



Lombard Area AAUW 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 – 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
- 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.