

Co-President 2016-17 Job Description, AAUW Port Townsend

JOB: Co-President

JOB TYPE: Elected Officer

BOARD ATTENDANCE: All meetings in the months presiding, as able in other months

VOTING MEMBER OF BOARD: Yes, with each Co-President receiving one-half vote

DURATION OF SERVICE: 2 years (no more than 2 consecutive terms)

RESPONSIBILITIES:

The official spokesperson and leader of the branch. Responsibilities may be shared and coordinated between Co-Presidents as they agree. Sets agendas and presides at AAUW board and branch meetings. Oversees board and branch activities and coordinates them as needed. Addresses questions and issues relevant to the branch when they arise. Contracts with the facility rented for branch meetings. Writes monthly articles for the Focus branch newsletter, including the Presidents' Message and Applause, as well as the Presidents' Note to the Branch. Proofreads and emails board and branch minutes and treasurer's reports. Meets with the branch neighborhoods for "Listening Sessions" every other year, in odd-numbered years.

Is responsible for completing and submitting any forms or bylaw changes required by AAUW or the State organization. Maintains regular contact with the state president and keeps them informed of branch activities. Adheres to state and national policies and procedures. Shares successful branch programs with AAUW-WA. Attends AAUW-WA summer meeting and spring convention, as able. Encourages members to support national initiatives and programs. Supports AAUW's leadership development efforts by nominating branch members for national and state leadership positions. Networks with schools, women's, and other relevant organizations. Ensures communication, cooperation, and coordination with UWF. Attends UWF board meetings as a non-voting member.

SIGNIFICANT CALENDAR MILESTONES:

- Every other January /February, odd-numbered years: Conduct branch listening/feedback sessions/survey to evaluate Branch Goals and Objectives.
- Every month:
 - Preside at branch and board meetings, alternating presiding responsibilities with other Co-President as able.
 - Provide written board meeting agendas, minutes and treasurer's report to board members.
 - Appoint Directors and Chairs with advice of the Board. Mandated appointments are Nominating (annual), Audit (annually, to review Treasurer's books), and Bylaws (during national meeting years to ensure Bylaws are updated to reflect national directives).
 - May serve as ex-officio member of all branch committees except Nominating.
 - Conduct correspondence on behalf of the Branch, alternating communication responsibilities with other Co-President.
 - Contribute Presidents' Message and Applause to Focus, integrating branch goals and priorities, alternating responsibilities with other Co-President.
 - Emails (via Constant Contact) a Presidents' Note to the Branch after each board meeting, to update the members and include reminders regarding the upcoming meeting.
 - Proofread Focus for content accuracy.

- Review and monitor the branch's fiscal health and sign off on expenditures as appropriate.

Ensure awareness and execution of the Branch calendar of activities at the Board and membership level:

- July: Sign new signature cards at the bank and post office to add new Co-President, Treasurer. Secretary needs to verify new officers at the bank. Financial audit committee performs audit with Treasurer. Treasurer pays for rental contract with the Elks. One Co-President keeps a PO Box key to check it when the Treasurer is absent. Consult with Treasurer to form a proposed new budget.
- August: First board meeting. Make sure financial audit was completed. Adopt budget and publish in September Focus. Sign up hostesses for board meetings. Send IRS Form 990 to AAUW (Treasurer may do this—verify this is done). Focus Editor coordinates Constant Contact prepayment for the year's expense—verify this is done. Write Presidents' Message and Applause for Sept Focus. Attend AAUW-WA state summer meeting.
- September: With Membership VPs, schedule New Member Coffee and meeting for Neighborhood Liaisons. Branch meeting highlights mission and interest groups. Branch vote on budget. Check on plans for Kitchen Tour kitchen selection, Holiday Affaire.
- October: New Member Coffee. Start Woman of Excellence process.
- November: Vote on Woman of Excellence. Plan for Holiday Affaire/brief branch meeting
- December: Holiday Affaire and Woman of Excellence presentation. Select Nominating Committee.
- January: Review Holiday Affaire and reserve location and date for the next one. Attend Lobby Day. Kitchen Tour Committee starts meeting. Send proof of insurance for the new year to the Elks.
- February: Select Audit Committee to audit end-of-year books. Silent Auction. Career Day(s).
- March: Career Day(s). Named Gift Honoree. Nominating Committee should have nominees in place for offices. New Member Coffee.
- April: Election and Installation of New Officers. Attend State Convention in even-numbered years. Kitchen Tour. New Member Coffee, if not held in March. Renew contract with the Elks (pay in July). Purchase 20 Tribute Cards from UWF Treasurer for \$100 (AAUW Treasurer writes the check.)
- May: UWF Annual Meeting and Scholarship Recognitions. Email Year-End Report template and Job Descriptions to all AAUW Board members. No AAUW Board meeting unless needed. Poll board members to find out who will stay on another year and who will need replacement.
- June: Last board meeting of year (Turn-over Meeting): Submit Year-End Report to board. Receive all YE Reports and Job Description updates from board members. Insure all are cc'd to the Historian (pdf format is preferred). Send (or give at the meeting) Tribute Cards to thank outgoing board members. Update position binder/flash drive and give to incoming Co-President. Submit Branch Officer Report to state AAUW. Conduct board meeting of incoming and outgoing board members, including a review of Branch accomplishments and feedback provided in Board members' Year-End Reports. Update National database to add new officers. If outgoing, meet with your replacement to orient them as new Co-President. Begin recruitment of new directors, chairs, etc. as needed for the new branch year.

TURNOVER:

- Incorporate Year-End Report recommendations that relate to this position into job description.
- Update position binder or flash drive.
- Forward electronic copy of any documents that will be useful templates for this position to your replacement.
- Train your replacement by July 1.