

## AAUW Arizona JOB DESCRIPTIONS.

When co-officers and /or co-chairs are elected or appointed, they shall perform all the duties assigned to that office or committee.

### A. Elected officers.

#### 1. President. The state president shall:

- a. be responsible for seeing that the state bylaws are brought into conformity with those of National after each National convention;
- b. preside at all meetings of the state, the board of directors and the Executive Committee;
- c. serve ex officio with vote on all committees except the nominating committee;
- d. appoint, after consultation with the Executive Committee, all appointed officers;
- e. approve members of standing and special committees in consultation with the respective chairs;
- f. acquaint the president-elect with all phases of the president's duties;
- g. be responsible for coordinating the state travel program;
- h. appoint an individual or committee to review the financial records
- i. perform all other duties that usually pertain to the office.

#### 2. Program Vice President. The state program vice president shall:

- a. serve as chair of the program development committee composed of: public policy chair, AAUW Funds chair, convention chair, membership vice president, and such others as may be deemed necessary;
- b. assume the duties of the president in the president's absence or inability to serve;
- c. supervise arrangements for all state meetings
  - (1) send the detailed program of the meeting to the branch in charge of local arrangements, the webmaster, the editor of The Arizona Sun, the state president, and others by the predetermined deadlines;
  - (2) work closely with the local arrangements chair, advising about responsibilities, financial arrangements and special needs of the state;
  - (3) ask branches and/or members to provide parts of the program if appropriate;
  - (4) arrange for speakers with the following exceptions:

(a) the state president requests national speakers from the national office

(b) the AAUW Funds chair may recommend or request AAUW Funds speakers or LAF litigants as speakers with the approval of the program development committee and, if approved, makes all arrangements for that speaker;

(c) The public policy chair may arrange for speakers for a meeting with the approval of the program development committee;

d. arrange for purchase of a president's pin or other appropriate memento for the outgoing president as a gift from the state board of directors;

e. serve on the membership committee;

f. perform such other duties as may be assigned by the board of directors or these policies.

3. Membership Vice President. The state membership vice president shall:

a. serve as chair of the membership committee composed of the program vice president, college/university relations chair, and others as deemed necessary;

b. act as presiding officer in the absence of both the president and the program vice president;

c. maintain a permanent record of the members of the state;

d. keep a file of national members from the list obtained from the national office and encourage them to become members of the state; notify national members regarding and their voting status (if eligible) through The Arizona Sun;

e. assist branch membership chairs with membership recruitment, development and retention;

f. assist in the formation of new branches, satellites and student affiliates according to the guidelines set up by national;

g. instruct any new branches to keep a record of activities for the first year, including a list of all charter members and send this information to the state historian/archivist and membership vice-president;

h. determine which branch(s) shall receive branch membership awards to be presented at a statel meeting;

i. serve on the program development committee;

j. perform such other duties as may be assigned by the board of directors or the policies.

4. Recording Secretary. The state recording secretary shall:

- a. send minutes of the previous meeting to members of the board of directors and branch presidents prior to the next meeting of the group; in case of a joint meeting, both incoming and outgoing members shall receive copies; facilitate an online, temporary approval of the minutes by the attendees, within 30 days of the meeting;
- b. file all written reports presented at state meetings;
- c. include all awards presented at state convention in convention proceedings minutes, as appropriate;
- d. present a brief summary of the previous business session if business sessions are separated at state convention;
- e. send copies of pertinent materials to the state historian/archivist, if one is appointed;
- f. send significant information from board meetings for publishing in The Arizona Sun;
- g. have available at all meetings a copy of the AAUW Bylaws, the AAUW-Arizona Bylaws, the AAUW-AZ Policy Handbook, a list of all the board members, and the state directory.

5. Corresponding Secretary. The corresponding secretary shall:

- a. edit and oversee publication of the state directory each year by the deadline set by the state president;
- b. distribute directories online to state board members, past state presidents, and all branches;
- c. maintain the state calendar on the website.
- d. be responsible for assembling and printing convention program/business booklet.

6. Treasurer. The state treasurer shall:

- a. serve as custodian of all funds, securities and business papers;
- b. keep an itemized account of all receipts and disbursements, making timely deposits and disbursements;
- c. present a detailed financial statement to the executive committee and board of directors at each meeting and upon request of the president at other times, and include the most recent monthly report for the state meetings;
- d. issue voucher forms to board/executive committee members for authorized expenditures and notify them of the forty-five day limitation for submission of voucher requests;

- e. submit an annual written financial statement for each state meeting;
- f. submit the financial records for audit or review at the close of the fiscal year;
- g. record needed information from dues transmittal sheets and computer printouts from National, and then forward these documents on a quarterly basis to the state membership vice president for the membership files and the permanent record of members.
- h. maintain detailed records for all reserve fund categories and show them on each meeting report.

7. President(s)-elect. The state president(s)-elect shall:

- a. become acquainted with all phases of the president's duties;
- b. be an ex officio member with vote of all committees except the nominating committee;
- c. accompany the president for branch visits upon request;
- d. call a meeting, if desired, of the incoming executive committee/board of directors at any time prior to July 1.

B. Appointed Officers

1. Public Policy. The public policy officer shall:

- a. form a committee consisting of the members specializing in the priority areas as set forth in the National Public Policy program adopted at the biennial convention;
- b. be responsible for preparing the biennial proposed public policy program to be adopted by the board of directors in even-numbered years;
- c. plan a public policy event, i.e. Legislative Day;
- d. encourage AAUW members to lobby for public policy program;
- e. serve on the program development committee;
- f. be the designated lobbyist for AAUW-Arizona, name all authorized lobbyists and file required reports to the Arizona Secretary of State.

2. Community Action Projects Officer. The community action projects officer shall:

- a. encourage the establishment of coalitions to work toward equity;
- b. encourage the combining of resources to undertake equity projects;

- c. support community activities in the branches by having branches share successful programs with each other;
- d. prepare and publish requirements, guidelines and evaluation criteria for Community Grant Applications by November 1 of each year for grant deadline in March of the following year; (See AAUW-AZ Policies. Article IX. Policies for Community Action Projects)
- e. select and chair a committee of four members from different branches to review and recommend grant applications based on the approved requirements and evaluation criteria;
- f. present committee recommendations for community action projects for Board of Directors' approval and funding;
- g. notify the branch(es) of the community action award or rejection within 10 business days of the board decision.

3. AAUW Funds. The AAUW Funds officer shall:

- a. educate the members of the state to the purpose and program of the AAUW Funds and the Legal Advocacy Fund;
- b. suggest resources, programs and speakers and advise and encourage the State and branches concerning fund-raisers for AAUW Funds monies;
- c. review, reconcile, and forward to branch AAUW Funds chairs quarterly contribution data compiled by AAUW Funds National staff;
- d. present an annual report at the state meeting;
- e. approve and give consent to branch AAUW Funds chairs for the sale of AAUW Funds items by branches at state meetings and request space and facilities from the state program vice president;
- f. administer disposition of branch AAUW Funds and Legal Advocacy Fund monies as follows:
  - (1) branch checks shall be made payable to the AAUW Funds;
  - (2) cash contributions shall be processed in accordance with AAUW policies and guidelines;
- g. serve on the program development committee.

4. Bylaws/Policy. The bylaws/policy officer shall:

- a. assemble and chair a committee to include the parliamentarian and two other members;
- b. assist new branches with bylaws upon request;
- c. ensure that all branches in the state bring their bylaws into conformity with current AAUW Bylaws as prescribed by national;
- d. publish a “call” for proposed bylaws amendments in the fall issue of The Arizona Sun that will be voted on in the online balloting for new board officers;
- e. notify members that suggested bylaws amendments are due to the chair by January 15;
- f. update the policy handbook every two years; (See AAUW-AZ Policies, Article XIII, Revisions to the Policy Handbook, Section B)
- h. serve on the resolutions committee.

5. Newsletter Editor. As an appointed officer, the newsletter editor shall:

- a. ensure publication of at least two issues (fall and spring) of The Arizona Sun each year;
- b. in coordination with the state president, ensure the distribution of each issue of The Arizona Sun to all board members and branch presidents via e-mail and have the issue posted on the Arizona website
- c. ensure that the spring issue of The Arizona Sun be distributed at least 30 days prior to the commencement of electronic voting with the following information included:
  - (1) list of nominees for election;
  - (2) proposed bylaws amendments;
  - (3) proposed resolutions;
  - (4) proposed public policy program in even-numbered years only;
  - (5) convention registration form;
  - (6) program for convention. Numbers 5 and 6 only in convention years.

6. Webmaster. As an appointed officer, the webmaster shall:

- a. develop and maintain the state website, [www.aauwarizona.org](http://www.aauwarizona.org), under the direction of the state president and board of directors

- b . advise the host - Fall Forum and Spring Conference branches on all publicity for these events;
- b. assist branch web and media relations chairs regarding techniques and content for presenting local news items;
- c. be responsible for any other publicity as deemed necessary by the board of directors.

7. Parliamentarian. As an appointed officer, the parliamentarian shall:

- a. serve ex officio without vote on the state board of directors;
- b. advise the president, officers, committees, branches and members on matters of parliamentary procedure.
- c. be responsible for the set up and procedures of the annual business meeting;

8. Branch Special Projects Chair. The branch special projects chair shall:

- a. receive requests for Branch Special Project Monies;
- b. notify and send board of directors all applications for project monies to be considered at state board meetings;
- c. prepare/update application, criteria guidelines, and completion requirements;
- d. a notebook of completed projects to be used as a resource for branches considering a similar project;
- e. maintain an updated list of all completed and in progress projects; such list to be posted on the AAUW Arizona website;
- f. send notices to branch presidents and put articles in the Arizona Sun as deemed necessary;

C. Standing Committees and Chairs (These committees and chairs may or may not be appointed.)

1. Finance. The committee on finance, when appointed shall:

- a. be made up of the appointed chair, three members from three different branches, appointed by the state president, and the state treasurer who shall serve as a member of the committee, but not its chair;
- b. include the president(s)-elect in her year of service and the nominee(s) for treasurer in the alternate year at the time the budget is being prepared:
- c. prepare an annual budget for the state and submit it to the incoming board of directors for approval prior to July 1;
- d. include in the budget the following:
  - (1) a contingency fund to provide for expenditures exceeding budgeted items;

(2) a restricted fund to be applied only to authorized expenses of the president, or her designated representative(s), for regional meetings and national conventions with remaining funds at the end of the fiscal year to be held over in this restricted fund;

(3) a special surplus account (in a federally-insured institution) for the purpose of accumulating interest on excess operating funds; no payments are to be made from this account, but funds are transferred to the checking account from which all payments must be disbursed;

e. recommend to the board of directors options for dispersal of unspent monies;

f. through the finance chair and the treasurer accept overage of budgeted amount if the expenditure is no more than ten percent over the line item; for expenditures exceeding the ten percent rule, the finance committee shall make a recommendation to the board of directors.

g. when there is no finance committee, these activities are to be handled by the treasurer with the advice and assistance of the board of directors.

2. College/University Relations. When appointed, the state chair for college/university relations shall:

a. be responsible for planning and developing a mutually supportive relationship between institutions of higher education and AAUW-Arizona;

b. serve on the membership committee.

c. provide liaison and encourage student affiliate groups.

3. Diversity. When appointed, the state diversity chair, shall:

a. encourage, guide and assist the state and branches to become a multicultural organization;

b. offer diversity training as requested;

c. ask each branch to appoint a diversity chair;

d. help branches to examine their internal prejudices/biases and enlarge their vision of diversity

e. guide and assist the branches in creating an organizational culture in which members can participate fully and freely to acknowledge group identities, inclusive of race, religion, sexual orientation, age, class, gender, etc.;

f. encourage the branches to create a more open accessibility to leadership for all their members;

- g. encourage the branches to reflect the demographics of their communities in terms of memberships and leadership;
- h. guide and assist the branches in actively seeking diverse membership, particularly of their under-represented groups;
- i. visit branches upon request;
- j. network with other diverse groups and organizations and encourage eligible members to join AAUW.

4. International Affairs. When appointed, the international affairs chair shall:

- a. serve to assure a global perspective in state policies and programs;
- b. inform members of current national and state views in the area of international affairs, e.g., AAUW Funds, International Fellowships;
- c. network and participate with other groups concerned with international development, the global environment, and peaceful relations.

5. Historian/Archivist. When appointed, the state historian/archivist, shall:

- a. prepare a history of the current administration to be added to the permanent history of Arizona-AAUW housed in the Arizona Heritage Center in Tucson;
- b. as archivist compile:
  - 1) state president's reports;
  - (2) all copies of The Arizona Sun;
  - 3) AAUW-Arizona directories;
  - (4) Annual reports of elected and appointed officers, standing and special committees;
  - (5) State scrapbooks/publicity;
  - (6) Copies of all official minutes;
  - (7) First-year reports of new branches. (See membership vice president's job description.)

D. Special Committees.

1. Resolutions. In years of a formal convention, the resolutions chair shall:

- a. with the assistance of the parliamentarian and bylaws/policy officer, review all resolutions;
- b. be responsible for the implementation of the resolutions process as follows:
  - 1) issue a "call" for proposed resolutions in the fall issue of The Arizona Sun;
  - (2) advise branches and state members that proposed resolutions for convention action must be submitted to the chair no later than January 15;
  - (3) refuse to report any resolution not in accordance with AAUW policies;
  - (4) may submit her/his own resolutions;
  - (5) combine and re-write those resolutions submitted by others in order to present them in proper form
  - (6) publish proposed resolutions that the chair is recommending for adoption in the pre-convention issues of The Arizona Sun and include a copy in the convention program/business booklet.
- c. inform the membership that resolutions which have not gone through the resolutions process may only be submitted on the floor of convention by a two thirds affirmative vote of the members present and voting;
- d. write and present a courtesy resolution thanking the hostess branch and workers for convention.

2. Convention Chair/Committee. The convention chair shall be appointed from the local hostess branch by the state president after consultation with the branch president and the state program vice president. The state convention chair shall:

- a. serve on the state program development committee;
- b. survey hotel accommodations, present that information to the state executive committee for decision, and then make arrangements with the hotel by a written contract or agreement approved by the board of directors and signed by the state president;
- c. be notified in writing of any changes in the contract;
- d. be responsible for the physical arrangements for the convention and the staffing of exhibits and sales area;
- e. act as liaison between the hostess branch and the state program development committee in convention planning;

- f. consult with the newsletter editor, webmaster and state board of directors on all convention publicity to see that publicity is distributed in a timely manner;
- g. compile early information for the state program vice president concerning convention particulars, including the location of overnight accommodations, prices, space for sessions, meals and transportation options;
- h. provide for the management of convention finances through the state treasurer;
  - (1) by requesting from the state treasurer an amount to cover the venue for the convention facility as specified in the contract agreed to by the executive committee;
  - (2) by appointing a registrar and establishing a registration fee to cover all convention expenses;
    - (a) registration is required for all members participating in any portion of the convention;
    - (b) volunteer staff not attending convention business session or workshops are exempt from registration fee;
    - (c) guests of members for meals only need not pay the registration fee, only a reduced amount for meals;
    - (d) payment requirements for non-member presenters of workshops/sessions are subject to approval by the program development committee;
  - (3) by appointing a fiscal agent who will track expenses and submit expense claim forms to the state treasurer which include receipts for expenses and which indicate to whom reimbursable payment is to be made;
  - (4) by submitting a financial report within thirty days after the convention to be sent to the current state president, treasurer and the next convention chair;
- i. appoint chairs of subcommittees from local branch(s);
- j. request the state program vice president to ask other branches to be responsible for particular arrangements;
- k. see that convention kits, printed programs and attendee badges are given to participants upon arrival;
- l. follow a detailed checklist which should be passed on to the succeeding convention chair;
- n. pass on in a timely manner to the next convention chair the convention file pertinent materials from the previous five conventions.