

## **BRANCH PRESIDENT**

### **PURPOSE**

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

See the attached checklist of required tasks (Sec. 5.1A) to retain their status as an AAUW Affiliate and meet Maryland state requirements.

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

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

If the President is absent or unable to serve, the bylaws should designate who will assume the duties of the position.

The President shall:

- Be familiar with branch policies and bylaws and see that they are followed.
- Convene a board of directors to plan and implement activities that advance AAUW priorities and issues while engaging members, supporters, and community organizations.
- Facilitate collegial board and branch decision-making regarding goals, expectations, and use of resources.
- Commit to diversity in all that that the branch does; seek opportunities for inclusion of individuals and groups.
- Arrange for the installation of officers. This ceremony usually takes place at the last meeting of the fiscal year.
- Pass on to the successor all materials that may be necessary to carry on the office.

### **Responsibilities to AAUW Maryland**

- Maintain regular contact with the state president and keep them informed of branch activities. Assist board members to communicate regularly with their state and other branch counterparts.
- Participate as a member of the AAUW Maryland Board.
- Complete and file, in a timely manner, all reports, forms, information and/or questionnaires requested by the state and national AAUW.
- Urge members to submit names of qualified members to the branch and state for consideration as officers and committee chairs/members.
- Encourage branch members to attend state board meetings, state conferences, state convention, and AAUW events.

## Responsibilities to AAUW

- Support AAUW's leadership development efforts by recommending branch members for national leadership positions.
- Encourage members to support national initiatives and programs.
- Adhere to all AAUW policies and procedures through compliance with the AAUW Bylaws, the affiliate agreement, and AAUW board policies including fundraising guidelines (AAUW Policy 501).
- Work with AAUW to resolve compliance issues related to the branch.

## SKILLS HELPFUL TO THE POSITION

Previous experience with AAUW leadership positions  
Leadership and organizational skills.

## TIME COMMITMENT

(The time commitment varies depending on the size and complexity of branch activities.)  
Planning for board meetings 1 - 2 hours each  
Attending branch board meetings 2 hours each  
Attending state board meetings, conferences and convention 4 hours for four meetings  
Administration and committee meetings as needed  
Communication with branch members and others 4 hours per week

## Branch Calendar

Dates are flexible. Branch board and branch member meetings are shown monthly but may be scheduled as branch prefers.

<b>JULY</b>	Bylaws changes, if any, take effect July 1 Officers' tenure takes effect July 1 Transition meeting for outgoing and incoming officers AAUW Maryland Summer board meeting and conference
<b>AUGUST</b>	Participate in planning the branch's program year Arrange audit of branch financial records
<b>SEPTEMBER</b>	Budget approved by board or branch members, as specified in branch bylaws Branch meeting and board meeting
<b>OCTOBER</b>	AAUW Maryland Fall conference and board meeting Branch meeting and board meeting State directory and counterparts list distributed to president
<b>NOVEMBER</b>	Branch meeting and board meeting Identify members of Branch Nominating Committee Submit names of branch members to fill state officer and committee positions to State Nominating Committee

- DECEMBER** Branch meeting  
Contributions to AAUW Funds due December 31
- JANUARY** Branch meeting and board meeting  
AAUW Maryland Winter Board Meeting  
Submit any remaining dues to state Treasurer; used to determine branch delegates at AAUW Maryland Annual Meeting
- FEBRUARY** Branch meeting and board meeting  
Day in Annapolis, if scheduled by state
- MARCH** Branch Nominating Committee reports slate (as determined by branch bylaws)  
Proposed bylaws, if any, presented to members
- APRIL** Branch meeting with election of officers and vote on proposed bylaws  
Branch board meeting  
Begin collecting renewal dues for coming year. New members pay dues for coming year only; no dues for remainder of current year.
- MAY/JUNE** Final meeting of program year with installation of officers  
Appoint, after consulting with executive committee, all appointed officers and committee chairs  
Request and receive officers' year-end reports  
Enter officer information in AAUW website database  
Fiscal year ends June 30. Treasurer closes books.  
Treasurer submits all dues for the coming year to the Association and State.  
Deadline is June 30.  
Transition Board meeting to develop plans for coming year  
AAUW Maryland Annual Meeting  
Capitol Hill Lobby Day, if scheduled by Association