

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

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## **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 2017-2018 year are:

[Note: \*Dual members are not required to pay AAUW or state dues if they have already paid them through another AAUW branch. Past State Presidents of AAUW CA are exempt from paying state dues.]

Regular Members (not members of any other AAUW branch)

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

State: \$20

Branch: \$10

TOTAL: \$79

Dual Branch Members (member of another California state branch)

AAUW: \$0

\*State: \$0

Branch: \$10

TOTAL: \$10

National or Out of State Dual Branch Members (member of the national organization only or of a non-California branch)

AAUW: \$0

State: \$20

Branch: \$10

TOTAL: \$30

Student Affiliates

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

State: \$ \$10

Branch: \$5

TOTAL: \$32

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

AAUW: \$0

State: \$20

Branch: \$10

TOTAL: \$30

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

AAUW: \$0

\*State: \$0

Branch: \$10

TOTAL: \$10

AAUW college/university representative (the designated representative of a college/university partner member of AAUW)

AAUW: \$0 (institutional partner membership in AAUW includes national dues)

State: \$0 (AAUW CA waives state dues for C/U partner representatives)

Branch: \$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 national or state dues, after being duly recognized as an Honorary Life Member by AAUW. Honorary Life Members are not exempt from paying branch dues.

2.5. National AAUW dues are established by the national board of directors. Changes in state dues must be approved by state members according to state bylaws. 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 (per Bylaws Article VII, Section 2-a).

2.6. Dues are assessed for the fiscal year (July 1-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 a current branch roster, newsletter archive, member resources, and branch financial reports.

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

3.1. Branch business will be conducted on the branch email list, and only current members are subscribed to it. Board business will be conducted on the board email list, with all branch officers subscribed to that email list, as well as any interested branch member. Branch program discussions occur on a separate program email list, with current branch members invited to opt-in to discussions if interested in the topic. Because of the inherent flexibility of email list participation, “meetings” do not occur unless the board holds a conference call or videoconference meeting. 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 email list. Branch votes will occur on a voting platform created to ensure that each member has the opportunity to vote. 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 15 days notice prior to a call for a 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, as well as in articles posted on the branch blog. The email 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 program email list, at the discretion of the president, program chair, or membership chair. The length of time of their program email list subscription must be clearly defined to the communications chair in advance, and prospective members may not continue to be subscribed to the email list 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. 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 IX 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 annual meetings, 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. Bank Account. There shall be three signers for the branch bank account: the branch treasurer, president, and membership vice president.

4.2. Financial Review. 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.

4.3. Budget.

4.3.1. Approving the Budget. The board must approve a branch budget no later than September (See bylaws, Article XIII, Section 3). Once the board has approved the branch budget, it must be posted on the branch website within 15 days, and all branch members notified via the branch email list or newsletter. In preparing the budget, the board takes into account:

4.3.1.1. Fiscal health of the branch and all branch fiscal obligations as specified in branch

bylaws and policies.

4.3.1.2. Realistic estimates of expected income.

4.3.1.3. Past budgets and year-end financial reports.

4.3.1.4. Branch goals in setting funding priorities.

4.3.2. Reserve. A permanent reserve shall be an amount established by the board at 25 percent of the preceding year's 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 25 percent, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.

4.3.3. Convention Expenses. The branch budget will include an appropriate amount to reimburse some of the expenses of the branch president-elect for registration, travel, hotel and meals to attend the AAUW CA or national AAUW convention. If the president-elect cannot attend, the board may allocate convention reimbursement funds to 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.

4.3.4. President's Gift. The branch budget will include funds for a president's gift. The gift will be:

4.3.4.1. Past-president's pin from the Napa Branch (sales of which contribute to AAUW Funds), or:

4.3.4.2. 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 from the AAUW store or, if the branch's convention budget did not cover all expenses, additional convention reimbursement.

4.3.5. AAUW Funds Assessment. The AAUW CA assessment for AAUW Funds will be allotted from the branch budget.

#### 4.4. Payment and Reimbursement.

4.4.1. The treasurer shall pay all bills by the due date or within 30 days.

4.4.2. Vouchers requesting reimbursement should be submitted to the treasurer within 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.

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

4.4.4. Most programs are email list discussions or blog postings. If a guest speaker is invited to participate in the program email discussion, the speaker must agree to participate at no charge.

4.4.5. Any expenditure over budget requires board approval, with the exception of non-negotiable obligations to AAUW CA or national AAUW.

4.4.6. No member may engage in a contract on behalf of the branch without prior board approval. The treasurer shall notify the board whenever an existing contract is approaching its auto-renewal date, allowing the board to consider alternatives before the renewal date.

## **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 email list and participate in all board email list 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 email list 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.

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

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)
- Plan social gathering at state or national convention

Spring (March-May)

- Treasurer posts quarterly financial report (Jan-Mar)
- Social gathering at state convention or annual meeting
- Officer elections and board reports to branch (see section 3.5)
- Send renewal invoices 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 program email list. The ad-hoc committee chair shall act as moderator.

8.7.2.4. Conduct a branch vote after the moderator formally closes the email list 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 ~~list~~ <sup>list</sup> 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 email list 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 email list discussions, motions, and votes 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. In July appoints a financial reviewer to prepare a report of the previous fiscal year's finances for board review by the end of August. (See Section 4).
- 9.1.11. Serves as an ex-officio member of all committees except the nominating committee.
- 9.1.12. Attends state conventions and other AAUW meetings to the extent possible and reports on these conventions and meetings to branch members.
- 9.1.13. Creates a harmonious climate for cooperative interrelationships among board members.
- 9.1.14. Encourages member participation in branch activities via direct communications at least quarterly.
- 9.1.15. Knows and implements business-like procedures and processes.
- 9.1.16. 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 or a check written to our branch.

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 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. Notifies the board when an existing contract's auto-renewal date approaches, allowing the board time to consider alternatives before the renewal date.

9.2.5. Works with the membership 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 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 years or in accordance with IRS regulations.

9.2.8. Provides all required records to the financial reviewer as requested.

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. 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 email list discussions according to the following procedures:

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

9.3.1.2. Manages the program email list 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 email list.

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

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

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

[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. Works with the communications chair and treasurer to keep the membership roster and branch email list 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, to welcome new members:

9.4.2.1. Treasurer receives check in mail or notification of payment received by AAUW's Member Payment Plan (MPP) or the branch's PayPal account.

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. For dues payment received via PayPal or by check, the treasurer completes the ADR (Additional Dues Remittal) and sends appropriate dues payments to AAUW and state.

9.4.2.4. Membership VP subscribes the new member to the branch email list.

9.4.2.5. Membership VP 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.

9.4.2.6. Once the new member is subscribed to the branch email list, membership VP emails the president, so the new member may be introduced in the president's next newsletter.

9.4.3. Notifies other branches when members transfer.

9.4.4. Initiates and coordinates branch recruitment and retention efforts.

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

9.4.5.1. Consults with board on best timing to send out renewal notices. Ideally it should go out soon after the final program of the spring.

9.4.5.2. Uses the MPP to send out mass invoices to all members.

9.4.5.3. Follows up with another mass invoice at the end of June for any members who haven't yet renewed.

9.4.5.4. Personally contacts non-renewals in July and August to determine if they intend to renew.

9.4.5.5. Removes non-renewals from branch email list and roster by the end of August.

9.4.6. Coordinates branch gathering at the 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 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. Educates the branch about the programs of the AAUW Funds, using the branch website, newsletter articles, and the branch blog.

9.5.2. Plans and coordinates fund raising activities for the AAUW Funds.

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 newsletter 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 email lists, 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. Ensures that branch officers' submissions for updates to the website are handled promptly.

10.1.4. Acts as the web manager for 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. Ensures that the president has current record of all website and email list administrative passwords, as well as domain management contact information.

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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