

## **PRESIDENT**

### **PURPOSE**

The president develops, implements, and oversees all AAUW activities in the state; conducts the business of AAUW in the state; and serves as the primary AAUW liaison to the state, region, national office, and external communities.

### **RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD**

- Align strategic direction of AAUW affiliates in Maryland with each other and AAUW national
- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Submit records to AAUW Maryland archivist.
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

### **SPECIFIC RESPONSIBILITIES OF THE POSITION**

The President is the state's official representative. The president may designate a substitute for any presidential duty.

The President is an ex-officio member of all committees, except the nominating committee, and task forces and should be notified of and invited to all meetings.

If the President is absent or unable to serve, the Program Vice President shall assume the duties of the position.

The President shall:

Be familiar with all state policies and bylaws and see that they are followed

Regularly contact state officers to discuss issues and problems and ensure they are following correct procedures as specified in this Handbook.

Be responsible for submitting such reports and forms as required by AAUW

Convene and preside at all meetings of AAUW Maryland, state board and executive committee. Appoint, after consultation with the executive committee, all appointed officers and committee chairs except the nominating committee

Work with committee chairs to select members of standing and special committees

Work with the State Board and the Branch Presidents to support AAUW's strategic plan and mission.

Act as liaison between the branches and AAUW

Complete and file, in a timely manner, all reports, forms, information and/or questionnaires requested by AAUW

Ensure that the state bylaws conform to AAUW bylaws

## **Responsibilities to AAUW Maryland**

Assist state board members to communicate regularly with their branch counterparts.

Encourage membership growth and consider establishing new branches where appropriate

Represent AAUW Maryland in activities outside AAUW, taking care that they are in keeping with the mission and policies of AAUW

Pass on to the successor materials that may be necessary to carry on the office of the state president.

Manage the communications of the office on a timely basis

Not later than the annual convention, appoint committee of two or more persons, who will review financial records of the state for that fiscal year. This committee will report to the state board in a timely manner but not later than the fall board meeting

Arrange for the installation of all state officers. This ceremony shall close the business of the annual AAUW Maryland annual convention

Ensure that each state board member has a copy of the AAUW Maryland bylaws, the state counterparts directory, and the state handbook

Participate in development of the annual budget for the state.

## **Responsibilities to AAUW Maryland Branches**

Communicate regularly with Branch Presidents and make every effort to visit each branch in the state at least once during a two-year term of office.

Assist Branch Presidents in achieving their goals and help them overcome difficulties which might arise in the branch.

Encourage branches to invite state board members to visit branches for meetings or to provide a program for the branch

Remind branch presidents to have branch board members communicate regularly with their state counterparts

Urge branches to submit names of qualified members to the state Nominating Committee for consideration as state officers, and to suggest members qualified for state and AAUW positions

Encourage branch members to attend state board meetings, state conferences, state convention, and AAUW events

## **Responsibilities to AAUW**

Invite appropriate AAUW staff to state board meetings, conferences, the state convention and any other activities under state sponsorship, and assist in planning visits

Keep AAUW informed of activities in AAUW Maryland.

Support AAUW's leadership development efforts by nominating branch members for national leadership positions.

Work with AAUW to resolve compliance issues related to AAUW Maryland and its branches.

## **SKILLS HELPFUL TO THE POSITION**

Previous experience at the state level with the board of directors  
Leadership and organizational skills

## **TIME COMMITMENT**

Planning for board meetings and conferences 10 hours, four times a year

Attending board meetings 2 hours each for six meetings

Attending state conferences and convention 4 hours for four meetings

Administration and committee meetings 5 hours per week

Communication with board members, branch presidents, others 4 hours per week

## **Calendar**

Dates are flexible.

<b>JULY</b>	Bylaws changes, if any, take effect Officers' tenure takes effect Summer conference with leadership training for branch officers
<b>AUGUST</b>	Participate in planning fall conference Review of state financial records due
<b>SEPTEMBER</b>	Plan fall conference board meeting Contact board members for agenda items
<b>OCTOBER</b>	Meet with Program Vice President, president of the host branch, and convention chairs to make preliminary plans for annual convention Fall conference and board meeting Determine location for summer conference in consultation with Program Vice President Distribute directory and counterparts list
<b>NOVEMBER</b>	Plan winter board meeting agenda Contact board members for agenda items

3

January 2023

- JANUARY** Conduct Winter conference and board meeting
- nominating committee reports a slate of candidates
  - proposed bylaw changes
  - proposed resolutions
  - proposed public policy program
  - state convention program approved
- Determine a date and location for a transitional meeting
- FEBRUARY** Appoint a financial review committee of two or more persons
- MARCH** Discuss the agenda for the state convention with Program Vice President and parliamentarian  
Plan for officer installation at the state convention
- APRIL** Conduct Executive board meeting  
Discuss business meeting with parliamentarian  
Preside over business meeting  
Identify host branch for next year's annual convention
- MAY** Appoint, after consulting with executive committee, all appointed officers and committee chairs except the nominating committee and those provided for in the AAUW Maryland bylaws  
Meet with Executive Committee  
Work with committee chairs to select members of standing and special committees  
Plan summer conference with Program Vice President
- JUNE** Confirm final plans for summer conference  
Attend national convention and events as scheduled by AAUW  
Conduct transitional meeting with incoming and outgoing officers and branch presidents to review plans for the year and discuss job descriptions  
Conduct planning/strategy session for the four meetings for the coming year  
Meet with state leaders  
File officers' and committee heads' annual reports with archivist  
Enter officer information on AAUW website database