

# President

1. Review Board of Directors guidelines
2. Become familiar with the [AAUW National](#), [AAUW-NYS](#) and our [AAUW-Schenectady](#) websites
3. Represents the branch in the activities of AAUW at meetings and conferences and in all work with other organizations in the community.
4. Arranges for the location of monthly Board Meetings
5. Presides at all Board of Directors and General Monthly meetings. If the president can't attend, the Program Vice President will preside.
6. Establishes whether or not there is a quorum at the onset of each board meeting or through email responses of attendance from members
7. Brings AAUW materials and banners to General Meetings
8. Prepares and e-mails an agenda, treasurer's report (if available) and the previous month's minutes to the board members 3-5 days prior to the board meeting.
9. Appoints four members to the Named Gift Honoree Committee and delegates to State and National conventions, with Board approval
10. Writes an article for each newsletter and sends it to the Newsletter Editor by the 1<sup>st</sup> Friday of the month
11. Serves as ex-officio member of all task forces and committees except the Nominating Committee
12. Calls special meetings of the Board in accordance with the provisions of the branch bylaws
13. Assists in preparation of annual budget to be presented at annual dinner for approval by Membership
14. In addition to, or in place of, an internal audit, recommends an independent review or audit of all financial records of the branch. Board approval is required.
15. Maintains a President's up-to-date record/notebook including a monthly timeline to be given to successor in June for the end-of-the-year report.
16. Proofreads each issue of newsletter or appoints a proofreader

17. Edits Award applications written by the Program VP and Public Policy VPs found on the AAUW-NYS website
18. Submits reports and forms as required by AAUW National and State including the names of Branch officers and Committee Chairs to the AAUW database by July 1
19. Presents an annual report of the branch activities at the annual May meeting
20. Updates the Branch Overview page in the Directory.
21. Collects final end-of-the-year reports from Board members and Committee Chairs by June 1<sup>st</sup>
22. Prepares end-of-year report and/or timeline by June 1<sup>st</sup> and shares it and appropriate materials/records/guidelines with successor by June 30<sup>th</sup>