

BOARD GUIDELINES AAUW- SCHENECTADY BRANCH

**The Board of Directors consists of the Elected Officers,
Immediate Past President and the Appointed Chairs.**

Each member of the Board will be expected to:

- 1. Become familiar with the AAUW-NYS website, <http://www.aauw-nys.org>, and the AAUW-National website, <http://www.aauw.org>, our branch website, <http://schenectady-ny.aauw.net> and especially the information on the tab for your specific job.**
- 2. Attend monthly Board meetings. If you cannot attend a meeting, notify the President and send her your report.**
- 3. Carry out the responsibilities for the specific job. In the instance where AAUW's position is contrary to yours and this impedes your ability to complete your assignments, you should inform the President who will ask you to resign**
- 4. Notify the President one week prior to the Board meeting of an item that should be placed on the agenda.**
- 5. Send copies of all correspondence to the President**
- 6. Make an itemized request to the Treasurer before the Finance Committee meets in the spring to formulate the annual budget**
- 7. Additional expenditures outside budget allocations, should be submitted on a voucher, with the amount requested and purpose for Board approval.**
- 8. Maintain a set of records, guidelines, and/or timetables that will be passed on and discussed with your successor.**
- 9. Pay dues at the Association, State, and Branch levels prior to the May installation dinner.**
- 8. Submit a final end-of-the-year report by June 1 to the President, along with any State or Association reports that are due**

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The Board of Directors, as a decision-making body, will be expected to:

- 1. Carry on the business of the branch in conformity with the policies and programs of AAUW and accept responsibility for such matters as are delegated by AAUW and State boards**
- 2. Continue the affairs of the branch between branch meetings and report its actions to the branch**
- 3. Submit the annual budget to the branch at the May meeting**
- 4. Recommend to the branch the establishment of additional standing committees and issues task forces**
- 5. Perform other duties as are specified in the Branch Bylaws**
- 6. Recommend an independent audit and control of funds, if needed, beyond the yearly or bi-yearly internal audit to assure the safekeeping and complete accounting of branch funds**
- 7. Perform such other duties as the Board may deem necessary**

Terms of Office

All Elected Officers and Appointed Chairs serve for a one-year term, with the exception of Treasurer whose term is two years. Each person may be re-appointed or re-elected up to three additional terms, or in the case of Treasurer, two additional terms. The maximum a person may serve in anyone position as an Elected Officer or Appointed Chair is four consecutive years unless approved by the board.