

## SCHENECTADY BRANCH AAUW

The Board of Directors consists of the Executive Committee (Elected Officers and 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>, 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. In the event 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 AAUWs position is contrary to hers and this impedes her ability to complete her assignments, she should inform the President who will ask her 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 to formulate the annual budget
7. \_\_\_\_\_ State the amount, date and purpose and sign a request for additional expenditures outside budget allocations. Board approval is required.
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.
10. \_\_\_\_\_ 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

### **Board of Directors**

*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.*

### **Elected Officers**

Elected Officers are approved at the April Board Meeting and voted on and installed during the May general meeting.

These Officers include the President, Program Vice President, Membership Vice President, Secretary, Treasurer, AAUW Funds Vice President, Public Policy Vice President.

**Appointed officers** have traditionally been appointed by the nominating committee, approved at the April Board Meeting and voted on and installed during the May business meeting.

These appointed and task force officers include the chairs of Study and Interest Groups, Publicity, Legal Advocacy, Educational Equity, Newsletter, Website, Directory, Bylaws, Circulation