

**Job Description**  
**BRANCH PRESIDENT/ADMINISTRATOR**

The branch president/administrator is the face of AAUW in the branch and the community and the branch's spokesperson.

- Preside over the board of directors/leadership team and branch meetings and conduct the business of AAUW
- Communicate a vision for the branch and expectations of members
- With the board/leadership team, plan, implement and monitor branch activities
- Work with the board/leadership team to develop a strategic plan
- Communicate AAUW and state initiatives and programs to the membership and encourage support and participation
- Be familiar with and adhere to branch bylaws, policies, and standing rules. Ensure branch bylaws are in compliance with AAUW and state bylaws.
- Review and monitor the branch's fiscal health; sign off on expenditures as appropriate; arrange for a financial review at least biennially
- Serve as an ex officio member of all committees and task forces except the nominating committee
- Appoint committee chairs and task forces as per branch bylaws
- Keep AAUW and the state informed of branch activities; submit forms and reports as required
- Ensure representation of the branch at state conferences and leadership meetings
- Participate in community events and projects that advance AAUW's mission

**Job Description**  
**RECORDING SECRETARY**

An AAUW branch Recording Secretary takes minutes during meetings, keeps all records and files, and tracks attendance and voting records.

- With regard to minutes, the secretary shall:
  - distribute draft copies of the minutes
  - receive proposed corrections to the minutes
  - make appropriate changes to the minutes
  - submit copies of the amended minutes for approval
- With regard to record-keeping, the secretary shall:
  - maintain copies of the approved minutes of board meetings and branch meetings
  - maintain copies of all reports given in meetings to accompany the approved minutes of the meeting

**Job Description**  
**FINANCE OFFICER**

The Finance Officer oversees the fiscal operations of the branch.

- Maintain branch bank accounts for checking and savings and establish authorized check signers for the branch
- Work with the membership vice president to secure membership renewals; process dues, file the necessary forms with AAUW and AAUW of Virginia
- Work with board or leadership team to develop a budget that supports the programs and activities described in the branch's strategic plan.
- Prepare financial statements including analyzing actual performance against budget
- Be aware of and adhere to relevant federal and state charitable tax issues and legal liabilities
- Submit dues, fees, and contribution reports in a timely fashion and in accordance with proper financial accounting procedures, IRS regulations, and AAUW procedures
- File IRS Form 990-N (gross receipts under \$50,000) if appropriate
- Protect the assets of the branch by maintaining adequate insurance coverage and implementing internal accounting controls and procedures
- Retain in good order all financial statements, IRS forms and correspondence, paid checks, deposits, contracts and other financial supporting documents consistent with best practices and state laws
- Review all branch dues, fees, contributions, and membership reports sent by AAUW; alert AAUW of any discrepancies with your records
- Ensure that all federal and state authorities and the AAUW national office have the correct contact information for your branch

**Job Description**  
**PROGRAM VICE PRESIDENT**

The Program Vice President ensures that branch activities support the mission of AAUW.

- With the board/leadership team, plan branch programs which are consistent with AAUW mission
- With the board/leadership team, plan branch meetings that reflect program priorities
- Network with other branches to share ideas
- Promote state conference and district events to membership
- Maintain contact with AAUW of Virginia Program Vice President, including receiving information and submitting information when requested

**Job Description**  
**MEMBERSHIP VICE PRESIDENT**

The Membership Vice President facilitates the recruitment and retention of members in the branch.

- Serve on Board of Directors and serve as chair of Membership Committee
- Be familiar with all AAUW Membership policies and programs
- Assist branch leadership in creating recruitment efforts for new members and programs designed to retain current members
- Maintain communication with the AAUW of Virginia Vice President for Membership, and transmit information to her as requested

**Job Description**  
**PUBLIC POLICY VICE PRESIDENT/CHAIR**

The Public Policy Chair informs branch membership about AAUW Public Policy priorities (federal and state) and action that can be taken to support them.

- Convey information to branch members received from the state public policy vice president(s) and from other AAUW sources (e.g. Mission and Action e-bulletin, Washington Update, and Two-Minute Activist)
- Keep branch members informed regarding legislative issues that are pertinent to AAUW policy priorities
- Encourage branch members to contact their federal and state legislators on issues related to AAUW priorities
- Encourage branch members to subscribe to online resources (Mission and Action e-bulletin, Washington Update, and Two-Minute Activist)

**Job Description**  
**COMMUNICATIONS CHAIR**

The Communications Chair increases the visibility of AAUW's mission and programs in the community through local media, social media, and tools such as websites. If possible the Chair is assisted by a communications team.

- Ensure that the branch budget reflects communications priorities
- Develop and distribute a branch newsletter (or other form of communication) regularly, including local, state, and national news within and adhering to the AAUW style guide
- Publicize branch activities through print and traditional and social media as needed
- Distribute information from AAUW and AAUW of Virginia to members in a timely fashion, through branch newsletter or other regular form of communication
- When representing AAUW to the press, media, or community, adhere to AAUW positions on key issues.
  
- Optional but highly encouraged: Manage branch website or branch page on state website
- Optional but highly encouraged: Manage branch Facebook page by making regular updates describing branch activities and linking to AAUW and AAUW of Virginia news

**Job Description**  
**AAUW FUNDS CHAIR**

The AAUW Funds Chair informs branch members about the work of AAUW Funds and ensures that contributions are made to support the programs.

- Educate and inform members about AAUW Funds and programs (Educational Opportunities Fund, Legal Advocacy Fund, Eleanor Roosevelt Fund, Public Policy Fund, and Leadership Programs Fund)
- Assist in developing branch programs that feature issues relevant to AAUW Funds
- Disseminate news and information about the AAUW Funds programs and activities to branch members (articles in branch newsletter, email and social media, branch meetings)
- Encourage and promote AAUW Funds educational and fundraising activities; keep accurate records of all funds raised; and submit funds in a timely manner to Association
- Send annual report of funds raised to Association and AAUW of Virginia by the designated deadlines

**Job Description**  
**BYLAWS CHAIR**

The Bylaws Chair ensures that branch bylaws are current and aligned with AAUW and AAUW of Virginia bylaws.

- Chair the branch Committee on Bylaws
- Update and submit branch bylaws in accordance with AAUW and AAUW of Virginia directives
- Edit proposed amendments to the branch bylaws
- Maintain a file of current branch bylaws
- Attend the branch Board of Directors meetings at the discretion of the president