



## Lombard Area Branch Policy Handbook American Association of University Women (AAUW)

### PURPOSE

The Branch Policy Handbook is:

1. A supplement to the Branch Bylaws, interpreting the branch procedure not covered in the Bylaws.
2. A guide for the new Branch Board members to assist in the effective performance of their duties.
3. A list of branch job descriptions(Appendix A).

The Branch Policy Handbook shall be reviewed yearly, with changes approved by the Board of Directors. Policy changes affecting the general membership shall be reported to the Branch.

### BOARD OF DIRECTORS

The Board of Directors shall be composed of the elected and appointed officers, directors, chairs of other committees.

- I. Duties are listed in Appendix A. Each board member will assume the duties of her office July 1. After July 1, certain outgoing board members will be expected to complete assignments already started, such as Director of Finance, Program Vice President (Summer Outing), and Local Scholarship Chair.
- II. Additional duties.
  - A. Attendance.
    1. Members shall attend board meetings regularly. If unable to attend, they should notify the president.
    2. Members shall make a special effort to attend all general meetings and functions of the Branch.
    3. Members shall make an effort to attend workshops and conventions when at all possible in order to further understand and carry out the program of AAUW.
  - B. Reports. Members shall be responsible for any annual reports requested by AAUW and the State, and Branch Boards.
  - C. Files. Officers and chairs shall maintain appropriate permanent files containing Branch Bylaws and the Branch Policy Handbook, materials and correspondence, annual reports, job description and a summary of the year's activities of the position, which shall be given to her successor and the president at the combined Board meeting. Correspondence, written and electronic, unless of lasting interest, shall be saved only for two years.
  - D. Important Board decisions shall be reported to the general membership through the newsletter and/or at the general meeting.

### BRANCH FINANCES

The Finance Committee, composed of the President, Director of Finance, Program Vice President, Ways and Means Chair, the Book Sale Chair, the Director and AAUW Funds, and the Local Scholarship Chair shall plan the annual budget and make recommendations for branch financial policies. If the President and Director of Finance are new in office, the outgoing President and outgoing Director of Finance shall also serve on the committee.

I. Budget

- A. The Proposed Operating Budget and final figures for the previous year shall be prepared prior to August 15 and a copy given to the Yearbook Chair for inclusion in the Yearbook. The Proposed Philanthropic Budget shall be prepared after the Book Sale figures are finalized, completed before September 1.
- B. The Proposed Operating and Philanthropic Budgets are to be voted on at the October general meeting. See Bylaws Article VI, Section 4(b).

II. Money collected during a fiscal year shall be used to finance the current year's expenditures. The minimum carryover in the Operating Fund shall be \$500.

III. Dues Structure

The current national and state dues can be found at [www.aauw-il.org](http://www.aauw-il.org)

- A. AAUW Members. The annual dues of Branch members, which includes a subscription to the every-member AAUW publication, shall be as follows, as of 2010:

AAUW dues	\$49.00
State dues	10.00
Branch dues	<u>14.00</u>
Total	\$73.00

- B. Student Affiliate. The fee for student affiliates shall be as follows, as of 2010:

AAUW fee	\$17.00
State dues	3.00
Branch dues	<u>2.00</u>
Total	\$22.00

- C. Half-year dues and fees. First-time members who join between January 1 and March 15 pay one-half of the AAUW dues, full state dues and one-half of the branch dues for a total of \$41.50. (2010).

IV. Guests and Guest Fees.

Prospective members may be guests at two general meetings within a meeting year, after which time dues are payable.

V. Convention Representative(s) Expenses.

A. Conventions

- 1. AAUW Convention. The following expenses shall be paid for:
  - a. The incoming president (to serve as representative chair):
    - Registration fee
    - Transportation
    - Shared lodging
  - b. Additional Convention Representatives:
    - To encourage Branch participation at AAUW Conventions, any money above and beyond the president's expenses, as listed above, in the current line item for AAUW Convention, will be used toward the registration fees of other Branch representatives to the AAUW Convention. If there are additional carryover funds in any line item of the budget beyond those budgeted as of the end of the fiscal year (June 30), those funds may be divided among the representatives, up to a total of \$500 reimbursement per representative (not including the president).
- 2. State Convention. Registration fees shall be paid for the President and three (3) additional representatives officially designated to represent the Branch. Any Branch member, whether a funded representative or not, who attends the State Convention may vote.

3. The Branch's interests are best served if representatives are chosen from the following list of officers and chairs: president, elected officers, Director of AAUW Funds, and Public Policy Chair.

B. Conferences

1. State Fall Conference. Registration fee will be paid for the president and for board members who are attending for the first time.

VI. Gestures of Sympathy.

In the event of the death of a member, past or present, the branch shall contribute \$50.00 in her memory to AAUW Funds to be credited to an AAUW Fund to be determined by the Board. In the event of a death in the member's immediate family, the branch shall contribute \$25.00 to the public library in the community in which the member resides for the purchase of a memorial book, or \$25.00 to an organization of special significance to the family.

VII. Fund Raising.

- A. All fundraising projects for the Branch's Philanthropic Fund shall be approved by the Board. The responsibility for raising and distributing Branch Philanthropic Funds to be used for the Branch's contribution to AAUW Funds and for local scholarships shall be shared by the Book Sale Chair(s), the Director of AAUW Funds, and the Local Scholarship Chair.
- B. All fundraising projects for the operating fund shall be approved by the Board. The Ways and Means Chair shall be responsible for raising Branch operating funds.
- C. Guidelines for Branch Fundraising Activities:
  1. The AAUW Board of Directors recommends that membership dues be set at a level which will cover normal operating expenses of the Branch.
  2. Branches are cautioned against raising funds to support projects of other organizations or those supported mainly by tax money. AAUW may be in sympathy with such projects and may support them in non-financial ways, but the resources of most branches are not sufficient to accommodate all potential "worthy causes." Since branch members as individuals give to the support of local and national charitable organizations, branches are advised against using branch funds for contributions to local and national charitable organizations.
  3. Fundraising activities should be limited to those undertaken in support of AAUW Fund programs and goals, and, when appropriate, to branch-sponsored public and community service projects.
  4. AAUW recognizes and encourages states and branches to support women and girls on issues in their local communities and states, commensurate with AAUW's mission and vision. It is important to participate at these levels to generate local enthusiasm, visibility, and promotion of AAUW as a significant organization, as a possible means to recruit members. This participation can be in the form of coalitions, partnerships, donations, or other means. Similarly, international support to women and girls is encouraged. AAUW guidance in these dealings is as follows:
    - a. All such efforts should directly relate to implementation of AAUW's mission: AAUW advances equity for women and girls through advocacy, education, philanthropy and research.
    - b. External efforts are in addition to priority support of AAUW Funds.
  5. Any fundraising undertaken by a branch should be carefully reviewed in relation to tax laws as follows:
    - a. Funds raised for any program of AAUW Funds are tax-deductible for the donors.
    - b. Funds raised for the AAUW Action Fund are not tax-deductible for the donors.
    - c. Funds raised for local scholarships are not tax-deductible for the donors.
  6. The purposes and proposed use of proceeds from any fundraising activity shall be clearly stated when the project is undertaken. Decide before the event is held what percentage will go to AAUW Funds and what percentage will go to local

scholarship(s). Publicize the event with these percentages and adhere to that decision.

7. Interest earned on revenue from money raised for AAUW Funds must go toward the branch's annual contribution to AAUW Funds. If some funds are raised for a local project, they should be kept in a separate savings account.

#### D. Local Scholarships

1. Based on the funds available, two Returning to Learning Scholarships (one graduate and one undergraduate) and two scholarships for high school senior women (one at Willowbrook High School and one at Glenbard East High School) are awarded annually.
2. Process for Returning to Learning Scholarships.
  - a. Require that applicants have a high school or college record and that they provide applicable transcripts, at least two credible recommendations, and a statement of career goals.
  - b. Form a Branch Committee to review the applications.
  - c. Send scholarship awards directly to the institution rather than to the recipient.
  - d. Establish a strong follow-up program with the recipients, using email and other contact information.
  - e. Periodically review the effectiveness of these scholarships.
3. Process for High School Scholarships.
  - a. Contact counselors annually at Willowbrook and Glenbard East High Schools to confirm amount for scholarships for that year.
  - b. Provide any pertinent scholarship selection criteria, including a preference for non-traditional career for women.
  - c. Send a Branch representative to the award ceremonies.
  - d. Establish a strong follow-up program with the recipients, using email and other contact information.
  - e. Periodically review the effectiveness of these scholarships.

#### VIII. Insurance.

Liability insurance is provided through the Association by an insurance agency with an annual fee paid by the branch.

### PUBLIC ACTION POLICIES

- I. Use of AAUW name: Branches, or individual members of a branch, may not use the branch name, branch stationery or branch membership lists to promote any action which has not been studied and approved by the branch or the branch board, and which is not related to the AAUW program.

The policies and programs of AAUW on matters of national scope and of the state on matters of state-wide scope are binding on each branch and its members and may not be opposed by them in the name of AAUW. Branches may use established channels to initiate or change policies and programs, but they may not take any other action on matters of national or state-wide scope on which AAUW or the State has no policy. (Refer to Association Bylaws and State Bylaws.)

- II. Support of Political Candidates: Branches may not support partisan candidates for public office at local, state, or national level, in the name of AAUW. This action would threaten the tax-exempt status of AAUW. AAUW members are urged to form private citizen action groups to aid candidates of their choice.
- III. Endorsement of Candidates in a Non-Partisan Election. (Discuss effectiveness; retention)
  - A. A proposal for action to endorse candidates in a non-partisan election must be submitted in writing by the Public Policy Chair to the Board for action at least 60 days before the election. It must succinctly delineate the AAUW issues which are relevant to the positions sought in the election.

- B. The President will then follow already-established Procedures for Branch Action in bringing the proposal to the board for action.
  - C. If the board approves the project, the president shall appoint an Endorsement Task Force chaired by the Public Policy Chair. Other members will include at least 2 members from the Public Policy Committee.
  - D. In the case of a multiple electoral district, the President will notify all Branch Presidents whose members reside within the electoral district that this branch is considering an endorsement. The notification will include:
    - 1. A statement of the proposal for endorsement which was approved by the board for action.
    - 2. A copy of the Policy/Procedures for the Endorsement of Candidates.
    - 3. An invitation to participate in the endorsement process.
    - 4. The following statement adopted by the AAUW Board of Directors regarding the "Policy on Candidates for Public Office":
      - "1. Candidate Endorsement:
        - E. Before endorsing candidates for non-partisan elective office, AAUW Branches/states must adopt clear procedures for making endorsements. Where there are multiple branches in a single electoral district, clear procedures for making endorsements must be agreed to by a majority of those branches and those procedures then become binding on all branches in the district. In a multi-branch electoral district, any branch(es) choosing not to participate in endorsement will notify all other branches in the electoral district, and the remaining branch(es) may proceed."
  - E. The responsibilities of the Task Force will be to compile the information regarding the candidates' position on those AAUW issues delineated in the proposal for endorsement. To receive endorsement, candidates must be in general agreement with the AAUW Mission statement, public policy priorities and public policy guidelines of the Association, state, and branch on issues that may be affected by their office.
  - F. The Task Force will notify every declared candidate in the election that the branch is considering endorsement. The notification should include:
    - 1. The criteria and process by which candidates will be considered for endorsement
    - 2. Written literature stating the public policy statements and AAUW Mission statement
    - 3. A copy of the questionnaire
    - 4. In a multi-seat race, a statement that the number of candidates endorsed is not limited to the number of seats to be filled
    - 5. A statement that the endorsement cannot bring with it any contribution by the branch.
  - G. The questionnaire must be returned to the Task Force by the September board meeting so that candidate responses may be published in the October newsletter.
  - H. The Task Force will present to the membership all information compiled regarding the candidates' positions on AAUW issues. This information will be presented either at a special branch meeting called for this specific purpose, a regularly scheduled branch meeting, or through a mailing.
  - I. A ballot with all candidates' names that responded will be included with the candidate responses in the October newsletter. Ballots may be returned prior to OR at the October branch meeting.
  - J. In order to be endorsed, a candidate must have a simple majority, fifty percent (50%) plus one, of those members voting, provided that a candidate receives the votes of at least twenty-five percent (25%) of the Branch membership.
  - K. It is the responsibility of the Public Policy chair to notify all candidates in writing of endorsement decisions. The Public Policy chair should let members know through the newsletter or other means the results of the endorsement process.
  - L. The Communication chair will notify all local press of the outcome of the endorsement action with reasons for such action.
- IV. Support of Controversial Issues
- A. Branches may support local issues, even though controversial, provided that support of that issue is in line with AAUW policy, provided that both sides of the issue have been thoroughly studied and that the stand which the branch takes reflects the

thinking of the majority of all branch members, not just that of the branch board. Any letter taking a policy stand within approved guidelines should be sent to the branch president before public release.

- B. To receive endorsement of an issue:
  - 1. The issue should be printed in the newsletter one month prior to a vote on the issue.
  - 2. The issue should be presented to the general membership for a vote, with an opportunity available for pros and/or cons to be stated and/or discussed.
  - 3. An affirmative vote by ballot of 75% of those present would be required.
  
- V. Branch Representation in Outside Groups.

Before cooperating with another group, the branch should evaluate the project carefully to be sure that it is within the scope of AAUW program and that the branch can make a satisfactory contribution to it. Such organizations should be reviewed periodically to determine that continued cooperation is within the scope of the AAUW program.
  
- VI. Interbranch Action.

Before one branch seeks the support of another branch for action on a project, consult with the appropriate state board member. This is to avoid misunderstanding or contradiction between branches or between branch and state policies. Publicity items submitted to newspapers in the geographic areas of other branches should first be cleared with all branch communication chairs in that area.

#### BRANCH PUBLICATIONS

- I. Newsletter. (Discuss password protection)
  - A. A branch newsletter shall be published at least six (6) times during the year.
  - B. The newsletter shall be sent to members electronically, unless a member requests a mailed copy.
  - C. Prospective members whose applications are being processed shall receive the newsletter at the direction of the Membership Vice President.
  
- II. Yearbook
  - A. A Yearbook shall be published containing each member's address, telephone number(s), email address, degree(s), major(s), college(s) and/or university(ies). This information shall be carefully verified. The Yearbook shall be the responsibility of the Yearbook Editor.
  - B. There shall be no distribution of the Branch Yearbook other than to Branch members and to AAUW. It is not intended for commercial or political use.

#### BRANCH INTEREST GROUPS

- I. Establishment of Branch interest groups shall be approved by the Board, upon recommendation of the Program Development Committee.
  - A. Interest Group Chairs shall be responsible for informing Branch members of events through the newsletter.
  - B. Membership. Membership in any interest group shall be extended to non-members of AAUW who are not eligible for membership, not to exceed 25% of the group. Non-members shall be required to pay to the treasurer a \$5.00 annual fee, to be used in the operating fund.
  - C. Reports. The yearly branch report of each interest group shall include an account of expenses incurred, average attendance, and summary of activities. A copy is to be given to the president and one kept for the files.

Revised: April, 1994; January, 1997; October, 1997; October, 1998;  
April 2000 (III A, III C, III D), May, 2010.

## Appendix A: General Job Descriptions

*This document gives an overview of each board position and committee chair. This is intended to be general. For full details, speak with the current position holder. It is expected that each outgoing person gives a detailed timeline of expectations to the incoming person.*

### **Executive Board**

President  
VP-Programs  
VP-Membership  
Director of Finance  
Secretary

### **Committee Chairs**

Director of AAUW Funds (formerly EF/ LAF)  
Local Scholarships  
Ways & Means  
Public Policy  
Newsletter Editor  
Publicity  
Social/Hospitality  
Web Site Manager  
Yearbook  
Bylaws/Parliamentarian  
Branch Historian  
Book Sale  
Interest Group Chairs – not included here

*Positions Attending Program Planning Meeting (held in summer):*

President, VP Programs, VP Membership, Director of Finance, Ways & Means. Other board members and chairs are encouraged to attend.

*Positions Attending Budget Planning Meeting:*

President, VP Programs, VP Membership, Director of Finance, Secretary, Ways & Means, Newsletter Editor, Social/Hospitality, AAUW Funds, Book Sale. [Two budgets are needed – Operating and Philanthropic. Philanthropic budget cannot be finalized until our book sale figures are finalized.]

### **Executive Board – 2 year Positions**

#### ***President***

- Attend summer budget planning meeting
- Attend summer program planning meeting
- Set agenda and run general meetings (Sept-May)
- Set agenda and run board meetings (August - May)
- Report to board and branch on current AAUW news, research & developments – at meetings and through newsletter
- Receive e-mails from AAUW – forward to branch
- Appoint committee chairs
- Write President's article for each newsletter
- Request annual report from each Board member in May
- Complete online Officer Report form due in May
- President is another signatory on the bank accounts
- Appoint any executive board position if current person resigns/leaves
- Ensure each board member and committee chair fulfills her responsibilities
- Attend state and AAUW conferences and conventions; report back to board and Branch
- Prepare annual report.

### ***VP-Programs***

- Assume duties of President if President is unable to serve – per branch bylaws
- Work with program meeting site liaison (e.g. church) to reserve the program dates. Try to do this in June for the meeting year beginning in September.
- Organize program planning meeting (summer). This meeting plans programs for the upcoming year. Lombard Area AAUW meets monthly from Sept – May; the January program is optional.
- Attend summer budget meeting
- Attend each board meeting (August – May)
- Set up February annual luncheon (select location, sign contract, etc.). Work with social/hospitality on who will receive lunch reservations.
- Introduce each speaker at the general meeting.
- Arrange for A/V equipment (and other setup requirements) from each speaker – provide that information to the program location (e.g. the church) .
- Tell the Director of Finance what payment is due each speaker
- Write a monthly newsletter article on the upcoming program
- Write a monthly press release for the publicity chair about the upcoming program
- Prepare annual report for President (May)

### ***VP-Membership***

- Attend summer program planning meeting
- Attend summer budget meeting
- Attend each board meeting (August – May)
- Recruit new members!
- Keep track of AAUW membership deals (e.g. 15-month memberships available after March 15 for 12-month price) – inform branch: Mention these at the general meetings and in the newsletter
- Store and bring the member name tags, brochures and membership applications to each program meeting
- Introduce guests and new members at meetings
- Make follow-up call to all guests
- Update branch brochure annually
- Make name tags for new members
- If budget allows, make business cards yearly – especially for new members
- Work with the Director of Finance to keep track of new members and dues
- Contact members following the May meeting who haven't renewed yet
- Give new member biography to the newsletter editor
- Hold new member and membership orientations as needed
- Prepare annual report for President (May)

### ***Director of Finance***

(Fiscal year is July 1 – June 30)

- Plan and run budget meeting in summer
- Attend summer program planning meeting
- Attend monthly board and general meetings (August – May)
- Bring current account balances to each program and board meeting
- Write checks in timely manner:
  - reimburse members
  - pay program speakers
  - pay monthly rent (e.g. church)
  - pay annual branch liability insurance – due in December
  - send dues checks to AAUW-Illinois and AAUW

- send AAUW Funds check to Illinois Director of AAUW Funds no later than December (find out specific fund number from the branch AAUW Funds Chair).
- In January, give current budget/expenses to each committee so they know what funds remain.
- Deposit dues in a timely manner; send dues to AAUW-IL and AAUW in batches.
- Maintain the online Member Database through [www.aauw.org](http://www.aauw.org) – enter new members, renewal information, address/phone/e-mail changes, etc.
- Keep track of the accounts (deposits, expenses) in software like Quicken or an Excel spreadsheet. Quicken makes it easy to produce reports.
- Fill out branch IRS tax e-postcard in November.
- Provide financial records of previous year to audit committee in July.
- Prepare annual report for President (May)

### **Secretary**

- Take minutes at each board and general meeting
- E-mail board minutes to all board members before next board meeting – at least 24 hours ahead. Previous month's board minutes are approved at each board meeting. Bring a few hard copies to the board meeting.
- E-mail general meeting minutes to all members before next general meeting. Previous month's minutes are approved at each general meeting. Bring a few hard copies to the general meeting.
- Purchase gift for outgoing President
- Send condolence cards to branch members and families
- Prepare annual report for President (May)

### **Committee Chairs – President makes/confirms each appointment annually; a 2-year term is generally understood for most chair positions.**

#### **Director of AAUW Funds**

*(Note: As of 2009, "AAUW Funds" is the new name encompassing the Educational Foundation, Legal Advocacy Fund, grants and fellowships. All contributions to "AAUW Funds" are tax-deductible.)*

- Attend summer budget meeting
- In December, work with Director of Finance to get the AAUW Funds checks sent to AAUW. The amounts will have been determined by the fall Philanthropic Budget and depend on the amount of money raised by our used book sale.  
There are two checks to send:
  - (1) one to AAUW Funds designating the AAUW Fund # the branch chooses (e.g. JoAnn Horowitz Fund #4311)
  - (2) one to AAUW Funds for the Legal Advocacy Fund #3999
- Information on current AAUW Fund numbers is available from AAUW-Illinois Director of AAUW Funds and at [aauw.org](http://aauw.org)
- Choose the Named Gift Recipient(s) honoring branch member(s) who have made significant contributions to the branch. This information is due in December.
- Stay up-to-date with national AAUW Funds announcements.
- Disseminate current information to the branch membership through e-mail and newsletter.
- Attend board meetings.
- Prepare annual report for President (May)

#### **Local Scholarships**

- Attend board meetings.
- Attend summer budget meeting
- Coordinate our branch's local Return to Learning Scholarship program.

- If we discontinue the AAUW national scholarship pilot program, then the Local Scholarship committee will need to create, print, and mail/e-mail the return-to-learning scholarship applications as we have done in the past.
- Give pertinent requirement and deadline information to branch web manager and to the newsletter and publicity chair.
- Meet with the Local Scholarship committee to choose the winners among the applications returned from the AAUW scholarship clearinghouse (or from our own mailings): One undergraduate and one graduate student. Notify the winners and invite them to our May potluck.
- Attend the Willowbrook and Glenbard East scholarship award evenings to present the high school graduates with our scholarship. A counselor at each high school chooses the senior woman winner – we are not involved in that selection process.
- Prepare annual report for President (May)

### ***Ways & Means***

(Funds raised by Ways & Means are for operating expenses; they are not for scholarships.)

- Attend the summer budget meeting.
- Attend the summer program planning meeting.
- Attend board meetings.
- Plan branch fundraiser: restaurant nights, auctions, whatever else has the potential to raise money for our operating expenses. Present ideas to the board for acceptance.
- Submit a newsletter article with fundraiser figures or to ask for help when appropriate.
- Prepare annual report for President (May)

### ***Public Policy***

- Attend summer program planning meeting
- Receive e-mail from AAUW and AAUW-IL to keep current with Public Policy.
- Disseminate AAUW policies/events, Illinois events, etc. to the branch membership through e-mail and newsletter.
- Attend board meetings.
- Prepare annual report for President (May)

### ***Newsletter Editor***

- Attend the summer budget meeting.
- Attend board meetings.
- In June/July, send reminder notices to current advertisers with current ad rates. Get updated advertisements (business cards) from each advertiser.
- E-mail newsletter columnists a reminder of the upcoming deadline.
- Format the newsletter with the submitted articles.
- Update the monthly calendar in the newsletter.
- Print the newsletter and mail to the branch members without e-mail.
- E-mail the newsletter to the web manager to be put on our web site.
- When the newsletter is online, e-mail all branch members that it's ready.
- Prepare annual report for President (May)

### ***Publicity***

- Attend board meetings.
- Submit monthly press releases about upcoming programs/events.
- Take photos at programs/events to submit to papers.
- Prepare annual report for President (May)
- Note: Book Sale publicity is a separate position unrelated to this board position.

### ***Social/Hospitality***

- Attend summer budget meeting
- Attend board meetings.
- Prior to each board meeting, remind board member who volunteered to bring snacks.
- Plan refreshments (food and beverage) for each general meeting.
- Set up refreshment table, including paper goods.
- Purchase paper goods, utensils, coffee, tea, etc.
- Coordinate refreshment donations each month.
- Help set up meeting space (set out chairs, tables, etc).
- Clean up after meeting (replace chairs, tables, etc)
- Accept checks for February luncheon, or ask the Director of Finance to receive the luncheon checks.
- Organize pot luck donations for our potluck meetings (Sept and May).
- If applicable, help organize food for summer event and supply paper goods, etc.
- Prepare annual report for President (May)

### ***Web Site Manager***

- Keep web site current with newsletters, programs, board listing, book sale details, etc.
- Need some type of software allowing web site editing. Could be Dreamweaver or another tool.
- Need an FTP (File Transfer Protocol) program to send files from your PC to the host. (FTP programs can be downloaded free from "download.com")
- Currently, Lombard's web site is hosted through aauw-il.org – so Lombard's web site is free for the branch.
- Prepare annual report for President (May)

### ***Yearbook***

- Work with membership and Director of Finance to get current member list.
- Obtain current addresses, phone numbers, and e-mails for the members. Use e-mail notices and newsletter articles to remind members to give updated addresses/e-mail/phones.
- Update yearbook information such as national and state leaders, scholarship recipients, budgets, program calendar, etc. (Request information from Director of finance, program VPs, etc.)
- If we continue printing member ids in the yearbook, request the new members' IDs from the Director of finance.
- Format and print the yearbook.
- Provide an extra copy of the yearbook to the branch historian.
- Distribute the yearbook at the September or October general meeting, and deliver the yearbooks to those members who haven't picked theirs up.
- Prepare annual report for President (May)

### ***Bylaws/Parliamentarian***

- Bylaws: Review policy handbook annually at a Board meeting. Update branch bylaws as required.
- Parliamentarian: Attends board and general meetings; explains parliamentary procedures at meetings when necessary.
- Prepare annual report for President (May)

**Branch Historian**

- Maintain archives of branch history
- Arrange for storage of archives at the Lombard Historical Society when appropriate
- Solicit contributions of past newsletters, yearbooks, photos, awards, and significant publicity of branch activities.
- Obtain a copy of the current yearbook and electronic files of monthly newsletters
- Contact president and publicity chair for items of branch significance to be placed in branch archives
- Display items of interest at general meetings at least twice a year
- Prepare annual report for President (May)

**Book Sale Chair(s)**

- Coordinate book sale – location, barrels, sorting, sale, publicity, etc.
- Attends the Philanthropic budget meeting (held after the book sale totals are finalized)
- After the book sale, prepare a full report for the President and future book sale committees.
- Full details can be found in the Book Sale Folders.

*End of Appendix A*