

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

WESTCHESTER BRANCH, New York

BOARD HANDBOOK

MARCH 2015

Board Handbook

March 2015

All job descriptions for the Board, Action Groups, Branch Projects, and Committees and the documents that govern us will be found here. They will serve as guidelines and reminders as to what has generally been included within each area.

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I. Board of Directors

Composition: The Board of directors shall consist of the elected directors/officers.

Responsibilities: The Board of directors shall have the general power to administer the affairs of the Branch, including but not limited to establishing policies and procedures to control financial records. It shall accept responsibilities delegated by the AAUW National organization and AAUW New York State.

Meetings: Meetings of the Board of directors shall be held at least six times per year. Participation by conference call is permitted.

A. *President(s)*

This (these) elected position(s) is a voting member of the Board of Directors and shares other responsibilities as listed elsewhere under "shared Board duties." The president will attend Board and Branch meetings.

Responsibilities:

1. With the Board, evaluate, change, add and delete, as necessary, Action Groups, Branch Projects, etc.
2. Appoint all Action Group and Branch Project leaders/chairs within the first two months of being elected, which may be done in conjunction with the Board. The Branch Record Forms and database supplied by the Branch record keeper (BRK) are good sources for people interested in and ready to volunteer in varying capacities. The BRK will supply you with the database. Interest Groups are responsible for finding their own leaders and members. It is also their responsibility to find replacement leaders.
3. With the Board, establish and coordinate Board meeting dates and locations, and see that meeting information is given to the yearbook editor by August 1st, and to the newsletter editor by August 10th.
4. See that the yearbook chair receives all updated material by the end of July.
5. Encourage chairs/leaders of Action Groups, Branch Projects, Interest Groups and other activities to maintain sign-up sheets at September Branch meeting.
6. Cancel Board meetings due to inclement weather after conferring with the hostess.
7. See that instructions/maps to Board meetings are distributed as necessary.
8. Communicate with all chairs and leaders during late spring to assure they have an updated revised job description and are aware of what is expected of them. Encourage them to develop leadership skills.
9. Determine deadlines (National, State and Branch), and see that they are met.
10. Submit articles for the Branch newsletter concerning Branch, State and National information and requirements.
11. Prepare and distribute agendas/material/information to Board and Advisory Council members as necessary.
12. Be sure policy sheets are prepared and ready for the joint Board meeting in June.
13. See that job descriptions are updated each year as needed.
14. Preside as Mistress of Ceremonies at the Spring Fling.
15. Contact National members about joining our Branch.

B. Program Vice President(s)

This (these) elected position(s) is a voting member of the Board, and shares other responsibilities as listed elsewhere under shared responsibilities. The program vice president will attend Board and Branch meetings.

Responsibilities:

1. Together with the Board, establish dates and times of monthly Branch meetings.
2. Clear dates and times with the meeting site, ascertain equipment and set-up needed.
3. In May newsletter, ask for volunteers to submit ideas and/or attend first program planning meeting in May or June. Encourage new members to attend. Encourage Action Groups to be responsible for a program.
4. Line up speakers or programs. Generally talks last 40 minutes with time for Q&A. Ask each speaker to send background information on herself and the topic that can be used for publicity. Contact speakers two months in advance to confirm presentation needs.
5. Try to encompass programs of a broad range, appealing to the many interests of our members. Edify and entertain!
6. AAUW business must be covered as well as programs at the Branch meetings. Submit program information to the newsletter editor.
7. Write up programs for the year for the Branch yearbook by August 1st.
8. Mention upcoming programs at Board and Branch meetings.
9. Introduce speakers and programs at the Branch meeting.
10. With a written thank you to the speaker, offer a year's membership to non-member speakers in lieu of an honorarium.
11. Arrange local transportation for speakers, if needed.
12. Provide necessary information to the PR chair.

C. Membership Vice President(s)

This (these) elected position(s) is a voting member of the Board, and shares other responsibilities as listed elsewhere under shared responsibilities. The membership vice president(s) will attend Board and Branch meetings. The goal of this office is to recruit, enroll, and orient new members, to keep current records, to retain members, and to welcome all members and guests at Branch meetings.

Responsibilities:

1. From new members, receive application forms, Branch Record Forms (BRF) and dues checks.
2. Mark the Branch Record Form "Paid."
3. Keep original Branch Record Form for membership files.
4. Mail or email a copy of the BRF to the Branch Record Keeper.
5. Mail or email a copy of the BRF and check to the treasurer.
6. Distribute yearbooks to all members.
7. Send a welcome note and branch information to new members.
8. Welcome and introduce new members at Branch meetings.
9. Send brief information on new members to the newsletter editor.

Ongoing duties:

1. Recruit and organize volunteers to help as necessary.
2. Encourage new members to become active members in the organization.
3. Attend New Members Welcome Coffees and sign up prospective members.

Branch Meetings:

1. Set up a table at the entrance to Branch meetings with a supply of applications, Branch Record Forms, copies of newsletter, brochures, and yearbooks.
2. Greet arriving members and welcome new members and guests.
3. Give out name tags, keeping an attendance and guest list.
4. Announce any new members and their home communities at the meeting.

Dues/Expenses:

1. Full membership price from July 1 through June 30 the following year.
2. New members receive a \$10 discount on dues.
3. New member dues received after March 15 carry through June 30th of the following year.

D. Recording Secretary (Secretaries)

This (these) elected position(s) is a voting member of the Board, and shares other responsibilities as listed elsewhere under shared responsibilities. The recording secretary will attend Board and Branch meetings.

Responsibilities:

1. Take minutes of all Board and Branch meetings and email a copy to the president who will edit as necessary and see that they are distributed to the membership.
2. Keep copies of corrected and approved Board and Branch meeting minutes.

E. Corresponding Secretary

This elected position is a voting member of the Board, and shares other responsibilities as listed elsewhere under shared responsibilities. The corresponding secretary will attend Board and Branch meetings.

Responsibilities:

1. Send get well and condolence cards as necessary. Branch members will keep you informed.
2. Include a reminder in the Newsletter three times a year requesting that they keep you updated on such matters.
3. Attend to correspondence as requested by the Branch president.

F. Treasurer(s)

This (these) elected position(s) is a voting member of the Board, and shares other responsibilities as listed elsewhere under shared responsibilities. The treasurer will attend Board and Branch meetings. Co-treasurers, a bookkeeper, an appointed assistant or liaison may share this position. Only the elected officer is a voting member of the Board.

Responsibilities:

1. Membership dues:
 - a. Remind newsletter editor to place dues notice in the April, May, and June CHIPS.
 - b. Receive BDR from National and bring data up to date.
 - c. Receive and deposit dues.
 - d. Forward National dues to AAUW treasurer and State dues to NY State treasurer by July 10 along with BDR to both; give copy of BDR to membership vice president.
 - e. Transmit renewal dues received after July 1 to National and State.
 - f. Keep the president and Branch record keeper informed of paid members.
 - g. Give full list of paid up members to yearbook editor by yearbook deadline August 1.

- h. Keep a record of dues paid prior to the Spring Fling for a drawing for a free membership at the Spring Fling.
2. New members:
 - a. Receive applications and checks from membership vice president.
 - b. Forward dues with the proper form to National and State treasurers.
 3. Perform the following duties:
 - a. Deposit all monies received and record in the proper category.
 - b. Pay all bills provided for in the budget or verified by the president.
 - c. Keep a proper set of books.
 - d. Render a financial report at all meetings of the Branch and the Board.
 - e. Complete the books by July 31st and present them for audit for each fiscal year.
 - f. Make sure the bank and the IRS are notified if there's a change of address, and make sure that signature cards for the president and treasurer are current.
 4. Budget:
 - a. Place a reminder in the December CHIPS advising Board, Action Groups, and Branch Projects to submit budget requests to the treasurer no later than December 31.
 - b. Put the budget meeting date and location in the December CHIPS.
 - c. By February 10, together with the Board, evaluate the line items of the budget to determine need for the following year.
 - d. Prepare a proposed budget for the annual meeting in April, and have it published in the March CHIPS.

G. Shared Board Duties

These are some of the duties the Board has found important to cover. Items may be added to or deleted from this list. Board or member volunteers may cover some or all of the duties:

1. The Branch meeting will be led by the president or a Branch member designated by the president.
2. In August, the Board should send a memo to the leaders of each Action Group, Branch Project, and Interest Group requesting that they inform the Branch meeting leader a week in advance if said group needs to be on the agenda for the Branch meeting. The Branch meeting leader will prepare an agenda (blank agenda form provided by the president) for the Branch meeting and may elicit part of this information at the previous Board meeting.
3. Compose the Board Message for the Newsletter:
 - a. Be Upbeat.
 - b. Emphasize the AAUW mission, advocacy, and important happenings.
 - c. Thank individuals or groups that have done something very special, and above the call of duty for AAUW.
 - d. Tout our special achievements.
 - e. Welcome the new year.
 - f. Bid farewell to the old year.
 - g. Forecast the coming month's or year's activities.
 - h. Offer reminders.
4. Board meetings may be hosted by various Board and Advisory Council members.

II. Advisory Council

The Advisory Council shall consist of the chairs or a representative from each of the Action Groups and Branch Projects. They are invited and encouraged to attend Board meetings but shall have no voting rights on matters requiring a vote of the Board. The Action Groups and Branch Projects are listed in the yearbook.

Responsibilities: The Advisory Council shall provide for the communication and coordination of Branch activities, policies and procedures.

III. Action Groups

Action Groups are autonomous and are responsible for finding their own leaders and obtaining people to work with them. The Branch Record Forms are a good source and the Membership VP can steer interested members to the various groups. Sign-up sheets at Branch meetings and newsletter articles are another good source of members. Action Groups may be added or changed based on the interest of the membership.

A. Community Service

This group will continue to collect and distribute various gifts to organizations such as the Bedford Hills Correctional Facility for Women. Put notices in the newsletter asking members for donations of gifts; contact each organization to ascertain its needs; deliver the donated items; perform other duties as necessary.

B. Education Awards

Promote equitable education for girls and women and foster an understanding of what constitutes gender equity and sexual harassment in schools, and reaches out to the school population and the community to achieve these goals.

1. *Eighth Grade Certificates*: Certificates are awarded to eighth grade girls who excel in math and science in all Westchester schools. The principals are asked to send the names of three girls whom they decide are worthy.
 - a. Send a follow-up letter or e-mail to all schools that have not responded by May 10. The original letter with SECOND NOTICE printed on top suffices as the follow-up.
 - b. If the school does not respond, no further follow-up is necessary. Phone calls can be made at the discretion of the chairman. Usually about 70 of the schools respond.
 - c. Computer generated certificates for the recipients are mailed to the schools in April and May.
 - d. The certificates are to be signed by the education chairman, the Branch president and the principal.
 - e. Once the Branch signatures are filled in, the certificates are to be placed in an envelope with certificate covers (boxes of 50 are obtainable at Staples) and a note instructing the school to obtain the principal's signature and write in the date before presenting the certificate.
 - f. A form may also be enclosed which would make it easy for the school to send an announcement to the local newspapers for publicity.
 - g. The chairman should submit expenses to the treasurer for reimbursement by fiscal year-end.

2. *Female Senior Excellence in Writing Award:* This award acknowledges female seniors for following universally accepted standards of excellence in creative as well as formal writing. Each recipient, chosen by her school, receives an AAUW Westchester award certificate and a book chosen by our Branch co-chairs. Proceed as in 1a-1g above.
3. *Outstanding Senior Female Award:* This award acknowledges seniors for service to their school, academic ability, and potential for future service to women in the solution of social and civic problems. Each recipient, chosen by her school, receives a copy of Strunk & White's *Elements of Style* and an AAUW Branch award certificate. Proceed as in 1a-1g above.

C. Equity in Education/Title IX

Promotes equitable education for girls and women by addressing sex discrimination and other Title IX issues such as sexual assault on college campuses.

D. Mentoring

Volunteers mentor students of the College of Mount Saint Vincent.

E. Pay Equity Outreach

This initiative promotes pay equity for women through outreach activities such as conducting \$tart \$mart workshops at local colleges and universities. These workshops teach awareness of the pay gap, how to determine appropriate salaries for different positions and develop pay negotiation skills. Promote awareness of gender pay inequity and promote advocacy for equal pay through activities on Equal Pay Day.

F. Public Policy

1. Explains AAUW's role in advocating for the rights of women and families.
2. Creates awareness and promotes activism through a monthly column in our newsletter and periodic articles in other media resources using:
 - a. Action Alert to become aware of National's AAUW emphasis.
 - b. Articles in the AAUW NYS newsletter, Focus.
 - c. Websites - National: aauw.org, NYS: aauw-nys.org, Branch: westchester-ny.aauw.net
 - d. E-mails received from Public Policy at AAUW New York State and the Association.
3. Encourages members to write letters or send emails to all appropriate elected officials.
4. Keeps Branch members informed of pending legislation supporting our mission.
5. Develops public policy programs for Branch meetings.
6. Develops public policy initiatives for AAUW New York State to consider.
7. Develops awareness and encourage advocacy through the Current Issues interest group.

G. Running and Winning

Sponsored by the League of Women Voters of Westchester, AAUW Westchester, and the YWCA White Plains, it is designed to give junior and senior high school girls the opportunity to explore public service as a career. The annual one-day workshop brings together students from Westchester with local female elected officials to hear about their experiences in seeking and holding public office.

H. Tech Savvy Girls

This Action Group works to encourage girls and women to embrace Science, Technology, Engineering, and Mathematics (STEM) fields as positive career choices. Without a good understanding of and facility with the STEM fields, it will become increasingly difficult to function in the world of business, education and even in private lives.

Current activities include a STEM-related annual conference for seventh grade girls, a monthly column in the Branch newsletter, and outreach to promote STEM activities in our region.

IV. Branch Projects

Chairs are responsible for obtaining people to work with them. The Branch Record Forms (BRF), sign-up sheets at Branch meetings and newsletter articles are good sources for finding volunteers, and the Membership VP can steer interested members to the various Branch Projects.

A. Assistant(s) to the President

Advise the president, and help her carry out her responsibilities. The position may be filled by the past president.

B. Branch E-mail Contact

The Branch e-mail contact keeps a group mailing list for all members who have e-mail, a mailing list for all board members and a mailing list for all non members who receive a copy of the newsletter. These addresses are provided by the branch record keeper. E-mails are sent out at the request of board members and the branch newsletter is sent out electronically (in PDF format) once a month from September to June. All e-mails sent to these mailing lists are sent as blind copies, meaning that no one can get the complete list of members to use for other purposes. The e-mail contact also forwards a variety of e-mail messages to the appropriate board member or other branch members. Examples of e-mails that are forwarded include questions about joining AAUW, changes of e-mail addresses and questions about ongoing activities in the organization.

C. Branch Internship

College students work part-time at our branch on public relations and AAUW related activities and earn college credits.

D. Branch Recognition

1. National and State establish the criteria we must meet in order to become an award winning Branch.
2. Application forms and support information are on the AAUW-NYS website.
3. The Action Groups, Branch Projects, and interest groups, *upon* request, will supply the information needed to fill out most of the applications.
4. The public relations chair and the newsletter are excellent sources of information.

E. Branch Record Keeper (BRK)

1. Keep a running summary of Branch members as they join, entering information from the Branch Record Form (BRF) into the Branch data base. Create an attendance sheet (Join List) reflecting current membership.
2. E-mail spreadsheets of the updated data base and Join List with current member information to the Membership VPs (MVPs), President, Treasurer, and Branch E-mail Contact for their records.
3. Provide information to chairs of Action Groups, Branch Projects, or Interest Groups of a new member's interest in their groups.
4. Make a set of Newsletter labels to give to Circulation Manager (monthly). These labels are for members who do not use e-mail.
5. Periodically update the database to reflect Branch job positions that members have held.
6. Periodically copy the database to a disk and make it available to the president (and others) if requested.

F. Bylaws/Handbook Revision

1. The Bylaws chair is responsible for maintaining an up-to-date version of the Branch bylaws. Changes to the bylaws are made when the organization (either National or State) mandates a change or when Branch procedures can be improved through a bylaws change.
2. When changes are being considered at the Branch level, the bylaws chair should be present at the vote, help with the wording, and gain approval for the changes from the State bylaws chair. After approval has been granted, the bylaws chair will bring the changes to the membership for a vote, and after approval send the modified bylaws to the State for filing.
3. If major bylaws changes are being proposed, the bylaws chair should convene a committee to work on them, so that the broadest membership representation may be achieved.
4. The handbook may be updated by individual pages. Therefore, it may undergo revision whenever the Board deems it necessary. The information contained herein serves as guidelines and reminders.
5. (Note: it is advisable to electronically distribute copies of the bylaws and handbook to several Branch members so that the electronic version of the document exists in multiple computers.)

G. Conference Delegates, NYS

1. The following will be expected of Branch Delegates:
 - a. Learn and represent the views of the Branch and vote accordingly.
 - b. Pick up & make available literature that may be of interest to the Branch.
 - c. Make a report of the conference at a Board and/or Branch meeting as requested.
 - d. Submit a written report of the conference for the newsletter.
2. Delegates to the conference, having observed the above expectations, will share in the budgeted amount set aside for the purpose.

H. Election

1. Place ballots in the newsletter to elect the Branch Officers/Directors and pass the Budget for two consecutive issues prior to the election.
2. At the Annual Meeting, run the election as follows:
 - a. Announce that we are going to vote on the Branch Officer positions for the coming year
 - b. Introduce the three election officers

- c. Establish that we have a quorum by calling on the election officer responsible for absentee ballots and member attendance.
 - d. Announce slate of nominees for the various offices. Note that the slate has appeared in the March and April issues of CHIPS.
 - e. Ask for any other nominations from the floor
 - f. Assuming there are none, call for a hand vote
 - i. All in favor - election officers count
 - ii. Opposed - election officers count vote
 - iii. Abstentions - election officers count vote
 - g. Consult with election officers and announce vote
 - h. Ask if there are any questions about the Budget
 - i. State the membership dues
 - j. Announce that vote will be taken to approve Budget for the coming year as presented in March and April CHIPS
 - i. All in favor - election officers count
 - ii. Opposed - election officers count vote
 - iii. Abstentions - election officers count vote
 - k. Consult with election officers and announce result
3. In addition, consult the bylaws Article V, Section 2.

I. Facebook Coordinator

Maintains the Branch Facebook page and updates content.

J. Fundraising

1. *AAUW Funds*:
 - a. Place articles in the Newsletter about AAUW Funds, both to educate members and to encourage them to contribute. Emphasize the importance of these donations at monthly meetings. Explain the procedure (one check) and define each fund.
 - b. Raise funds to reach and surpass the goals as set forth by the Association by sending a fundraising letter to all members in October. Fill out contribution report forms and send to State and National Chairpersons by December.
2. *EYO (Explore Your Opportunities)*: Raise funds to meet budget set by EYO Steering Committee by:
 - a. Placing a contribution form in the December, January and March issues of the Newsletter.
 - b. Sending a fundraising letter to former contributors who have not yet made their contribution by late December.
 - c. Soliciting advertisements for placement in our conference journal.
 - d. Soliciting grants from entities interested in promoting women in the STEM fields.
3. *Local Scholarships*: Westchester Community College Foundation receives donations from AAUW to fund scholarships. The Foundation also oversees the choice of scholarship recipients. The contributions are tax deductible. The Chair of this committee has responsibilities as follows:
 - a. In the fall contact Lisa Mitzner, Chief Financial Officer of the Foundation to double check the balance in the Scholarship Fund account. Lisa can be reached at 914 606-6703; by email at lisa.mitzner@sunywcc.edu; or by mail at Westchester Community College (WCC), Hartford Hall, 75 Grassland Road, Valhalla, NY 10595.
 - b. Throughout the year, record and transmit contributions.

- c. Plan and promote the annual scholarship luncheon, as well as other fund raising events.
 - d. At the February or March Board meeting, the Chair recommends the number of scholarships and their amount. The Chair transmits the information to Lisa Mitzner and Sandra Ramsey, Scholarship Administrator of the Foundation (914-606-6032, sandra.ramsey@sunywcc.edu, WCC, Hartford Hall, 75 Grasslands Road, Valhalla).
 - e. The College selects scholarship recipients as follows: Applicants must submit (1) an application for scholarship assistance, (2) a personal statement, an essay of at least 250 words, (3) two letters of recommendation, one of which must be from a WCC faculty member. A scholarship committee, comprised of a cross-section of faculty, board members and administrators meets and selects recipients. Selection criteria include academic performance, financial need, voluntary service to the college or community, and personal qualities, as highlighted in the students' essays and recommendation letters. The scholarship recipients are chosen at a meeting the first or second Friday in May. Contact information is transmitted to the Chair and she contacts the recipients and invites them to the Final Fling. She asks them each to say a few words about themselves, where they will continue their education and what they plan to do after graduation.
4. *Other*: Other fundraising activities must be approved by the Board.

K. Historian

Actively collects information related to Branch activities and maintains a scrapbook. Makes this information available at Branch meetings and events. Prepares a two page synopsis for NY State AAUW.

L. Holiday Luncheon / Spring Fling

The Holiday Luncheon is held on the first Sunday of December, and the Spring Fling on the first Wednesday in June.

- 1. Holiday Luncheon Coordinator:
 - a. At June Board meeting present information about possible venues, menus and costs.
 - b. Ensure necessary equipment is available for program and/or guest speaker.
 - c. Take reservations. No one admitted at the door.
 - d. Arrive early to confirm arrangements, and arrange table for nametags and registration.
 - e. Mistress of Ceremonies welcomes everyone, introduces Branch president, Board members and former presidents who are present. Thank chair for gifts for children of women at Bedford Correctional Facility.
- 2. Spring Fling Coordinator:
 - a. At March Board meeting, present information about possible venue, menus, and costs.
 - b. At April Board meeting, present final information on venue, menu, and costs.
 - c. Ensure that necessary equipment (microphone, tables, podium, etc.) is available.
 - d. Keep the membership aware of Spring Fling plans through newsletter, email and website.
 - e. Take reservations for the event via tear-off form in the April and May newsletters or printed from email or website. No one is admitted at the door.
 - f. Arrive early to be certain all arrangements are in order.
 - g. Arrange for a table at the entrance for nametags and registration.
 - h. Arrange for a table to display awards.
 - i. Arrange for a table for summer activities signup sheets.
 - j. Note in the newsletter that those needing a ride to the event should contact the coordinator.

3. Mistress of Ceremonies (Spring Fling):
 - a. Coordinate all activities with Spring Fling coordinator.
 - b. Before dinner, welcome everyone, introduce new members, Board members, and scholarship recipients.
 - c. After dinner get everyone's attention and thank outgoing Board for its hard work.
 - d. Recognize 25 year members.
 - e. Introduce past presidents who are present.
 - f. Make special announcements, e.g., summer activities.

M. Hospitality

The function of hospitality may vary from one year to the next. The hospitality chair sees that refreshment tables are set up and arranges for beverages, paper goods, and cleanup for all Branch meetings, including the potluck supper. Members are asked to contribute a dish for the potluck, and finger food for the other meetings.

N. Newsletter

1. Circulation:
 - a. The newsletter should be in the hands of members at least one week before the Branch meeting, which is usually the first Wednesday of the month.
 - b. Obtain the mailing labels for members without email from the BRK. All members receive the September Newsletter whether they have paid their dues or not.
 - c. The BRK will provide you with a note to include in the September issue saying, "This is your last issue unless dues are received," for members who have not renewed.
 - d. Give extra copies of the newsletter to the membership vice president for distribution to new or prospective members, and have a few copies available at the Branch meetings.
2. Editor:
 - a. Collect articles for Branch newsletter, CHIPS, via e-mail. The deadline is the 10th of each month, August through May
 - b. If necessary, edit articles for sense and style. Format articles for publication.
 - c. Determine the layout of each issue:
 - Page 1 should include the name plate, with the AAUW logo, the Branch logo, the Branch's name (including the State identification), the volume and issue number and the month and year of the issue, as well as the next Branch meeting notice.
 - Below the nameplate is usually the "Board Message."
 - The masthead, which includes basic information about AAUW.
 - The calendar is located on the back page with the mailing address.
 - Clip art is used if there is room and if appropriate clip art is available.
 - d. Basic guidelines that have been developed follow:
 - Phone numbers are used if they are included in the article given to the newsletter editor.
 - Phone numbers are not used on the outside page.
 - Directions to members' houses or to event locations in private houses are generally not included.
 - Non-AAUW events are not included unless okayed by the Board.
 - Write out the name of something when first mentioned, such as Explore Your Opportunities. For further citations the initials EYO may be used.

- e. E-mail the newsletter (in PDF format) to the printer by the third week of each month, letting him/her know how many copies will be needed (for the members who will not receive CHIPS via e-mail) and who should be contacted to pick them up when they are ready.
- f. E-mail CHIPS to all members who have access to e-mail. Another list of "CHIPS only" recipients also are e-mailed CHIPS at this time. The branch record keeper determines this list.
- g. Keep computer copies of each issue.

O. Nominating

- 1. Be innovative!
- 2. Before they are nominated, be sure that all prospective officers know their detailed job descriptions and the shared duties, that they would be available for most of the Board and Branch meetings, as well as able to send and receive email.
- 3. It is best if the Board doesn't renew itself every year. Each office is for one year, renewable two more times. It is hoped that about half of the members will have at least one year of experience.
- 4. Being on this committee does NOT negate the possibility of your being a nominee.
- 5. Timeline:
 - a. Hold the initial committee meeting at the end of September.
 - b. Report progress at the November Board meeting. Determine what positions need to be filled.
 - c. Report progress at the January Board meeting.
 - d. Publish the completed slate of officers and ballot in the March newsletter (deadline: February 10).
 - e. Have vote at the Annual Branch Meeting in April.

P. Parliamentarian

- 1. The principal duty of the parliamentarian is to advise the president or whoever is leading the Branch or Board meetings.
- 2. The Board and Branch meetings are governed by parliamentary procedure, as defined in Robert's Rules of Order, Newly Revised.
- 3. The parliamentarian should bring copies of the bylaws, the Branch's Policy Sheets and goals to Branch and Board meetings, should the need for consulting them arise.
- 4. The parliamentarian should be a consultant to the bylaws committee.
- 5. The parliamentarian performs the installation of the new Board at the May Branch meeting or Spring Fling.

Q. Public Relations

- 1. Partner with AAUW officers, Program VP's and chairpersons; evaluate programs, events, and committee projects for publicity opportunities. Participate in planning meetings to acquire greater understanding of specific programs/events and develop suggestions for publicity channels. Keep open lines of communication for receiving program updates and necessary information for press releases, flyers, and articles.
- 2. Coordinate, produce, and distribute notices of general meetings and special events and projects with information from Program VP's and special Interest Groups (information must be obtained well in advance of the event).

3. Maintain visibility in the community by distributing news of community actions, public policy support, general meetings, events, AAUW initiatives and partnerships, Branch accomplishments, Branch Programs, and Branch social events. Visibility channels include the following:
 - a. Flyers posted in libraries, colleges, health clubs, community bulletin Boards.
 - b. Newsletters.
 - c. Newspaper & radio notices.
 - d. Articles & photos submitted periodically.
 - e. Cable vision (community bulletin Boards, interviews, programs scheduled at specific times, library of our tapes. Ex. Previously videotaped meetings, programs or National videos we've obtained).
 - f. Network with other community groups, such as the League of Women Voters.
4. Develop new publicity avenues by reaching out to new audiences. Target PTA and business forums for presenting AAUW's mission and soliciting new members.
5. Use Branch meetings as an opportunity to remind membership of public relations initiatives; seek involvement; solicit new ideas. Distribute and/or have available all of the interesting and important flyers, press releases, and articles achieved by Publicity as well as National on the good works done by the Action Groups and Branch Projects.
6. Send copies of any published articles or press releases to Historian Chair and to the Branch Recognition Chair; retain original copies.

R. Summer Activities

1. The committee chair writes an article for the April Chips, asking for leaders and suggestions.
2. In late March and April, the chair contacts or calls a meeting of interested people, inviting members who have led trips in previous years and other members who might lead an activity.
3. Ask people to make suggestions and to lead activities.
4. The leaders should clear dates with the Summer Activities Coordinator and send brief descriptions of the activities to both the Coordinator and the Newsletter editor.
5. The chair prepares sign-up sheets for the summer activities to be available at the May Branch meeting and the Spring Fling in June.
6. Each leader is then responsible for making arrangements and contacting people who sign up.
7. The chair prepares a calendar for the June Newsletter with all the dates and events for the summer.
8. Voluntary contributions of \$2 or \$3 per person may be collected by the leader of each activity and the leader may select the recipient, be it EOF, LAF, EYO, or the WCC Local Scholarship Fund. A check can then be sent to the treasurer.

S. Website Coordinator

Keep the AAUW-Westchester website up-to-date.

T. WCFWC Representative

The Representative of the Westchester County Federation of Women's Clubs (WCFWC) has the following responsibilities:

1. Find out dates and locations for the general meetings from the WCFWC President or Secretary.
2. Pay your own costs to attend WCFWC conferences and luncheons.
3. Keep the members informed of the Federation Meetings and Workshops through articles in the Newsletter and at Branch & Board meetings.
4. At Branch meetings, announce information about upcoming WCFWC activities.
5. Follow up with interested members.

U. Yearbook Coordinator

1. In January, e-mail current members and ask them to send you updates and corrections of their membership information.
2. Upon joining the Branch, e-mail new members and ask them to email you a photo for the yearbook.
3. At the beginning of July, meet with the president to get the list of new officers, committee chairs, as well as program dates, times, topics and meeting places.
4. Review last year's YEARBOOK and update information in pages 1 - 14. Make sure the National and State information (page 2) is correct.
5. Make corrections and/or additions. Work with treasurer to know who has renewed her membership. This entails adding and deleting members from last year's membership.
6. Have it ready by the beginning of August and e-mail it to the printer to be ready for distribution at the September Branch Meeting.

VI. Timeline

APRIL/MAY:

- 1) Summer Activity Chair starts signing up leaders/destinations
- 2) Annual Meeting (May be held in April or May). Vote for new Board, Dues, and Budget
- 3) Induct new Board members either at Branch Meeting in May or at the Spring Fling in June.
- 4) Program group meets as often as necessary. Program must be submitted before August 1 for yearbook printing.
- 5) Chair of Local Scholarship Branch Project invites local scholarship winners to Final Fling and arranges for an AAUW member to host winners.
- 6) Incoming Board (following the election):
 - a. The Board president will begin work on the Branch Officer Forms (deadline June 1)
 - b. Board will assist the President in appointing/recruiting new and/or affirming continuation of current leaders/chairs of all Action Groups, Branch Projects, and Interest Groups before the Joint Board Meeting in June.
- 7) All chairs/leaders should receive an updated Job Description and the files from the outgoing chairs/leaders.
- 8) In the May and June Newsletters (deadlines April 10 & May 10, resp.), the following reminders should be published: Information about dues, the Spring Fling, and the Program Group planning meeting so the General Membership may submit ideas and/or attend.

JUNE

- 9) Spring Fling
- 10) All Board members, Action Group leaders and Branch Projects chairs are urged to attend the Joint Board Meeting, as well as attend future Board meetings whenever possible. All leaders should urge the general membership to take on some of the responsibilities of being part of a committee, etc.
- 11) The outgoing Board:
 - a. Go over old business and try to resolve unfinished business.
 - b. Review the Policy Sheets and adjust accordingly. Review/publish bylaws changes.
- 12) Part 1 of Joint Board Meeting adjourns and Part 2 of Joint Board Meeting is called to order by the new president.
- 13) The incoming Board
 - a. With guidance from the outgoing Board, will establish the goals for the new year, as needed.
 - b. A group will be formed to incorporate these goals into the Strategic Plan. The group should be prepared to present the finished Strategic Plan at the Board Meeting in August (the presentation will be expedited if ALL Board members are sent the Strategic Plan prior to the August meeting.)
 - c. Establish and coordinate hostesses, locations and times for Board meetings. This information is to be in the hands of the Yearbook Chair before August 1, and the Newsletter editor by Aug. 10.
 - d. Nominating Branch Project formation begins. Two Board members must be elected to the Nominating Branch Project at the June Joint Board Meeting. (See September below for election of three more members.)
 - e. The Yearbook should be ready to go to the printer, including all dates, places, names, Action Groups, Branch Projects, Interest Groups and programs by August 1.
 - f. President's deadline for submitting Branch Officer Forms to State is June 1.
 - g. Board will schedule yearly Newsletter articles and Board Message to be written by Board Members, Action Group Leaders and Branch Project Chairs.

AUGUST

- 14) Yearbook to printer by August 1.
- 15) At August Board Meeting approve Strategic Plan for the year.
- 16) The Newsletter Editor will include a reminder in the Newsletter of the tenth of the month deadline for articles.
- 17) Update the Branch brochure.

SEPTEMBER

- 18) September Branch Meeting.
- 19) Yearbooks are ready for distribution to members at the first few meetings of year until October.
- 20) Action Groups, Branch Projects, Interest Groups, etc., will have clip-boards ready for first Branch meetings to sign up interested members. Leaders should also use BRF lists to seek new members.
- 21) Remind members to save news articles for historian. (This should be repeated in the newsletter periodically throughout the year.)
- 22) Nominating Branch Project: In addition to the two Board members already elected in June, three or more representatives from the general membership must also be elected at the September Branch meeting, for a total of five or more. The branch project will choose one of their own as chair by the end of September. This branch project must present a progress report to the Board by January.
- 23) All Chairs and Leaders set up and meet with her group to plan the year's activities.
- 24) Start fundraising activities for AAUW National Funds (articles in Chips, announcements at Branch meetings and letters to the membership).

OCTOBER

- 25) Mail Yearbooks to members after the October Branch meeting to those who have not yet received one.
- 26) Treasurer will prepare the Federal 990 form to be filed by November 15.

NOVEMBER

- 27) Announce snow cancellation procedures at Branch Meetings and also in the Oct-Feb Newsletters.
- 28) Treasurer will file the Federal 990 form by November 15.
- 29) Treasurer will prepare the 501c3 NYS Charity Report to be filed by December 15.

DECEMBER

- 30) Publish date of Budget Meeting in the January Newsletter and invite all interested members to attend.
- 31) Remind all chairs/leaders that budget requests are due to the Treasurer prior to the budget meeting.
- 32) Treasurer will file the 501c3 NYS Charity Report by December 15.
- 33) Start fundraising activities for EYO.

JANUARY

- 34) Nominating Branch Project's progress report presented to Board.
- 35) Budget Meeting

FEBRUARY

- 36) Remind Eighth Grade Certificates committee to go into action. Help coordinate.
- 37) Spring Fling Chair confers with Board to report on location, date, and cost.
- 38) Nominating Branch Project sends new slate to Newsletter editor for March publication (deadline Feb. 10).
- 39) Determine whether the installation of officers will take place at the May Branch Meeting or at the Spring Fling in June.
- 40) Appoint/recruit someone to install the New Board.

41) The Budget is adopted by the Board and published in the March and April newsletters. It is to be voted on by the members in person at the Annual Meeting or by submitting a ballot by mail.

MARCH

- 42) Publish Nominating, Budget and Dues Ballots in April Newsletter (deadline March 10).
- 43) Spring Fling chair reports on progress and publishes notice in April Newsletter.
- 44) Establish Board of Elections consisting of three volunteers from the general membership not running for office.
- 45) Start fundraising activities for the Local Scholarship Fund.

VII. Attachments

Agenda Sample
Policy Sheet
Strategic Plan
Branch Record Form
Bylaws
Conflict of Interest Policy
Collaboration Agreement Form

Agenda Outline Sample

Conducting a Branch Meeting

Call the Meeting to Order:

Introduce yourself and your position.

Determine a quorum (Membership chairs should give you the number present)

Approval of Minutes:

Announce that the minutes of the previous meeting were distributed by e-mail and approved by the Board.

If there are any corrections to the minutes, let the president know.

Treasurer's Report:

Are there any questions for the Treasurer?

The treasurer report will be filed for audit.

Two minutes about AAUW and/or its members

Call for Branch Project reports:

The election branch will be called on to give a count during elections.

Be sure to call on the person, giving their name and title, if appropriate.

Membership: Introduction of guests and new members by Membership VPs.

Conduct the voting: amendments, elections, bylaw, changes etc.

Announcements: Again, call on people by name and title i.e. Jane Doe, Chair of Fund raiser

Is there any New Business?

Our program this evening will be conducted by:

After the program thank the people involved with the program.

The meeting is now adjourned.

(Whenever calling on someone from the floor be sure they give their name so all will know who they are)

