



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.

1. **President.** The State President shall:

a. The State President shall:

- a. Be responsible for seeing that the state bylaws are brought into conformity with those of National after each Election by the AAUW members;
- 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 annually;
- 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, AAUW Treasurer, 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 in the year there is no President-Elect ;
- 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 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. Act as presiding officer in the absence of the President, the President-Elect and the Program Vice President;
- b. Monitor state membership using the National roster;
- c. Assist branch Membership Chairs/VPs with membership recruitment, development and retention by utilizing national's toolkits as well as through branch collaboration;
*assist Membership Chairs/VPs in managing National's Member Service Database and Community Hub
*assist Membership Chairs/VPs in National's online instructions regarding new membership enrollment and renewals for branch members
*assist Membership Chairs/VPs to become familiar with National's membership programs/opportunities to advance the branch (EX: 5 Star Program)
* assist Membership Chairs/VPs in implementing the Shape the Future program
- d. Determine which branch(es) shall receive branch membership awards to be presented at a state meeting;
- e. Serve on the Program Development Committee;
- f. perform such other duties as may be assigned by the Board of Directors or the Policies

4. Recording Secretary. The State Recording Secretary shall:

Attend all State Board meetings.

- a. Take attendance at each State Board meeting.
- b. Record and retain minutes for all State Board and Business meetings.
- c. Provide drafts of minutes to the State President for review and distribution to Board members and Branch Presidents for approval at the subsequent State Board meeting.
- d. Electronically maintain an official file of agendas, financial reports, and materials related to the business of the State Board.
- e. At the end of the term, transfer the electronic office file to the incoming Recording Secretary.
- f. Perform any other duties requested by the State President.

5. Communications Director. The Communications Director shall:

- a. Working with the Branch Presidents, create/update spreadsheets of Branch Presidents and Board Members for each branch. Distribute spreadsheets to the State President and other Board members as needed.
- b. Distribute state news and announcements to membership as e-blasts using Constant Contact.
- c. Be responsible for assembling and printing state Meeting program/business booklet.

f. Act as liaison between the state board officers, the newsletter editor and webmaster to help insure timely and accurate communication.

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. Have available on the website expense reimbursement forms for authorized expenditures to be submitted no later than forty-five days after incurrence of the expense;

e. Submit an annual financial statement for each state meeting;

f. Submit the financial records for audit or review at the close of the fiscal year;

g. Notify Community Action and Branch Special Projects Chairs that checks have been remitted to branch treasurers for successfully completed projects;

h. Maintain detailed records for all reserve fund categories and bank accounts and show them on each meeting report;

i. Request National AAUW annually to file Form 990N (electronic postcard) on behalf of the State AAUW.

7. President(s)-Elect. The State President(s)-Elect shall:

- Learn the President's responsibilities and duties;

- Serve on the AAUW Arizona Executive Committee and Board of Directors;

- Become familiar with state branches and branch leaders;

- Participate on ad hoc committees as requested by the President;

- Chair the Nominating Committee;

- Attend AAUW Arizona state board meeting, state forums and AAUW Regional Conference as scheduled;

- Perform such duties as may be assigned by the President, Executive Committee or Board of Directors, or as specified by the bylaws;
- Accompany the President on branch visits upon request;
- Call a meeting, if desired, of the incoming Executive Committee/Board of directors prior to July 1;
- Have some familiarity with technical tools used by AAUW Arizona, such as MS Word, Excel, pdf files, Zoom Meeting, Constant Contact and email;
- Become familiar with the National, state and branch websites;
- Work with the President to ensure a smooth transition of all Presidential responsibilities and duties at the end of the President's term in office;
- Assume the office of President in the event of a vacancy in that office;
- Become President for a one year term at the expiration of the current Presidents' term of office.

8. Public Policy. The Public Policy Chair(s) shall:

- a. form a committee consisting of the members specializing in the priority areas as set forth in the National Public Policy Priorities adopted by vote of the Members biennially;
- 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 advocate for Public Policy priority interests;
- e. serve on the Program Development Committee;
- f. be the designated liaison with AAUW-AZ's lobbyist coordinating her work within AAUW's Public Policy Priorities.

B. Appointed Officers

1. Webmaster. As an appointed officer, the Webmaster shall:

- a. Develop and maintain the state website, www.aauwarizona.org, under the direction of the state President and Board of Directors

b. Work with State Board members to update content as needed. Monitor the website periodically to identify content that needs updating and notify the State Board member responsible for that content so that updates are made in a timely manner.

c. Be responsible for any other publicity as deemed necessary by the Board of Directors.

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 XI. 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 Chair shall:

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 fundraisers for AAUW Funds monies;

c. assist branches to research any discrepancies in reports sent to them by National staff;

d. present an annual report at the state meeting;

e. 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;

f. serve on the Program Development Committee.

4. **Bylaws/Policy.** The Bylaws/Policy Chair shall:

a. 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 XV, 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. a. Publish four issues (fall, winter, spring and summer) of *The Arizona Sun* each year;

b. In coordination with the State President, request the newsletter be posted on the website;

c. Coordinate with all relevant Board members the collection of information to allow publication and distribution of *The Arizona Sun* of the spring issue 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;

d. Post information in the *The Arizona Sun* about the Spring Conference and Fall Forum including the link to the registration form

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

a. develop and maintain the state website, www.aauwarizona.org, under the direction of the State President and Board of Directors

b. advise the host Branches of Fall Forum and Spring Conference on all publicity for these events;

c. assist Branch Web and Media Relations Chairs regarding techniques and content for presenting local news items;

d. be responsible for any other publicity as deemed necessary by the Board of Directors.

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

a. 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 setup and procedures of the annual business meeting.

d. Conduct state officer elections and install new state officers.

8. Branch Special Projects Chair. The Branch Special Projects Chair shall:

a. Update application, criteria, and final report annually or as necessary.

b. Update policies and procedures to ensure they are consistent with above and see them through the AAUW Arizona Board approval process.

c. Send all application, criteria, and final report materials to the Webmaster to be posted to the AAUW Arizona website.

d. Send all revised policies and procedures to the Bylaws Chair to be incorporated into the AAUW Arizona Policies and Procedures.

e. Send completed applications to AAUW Arizona President to be distributed with state meeting documents.

f. Communicate with applicants about expectations for presenting to the Board and send Zoom link to applicants prior to AAUW Arizona Board meetings.

g. Schedule final report presentations at AAUW Arizona Board meetings and send Zoom link to applicants prior to AAUW Arizona Board meetings.

h. Work with AAUW Arizona Treasurer to make sure payments are made to branches.

i. Keep electronic folder of all applications as a resource for future applicants.

j. Maintain a spreadsheet of all completed and in-process projects and send spreadsheet to the Webmaster to be posted to the AAUW Arizona website.

k. Communicate with branches and write articles for the *Arizona Sun* to publicize Branch Special Project grant program.

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; ⁱ

(2) a restricted fund to be applied only to authorized expenses of the President, or her designated representative(s), for regional and national meetings 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;

D. Special Committees.

1. Resolutions. In preparation for State Meetings, the Rolutions Chair shall:

- a. with the assistance of the Parliamentarian and Bylaws/Policy Chair, 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 State 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-Meeting issues of *The Arizona Sun* and include a copy in the Meeting booklet.

c. inform the membership that resolutions which have not gone through the resolutions process may only be submitted on the floor of the Meeting 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 the Meeting.

2. Meetings Chair/Committee. The Meetings 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 Meetings 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 Meeting and the staffing of exhibits and sales area.

e. act as liaison between the hostess Branch and the State Program Development Committee in Meeting planning;

f. consult with the Newsletter Editor, Webmaster and sSate Board of Directors on all Meeting publicity to see that publicity is distributed in a timely manner.

g. compile early information for the State Program Vice President concerning Meeting particulars, including the location of overnight accommodations, prices, space for sessions, meals and transportation option.

h. provide for the management of Meeting finances through the State Treasurer;

- (1) by requesting from the State Treasurer an amount to cover the venue for the Meeting 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 Meeting expenses;
 - (a) registration is required for all members participating in any portion of the Meeting;
 - (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 Meeting to be sent to the current State President, Treasurer and the next Meeting chair.

i. appoint chairs of subcommittees from local Branch(es).

j. request the State Program Vice President to ask other Branches to be responsible for particular arrangements.

k. see that Meeting 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 Meetings Chair;

n. pass on in a timely manner to the next Meetings Chair the Meetings file pertinent materials from the previous five Meetings.