement shall be in the name of the board.

#### 8.7. Endorsement Procedure for Non-Partisan Elective Office

8.7.1. For a candidate to be endorsed for non-partisan elective office, the board must vote to initiate the process outlined below. Members may recommend endorsement to the board. All candidates need not be considered.

8.7.2. The president, with the approval of the board, shall appoint an ad-hoc action committee and name its committee chair. The ad-hoc committee shall be composed four branch members, at least one of whom is a current board member. The committee shall:

**8.7.2.1.** Formulate a list of questions to ask the candidate.

**8.7.2.2.** Send a packet by certified mail to all candidates in a specific election, which will include a copy of the branch endorsement policy, AAUW use of name policy, interview invitation with response deadline and a request for written answers to the list of questions.

**8.7.2.3.** Post the questions and answers on the branch website and initiate a branch discussion on the branch listserv. The ad-hoc committee chair shall act as moderator.

**8.7.2.4.** Conduct a branch vote after the moderator formally closes the listserv discussion, with the moderator announcing the deadline for voting. A two-thirds majority vote of those voting constitutes endorsement.

**8.7.2.5.** Notify candidates of the endorsement decision.

## 8.8. Branch Contributions to Campaigns

8.8.1. The branch may not contribute either money or anything of material value to non-partisan candidates for elective or appointive office.

8.8.2. No paid political announcements may be posted on the branch web site.

## 8.9. Candidate Forum Policy

### 8.9.1. Partisan Elective Office

**8.9.1.1.** Before a partisan election the branch may hold an online forum to which all candidates are invited to submit statements to be posted on the branch listserv for branch discussion. If three or more political parties have nominees for any office, the branch may limit invitations to the two political parties receiving the highest number of votes in the last preceding election. If one or more candidates decline to participate, the program may still be held. The same policy applies in polling candidates on issues related to AAUW program with results to be posted online.

**8.9.1.2.** The branch may invite a declared candidate in a partisan election to participate in a listserv discussion on a subject of particular expertise but not on her/his candidacy for future office.

### 8.9.2. Non-Partisan Elective Office

**8.9.2.1.** Before a non-partisan election in which AAUW California has not endorsed candidates the branch may hold candidate forums to which all candidates in that election are invited. Before a non-partisan election in which AAUW California has endorsed candidate(s) the branch may invite the endorsed candidate(s) to participate in an online forum on her/his/their candidacy with or without inviting non-endorsed candidates.

**8.9.2.2.** Whether or not a declared candidate in a non-partisan election has been

endorsed by the branch, the candidate may be invited to communicate with the branch on a subject of particular expertise.

## 8.10. Election Activities of Individual Branch Members

8.10.1. An individual member may, as a private citizen, endorse candidates for appointive and elective partisan or non-partisan offices. An individual branch member may contribute money or things or value to such candidate(s) but such contributions or endorsements shall not use the name of AAUW.

8.10.2. As a candidate for any office, an individual may declare membership in AAUW as long as s/he is not opposing AAUW program or policy. Declaring one's AAUW membership while opposing AAUW policies violates AAUW use of name policy.

## 9. Elected Officers

### 9.1. PRESIDENT

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the president must have served on the board of this branch or another AAUW branch at some time. The president:

9.1.1. Serves as the official representative of the branch in activities of AAUW at all levels.

9.1.2. Presides over all branch and board business, clearly defining the timeline for all listserv discussions, motions, and votes, ~~and ensures that there is always a minimum of four (4) days for discussion and four (4) days for voting for board or branch business.~~ (See also 3.2 for procedures for conducting business) **according to policies and procedures (see 3.2)**. Provides quarterly minutes on all branch and board business, to be posted on the branch website. (The president may write these minutes or delegate the responsibility of keeping minutes to another person.)

9.1.3. Calls business sessions of the branch in accordance with the provisions of the branch bylaws.

9.1.4. Appoints the chairs of all task forces and committees.

9.1.5. Interprets the objectives of AAUW to the members and to the public.

9.1.6. Submits a list of incoming and continuing branch officers and chairs to the state and AAUW. Notifies the state and AAUW of any changes in branch officers throughout the year.

- 9.1.7. Reviews web update procedures with communications chair to correct any postings by others.
- 9.1.8. Ensures that all AAUW or AAUW CA deadlines are met. Submits the documentation required in the event of any AAUW or state branch recognition program.
- 9.1.9. Ensures that the branch bylaws are in conformity with the AAUW bylaws after each AAUW annual meeting and with the state bylaws after each state annual meeting.
- 9.1.10. Serves as an ex-officio member of all committees except the nominating committee.
- 9.1.11. Attends state conventions and other meetings to the extent possible and reports on these conventions and meetings to branch members.
- 9.1.12. Creates a harmonious climate for cooperative interrelationships among board members.
- 9.1.13. Encourages member participation **in branch activities via direct communications at least quarterly**. [check with Sheli that I have the correct wording]
- 9.1.14. Knows and implements business-like procedures and processes.
- 9.1.15. Assists with updating this job description and any procedures with which s/he has had experience.

[See also sample job description at [www.aauw.org](http://www.aauw.org) and the applicable Tool Kit.]

## **9.2. TREASURER**

- 9.2.1. Submits a proposed budget to the board for its review and approval no later than September
- 9.2.2. Receives all monies due the branch via **AAUW's Member Payment Plan**, PayPal or ~~postal mailing of a check written to our branch or AAUW Funds etc.~~
- 9.2.3. Keeps an accurate set of financial records. Manages the branch's bank accounts. Keeps separate bank accounts and records for the branch general account, ~~the AAUW Funds,~~ and any other accounts required by the IRS to be kept separate.
- 9.2.4. Pays all bills provided for in the budget or verified by the president.
- 9.2.5. Works with the membership chair ~~and communications chair~~ to handle the dues of new members, as described in the detailed procedure in the membership chair's duties (see 9.4.2.).

9.2.6. Presents the board with quarterly financial reports within two (2) weeks of the close of each quarter, which shall then be posted on the branch website.

9.2.7. Retains all branch financial records for a period of seven (7) years or in accordance with IRS regulations.

9.2.8. Ensures that the branch financial records are reviewed annually.

9.2.9. Pays premiums for insurance policies on or before renewal dates.

9.2.10. Assists with updating this job description and any procedures with which s/he has had experience.

9.2.11. Purchases president's gift and delivers it before the end of the fiscal year.

9.2.12. Performs other duties as requested by the president or the board.

[See also sample job description at [www.aauw.org](http://www.aauw.org) and the applicable Tool Kit.]

### **9.3. PROGRAM VICE PRESIDENT**

~~9.3.1. Chairs the program committee, which is made up of program VP, membership VP, AAUW Funds VP and any other members deemed necessary. As chair:~~

~~a. Coordinates and facilitates committee members' activities and communication.~~

**9.3.1. ~~Presents branch program plan to board.~~ Coordinates branch programs that promote AAUW's mission to advance equity for women and girls, incorporating AAUW and AAUW CA program priorities. Manages branch program listserv discussions according to the following procedures:**

**9.3.1.1. Announces each new program on the branch listserv one week before the program begins, offering members the opportunity to opt in.**

**9.3.1.2. Manages the program listserv subscriptions, adding/deleting members according to their wishes.**

**9.3.1.3. Begins each program discussion with a welcome that introduces guest speakers (if any), and a list of participants.**

**9.3.1.4. Moderates the discussion or assigns a moderator. Allows the discussion to last as many days/weeks as the participants' interest carries it, but intervenes as necessary to keep the discussion pertinent to the topic and to remind participants that personal messages should be sent privately, not via the listserv.**

9.3.1.5. At the end of the program, sends communication chair updates for the historical record of program activities on the website.

~~d. Serves on the communications committee.~~

~~e. Submits a report to the president at the end of the year with recommendations for the coming year.~~

9.3.2. Contributes articles to the branch blog and, when appropriate, the president's News Notes.

9.3.3. Presides over the branch and acts as president in the absence of the president.

~~9.3.2. Program committee duties:~~

~~a. Creates a calendar of branch programs (discussions on the branch listserv, blog, or other electronic forum) that fulfill AAUW's mission to promote equity for all women and girls, incorporating AAUW and state program themes and priorities.~~

~~b. Delegates responsibilities for each program, including but not limited to: research, blog and website postings, and outreach.~~

[See also sample job description at [www.aauw.org](http://www.aauw.org) and the applicable Tool Kit.]

#### **9.4. MEMBERSHIP VICE PRESIDENT**

~~9.4.1. Chairs the membership committee, made up of the membership VP, president, program VP, and any others deemed necessary. As chair:~~

~~a. Coordinates and facilitates committee members' activities and communication.~~

~~b. Serves on the finance committee, program committee and communication committee~~

9.4.1. Works with the communications chair and treasurer to keep the membership directory database current and accurate; ensures that branch records match AAUW membership records; and works with AAUW staff to correct errors.

9.4.2. Uses the following procedure, working with the treasurer and communications chair, to welcome new members:

9.4.2.1. Treasurer receives check in mail or notification of payment received by PayPal.

9.4.2.2. Treasurer acknowledges payment with welcome email to member, and forwards info to membership vice president and communications chair.

~~9.4.2.3. Membership chair VP fills out and forwards the Additional Dues Remittal form to Treasurer. (*Download ADR from [aauw.org](http://www.aauw.org), complete and return as an email attachment*).~~

9.4.2.3. Treasurer mails **completes the ADR (Additional Dues Remittal)** with and **sends** appropriate dues payments to AAUW and state.

~~9.4.2.4. Communications chair **Membership VP** subscribes the new member to the branch listserv contacts the new member, provides ID and password to the Members Only section of the branch website and explains how the branch listserv and website work.~~

9.4.2.5. Membership chair **VP** welcomes **sends** the new member a **Word document welcome message with information about how the branch operates and the password to the Members Only section of the website.** and encourages him/her to join Facebook to enhance social interaction with other branch members:  
[http://docs.google.com/View?docid=ddzhjgr\\_41fmk9jr](http://docs.google.com/View?docid=ddzhjgr_41fmk9jr).

9.4.2.6. Once the new member is subscribed to the branch listserv, membership chair **VP** emails the branch **president**, introducing **so** the new member **may be introduced in the president's next News Notes**. Introductory listserv messages may be delayed for up to one month to allow multiple introductions at one time.

9.4.3. Notifies other branches when members transfer.

~~9.4.2. Membership committee duties:~~

9.4.4. Initiates and coordinates branch recruitment **and retention** efforts.

9.4.5. Sends out dues renewal to members between March 1 and June 15 of each year.

9.4.6. Coordinates branch gathering at the annual **biennial** state convention.

9.4.7. Maintains accurate database record of branch members' information by contacting members for missing or outdated information.

9.4.8. When emails **bounce** are returned undelivered, telephones **contacts the** member **by telephone** to get current email address.  
[See also sample job description and the applicable Tool Kit at [www.aauw.org](http://www.aauw.org) and the [state website](#).]

## **9.5. AAUW FUNDS VICE PRESIDENT**

~~9.5.1. Chairs AAUW Funds committee, made up of AAUW Funds VP, president, and any others deemed necessary. As chair:~~

~~a. Oversees AAUW Funds finances. Keeps accurate records of all money contributed by branch members to AAUW Funds.~~

~~b. Works with the treasurer to ensure all contributions are sent in by the appropriate deadlines.~~

~~c. Thanks all donors by recognizing them on the website and/or by sending them personal notes.~~

~~d. Serves on the Program committee.~~

~~9.5.2. AAUW Funds committee duties:~~

**9.5.1.** Educates the branch about the programs of the AAUW Funds and Legal Advocacy Fund, using the branch website, **News Notes articles** listserv, and **the branch blog**.

**9.5.2.** Plans and coordinates fund raising activities for the AAUW Funds and Legal Advocacy Fund.

**9.5.3.** Recommends to the board where AAUW Funds contributions should be designated.

**9.5.4.** Recommends to the board any named gift honorees.

**9.5.5.** Oversees AAUW Funds finances. Keeps accurate records of all AAUW Funds donations contributed directly to the branch, and encourages members to report to the branch AAUW Funds VP any donation made through the national website or at other events, in order to track donations and ensure recognition.

**9.5.6.** Works with the treasurer to ensure all contributions are sent in by the appropriate deadlines.

**9.5.7.** Thanks all donors by recognizing them in branch News Notes and/or by sending them personal notes.

[See also sample job description and the applicable Tool Kit at [www.aauw.org](http://www.aauw.org) and the [state website](#).]

## **10. Appointed Officers**

### **10.1. COMMUNICATIONS CHAIR**

The communications chair is responsible for the overall technology and communications

strategy to support the operations of the branch, and to maintain the website, branch listservs, and membership database in a way that enhances visibility of AAUW's mission and branch programs. The communications chair:

10.1.1. Recommends specific technology and communications solutions to the board for their approval.

10.1.2. Maintains the branch communications plan and is responsible for the corresponding communications budget.

~~10.1.3. Assists the treasurer and membership VP in adding new members to the membership database and subscribing them to the branch listserv (See 9.4.1.d).~~

10.1.3. Ensures that branch officers' submissions for updates to the website are handled promptly.

10.1.4. Acts as the web manager for our **the branch** website at [www.aauwcaonline.org](http://www.aauwcaonline.org). This includes maintaining historical records of branch activities, listing board officers, committee members, AAUW Funds honorees, etc.

10.1.5. Acts as a mentor to other branch members, particularly board members, on the use of implemented solutions and other technology to improve the efficiency and effectiveness of the branch.

~~10.1.6. Maintains a Technical Administration Document filed with the president that includes specific information needed to administer all implemented technology solutions.~~ **Ensures that the president has current record of all website and listserv administrative passwords, as well as domain management contact information.**

~~10.1.8. Chairs a Communications Committee when needed and delegates the above tasks to the committee members as needed.~~

10.1.7. Assists with updating this job description and any procedures with which s/he has had experience.

10.1.8. Performs other duties requested by the president or the board.

[See also sample job description and the applicable Tool Kit at [www.aauw.org](http://www.aauw.org) and the [state website](#).]

## **10.2. NOMINATING COMMITTEE**

10.2.1. **Composition:** A minimum of two members, one of whom shall be a board member, up to a maximum of 5 members, appointed as described in section 3.6 (above) and Article V of the bylaws.

10.2.2. **Selection of the Chair:** The board member on the committee is the chair. If there is more than one board member on the committee, the president names the chair from among them.

10.2.3. **Term of service:** One year (from the time of appointment until branch elections), and not more than 2 consecutive years.

10.2.4. **Desirable qualifications:**

10.2.4.1. Branch member for at least two years

10.2.4.2. Active in the branch for at least the past two years, preferably serving on the board.

10.2.5. **Duties of the Chair**

10.2.5.1. Chair business sessions of the committee.

10.2.5.2. Emphasize confidentiality.

10.2.5.3. Instruct the committee on the elected positions to be filled and the qualifications desired for each office.

10.2.5.4. Set deadline for completing the slate.

10.2.5.5. Keep in close touch with committee members.

10.2.5.6. Send the slate to the president, allowing enough time for it to be presented to the branch as stated in the branch bylaws.

10.2.5.7. See that all written items in the hands of committee members about members' qualifications and personalities are discarded as soon as the committee finishes its work.

10.2.5.8. Submit a final report to the president with suggestions for the coming year.

10.2.6. **Duties of the Committee**

10.2.6.1. Become familiar with the duties of the elected positions for which they are selecting candidates: president, treasurer, program VP, membership VP, and AAUW Funds VP.

10.2.6.2. In considering candidates for branch president, candidates must have served on the board of this branch or some other AAUW branch at some time. Other officers are required to have been branch members for at least one year.

10.2.6.3. Respect the confidentiality of the committee work.

[See also sample job description and the applicable Tool Kit at [www.aauw.org](http://www.aauw.org) and the [state website](#).]

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Date Last Amended: ~~March 18, 2012~~ [Month/Day] 2013

**Addendum 2**  
**Record of California Online Branch 2013 Election**

On April 8, 2013, President Sheli Ryan presented the slate of nominees from the nominating committee (Sheli Ryan and Sandy Kirkpatrick):

President: Harriet Tower  
Treasurer: Donna Mertens  
Membership VP: Ruth Currie  
AAUW Funds VP: Alice Labay  
Program VP: Krys Wulff

Nominations were closed on April 24, and the president called for voting to begin.

Voting closed on April 28, with 22 members voting unanimously in favor of all candidates.

Adendum 3 AAUW CA Online Branch Program Survey

In a nutshell: 20 respondents

1. *What frequency of programs do you prefer?*

**72.2% prefer Every other month**

22.2% prefer Quarterly

5.6% prefer monthly

2. Which mission-based programs interest you. Check all that apply.

**Equity Issue for women and girls: 95.0%**

Public policy/advocacy: 70%

International issues: 60%

AAUW research related 50%

AAUW Funds related 40%

3. *Does the current program delivery system through the listserve meet your needs?*

**Yes: 78.9 %**

No: 21.1%

*Comments: 5 responses to share: -Read the discussion after the fact, rather than while they are going on. It is hard to follow the threads. - Programs have been informative and engaging. - I don't know the remedy, but others might. - The programs this year have been exceptional, especially the Invisible War. - Wish there were a way to make participation by myself and others more immediate, The listserv is much better than the original system used when the online branch first started.*

4. *What other modes of program delivery would you like the board to consider? (Note: some \$ investment by members may be required)*

**Webinars: 100%**

Conference calls: 0%

*Other suggestions: 5 responses to share: -I would still listen to the webinar not live. Those who want to ask questions could listen live. - I prefer the listserv method because it is free AND convenient—no scheduling involved. Webinars can be archived and visited later, but if the idea is participation, listservs are still the best option. - Google circles - I like the listserv the best. It allows time to think. - Skype: the internet version is free. There is a charge for the version that uses phone lines. Not sure how it would work for a program, but it might be worth a try. It would be nice to see members' faces.*

5. *Please give us your program ideas for the coming year. ( only 10 responded)most salient:*

- a. *“Have the President’s News Notes include reminders that anyone (!) in the branch may suggest a program discussion topic at any time, so that we can pull together a discussion right away when there is breaking news that we want to discuss. In other words, we don’t need to plan things far in advance. Being an online branch should mean that we can be more spontaneous in the way we approach programs.”*
- b. *“Really enjoyed watching a film and then discussing.”*
- c. *“Research pertaining to exercises that seem to stave off Alzheimer’s.”  
(Note: not sure how mission-based this is)*
- d. *“Updates on the military’s effort to control sexual assault on its population.”*
- e. *Updates on gun legislation that curbs assault weapons and large clip ammunition sales.”*
- f. *“Discussion on Sandberg’s new book and Sotomayor’s book.”*
- g. *“Covering Women’s History Month, International Women’s Day, Equal Pay day---any designated monthly focuses for women and girls.*
- h. *“helping start a student group on campus and promoting NCCWSL”*

Other comments: “I would like to know about successful programs that other branches have held”

I’m fine without programs...might be able to participate once a year. Email is good—synchronous is next to impossible.”

“Something with information and interaction”