

AAUW

Danville-Alamo –Walnut Creek Branch

Policies and Procedures Handbook

Including Job Descriptions

2011

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POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

AAUW Danville-Alamo-Walnut Creek Branch

HANDBOOK AND BYLAWS REVIEW

1. This handbook shall be reviewed in the odd numbered years determined by the year on July 1, by a board committee appointed by the president and chaired by the parliamentarian or the bylaws chair.
2. The policies and procedures can be amended or revised by a majority vote of the board when a quorum as defined in the bylaws is present.
3. Any policy or procedure approved by the board must be added to the master copy of the Policies and Procedures Handbook within 30 days. Any revision to an existing policy or procedure approved by the board must be added to the master copy of the Policies and Procedures Handbook and emailed by the parliamentarian to all board members within 30 days.
4. Newly published and distributed versions of the Policies and Procedures Handbook must include the approval date. The master copy of the handbook shall be maintained by the secretary, posted on the branch website, and distributed by e-mail to all members requesting a copy. It will be sent via the US Postal Service mail to any member requesting a paper copy.
5. The bylaws shall be reviewed in the even numbered years determined by the date on July 1, by a board committee, appointed by the president, and chaired by the parliamentarian. Proposed amendments should be sent to the appropriate representative on the AAUW-CA Bylaws Committee for approval before being submitted to the branch membership for approval.

BOARD OF DIRECTORS, COMPOSITION

Board membership is as defined in the bylaws. Any member of AAUW is welcome to attend board meetings.

BOARD OF DIRECTORS, GENERAL RESPONSIBILITIES

1. Carry on the business of the branch in conformity with the AAUW Danville-Alamo-Walnut Creek Branch Bylaws, Standing Rules, and Policies and Procedures.
2. Holds the general power to administer the affairs of the branch between branch meetings and shall report its actions to the branch.

3. Is responsible to the members of the branch. No board action shall conflict with action taken by the branch membership.
4. Submits the annual budget to the branch membership for approval at the September Membership Brunch.
5. Establishes standing and special committees.
6. Any branch member may bring a proposal to the board for discussion and action at its next regular meeting by requesting the president to include the proposal as an agenda item at least 4 (four) days before the agenda is published. If the member wishes to appear at the board meeting to speak to the proposal, that request should be included also.

DIRECTORS, SPECIFIC RESPONSIBILITIES

1. Read and be familiar with the Bylaws and this Policies and Procedures Handbook, including job descriptions included in this handbook for elected officers (Appendix A) and appointed officers (Appendix B).
2. Attend all board meetings and general meetings. Notify the president if unable to attend. Send a report if necessary.
3. Attend as many conventions, conferences, district meetings, workshops, etc. as possible.
4. Report to the board on the activities and concerns of the position.
5. Spend funds that have been included in the budget. Request authorization from the board for additional expenses and/or confirm authorization with the treasurer.
6. Consult with the president on all branch activities, procedures and policies.
7. Submit promptly all reports and other information required by the AAUW or AAUW-CA officers. Give a copy of all reports to the president and put a copy in the position experience binder.
8. Keep a current experience binder or file that includes resource material, AAUW and AAUW-CA mailings, notes, ideas and recommendations for a successor. At the end of term of office, inventory all supplies and equipment, place inventory in binder, add updated position description to binder and give copies to president and president-elect. Pass binder to successor at one-on-one meeting if possible.
9. Give important papers that ought to be kept in the branch permanent file to the secretary. The secretary must keep paper and secure any soft copies of all documents. Minutes and their attachments must be retained indefinitely.
10. Set advertising rates for the newsletter and the directory.
11. Give newsletter material to the editor by the deadline.
12. Review and approve budget and expenses recommended by standing and special committees.
13. Give all press releases to the Publicity Chair for distribution to appropriate media outlets.

ADMINISTRATIVE CALENDAR

The branch year begins July 1, but board members may begin planning as soon as they are elected.

1. Summer (June-August):
 - New officer installation and awards event
 - New Board Planning Meeting Board sets annual goals and objectives
 - Budget Meeting
 - Treasurer submits year-end financial report to the board and to AAUW-CA (July 1-June 30)
 - Incoming branch president appoints financial review committee, which will report to the board by the end of August
 - Board approves budget (deadline is two weeks prior to the September Brunch)
2. Autumn (September-November)
 - Annual branch Membership Brunch
 - Branch Calendar for the year finalized
 - AAUW Holiday Home Tour Committee finalizes current year Holiday Home Tour plan
 - State and Federal Tax Reports are due November 15
 - Nominating Committee appointed and approved by the membership.
3. Winter (December-February)
 - Holiday Home Tour
 - Treasurer conducts mid-year budget review
 - Garden Tour Committee finalizes current year Garden Tour
4. Spring (March-May)
 - Officer elections
 - Garden Tour
 - Membership committee sends renewal information to members
 - AAUW-CA Convention
 - AAUW Garden Tour

- Local Scholarship Committee selects scholarship winners
- Tech Trek committee selects campership winners

BUDGET/FINANCE

1. The Budget Committee shall consist of the treasurer as chair, the president, the membership vice president, the program vice president and others if needed.
2. The proposed budget must be presented to the board for approval at least two weeks prior to the first general meeting of the fiscal year. It will be published in the newsletter at least 14 days before the general meeting at which it must be approved by the membership.
3. The budget committee shall meet in July at the call of the treasurer to review prior year's results and create the budget to be submitted to the board for approval fourteen or more days prior to the Membership Brunch in September.
4. Each officer, elected or appointed, having budget funds, is responsible for approval of the bills and vouchers for her/his committee and for keeping a current account of funds remaining in her/his budget. The treasurer shall issue checks only after such approval of vouchers and bills.
5. Branch financial records must be reviewed annually. The president will work with the treasurer to identify branch members who will perform this service.
6. The financial review shall be conducted after the treasurer has closed the fiscal year's books. A report shall be submitted no later than the September board meeting.
7. A permanent reserve shall be determined by the board at the recommendation of the budget committee. A reserve amount for Tech Trek and Local Scholarship will be maintained. The amount of these reserves is established by the Board of Directors.
8. Honoraria and speaker's fees are set by the program committee and financed from the program budget. The AAUW-CA policy suggests providing speaker's fees, mileage or other transportation costs, meals, and lodging if applicable for the event. Fellowship grant recipients, and LAF litigants, are financed from the appropriate budgets. Tech Trek and local scholarship recipients may have meal costs paid from respective budgets.
9. Any single expenditure over \$ 1,000 must include two authorized signatures on the check.
10. Funds being transferred by the treasurer to or from savings accounts need not be approved. All transfers and payments must be made by check and included in the following month's treasurer's report.
11. Excess funds should go to the branch general fund; excess expenses should be paid from the branch general fund.
12. Any member requesting reimbursement for branch expenses must complete the appropriate voucher provided by the Treasurer and available on the branch website.
13. Any member submitting checks for deposit must complete the appropriate "deposit form" (now available on the website), as provided by the Treasurer.

14. All financial records must be retained for a minimum of seven years.

CAMPAIGN CONTRIBUTIONS

1. The branch may not contribute money or anything of material value to candidates for partisan or non-partisan elective office.
2. The branch may not accept paid political announcements for inclusion in AAUW publications.

CANDIDATE ENDORSEMENT POLICIES

These policies are in accordance with AAUW policy # 302. (See Appendix C)

1. The branch may choose to endorse, oppose or take no position on candidates for appointive office.
2. The branch may endorse or take no position on candidates for non-partisan elective office. The branch may not oppose candidates for non-partisan elective office.
3. The branch may choose to take positions on candidates for agencies that include, but are not limited to, those within the city and county area.
4. The branch must coordinate clear endorsement policies with other branches located in a single electoral district before candidates in such a district may be considered for endorsement. Clear procedures for making endorsements must be agreed to by the majority of the involved branches and such procedures will bind all branches in the district.
5. To receive the endorsement of the branch, candidates must be in accord with the Mission Statement, public policy priorities and guidelines of AAUW, AAUW-CA and the branch on issues that may be affected by their office.
6. The number of the endorsed candidates need not be limited to the number of seats to be filled by any election.

ENDORSEMENT PROCEDURE FOR APPOINTIVE OFFICE

1. Appointive offices/positions may include, but are not limited to, those regulated by the state, county, city, schools, parks and miscellaneous special districts and/or governmental agencies.
2. Any branch member may submit recommendations for endorsement to the board.
3. An interested candidate shall submit a statement of qualifications, reasons for seeking the appointment and a statement of intent to the president.
4. Board approval is required for endorsement of a candidate for appointive office and endorsement shall be in its name.

ENDORSEMENT PROCEDURES FOR NON-PARTISAN ELECTIVE OFFICE

In order for any candidate to be endorsed for non-partisan elective office, the board must vote to initiate the process outlined below. Branch members may recommend to the board that particular candidates be considered. Not all candidates need to be considered.

1. The president, with the approval of the executive committee, shall appoint an ad-hoc branch action committee to be composed of the appointed chair, the public policy chair, a past president and two members-at-large. The branch action committee shall:
 - a. Determine if other branches are involved in the same election and have chosen to participate in the election process.
 - b. Formulate a list of questions to be used at the candidate interview.
 - c. Hold a meeting for interviewing candidates.
 - d. Send a packet by certified mail to all candidates in a specific election. It will include:
 - i. A copy of the endorsement policy of each branch participating in the endorsement procedure.
 - ii. AAUW use of name policy.
 - iii. An interview invitation with a response deadline.
 - iv. A request for written answers to the branch action committee's questions.
 - v. A request for a resume.
 - vi. A request for any printed campaign materials.
 - vii. Notice that in case of an emergency the candidate may send a substitute to speak for her/him at the interview.
2. The membership of all participating branches shall be advised of the location and time of the interview at least two weeks in advance. The interview meeting may be open to the public.
3. At the conclusion of the interview process, the candidates and non-members shall be excused. If more than one branch is present, the branches shall separate and each branch will conduct a separate meeting. The president(s) shall entertain motions and, following discussion, a vote will be taken. All procedures shall be in accordance with the current edition of *Robert's Rules of Order Newly Revised*. In order to participate in endorsement, a quorum of each branch, as defined by its bylaws, must be present.
4. A two-thirds (2/3) affirmative vote of those present and voting constitutes endorsement. The branch may choose to endorse no candidate or one candidate or more than one candidate. If more than one branch participates, members may choose to endorse different candidates.
5. The branch president(s) shall notify candidates of the endorsement decisions.

FUNDRAISING

The branch will raise funds for the following:

1. AAUW Funds 501(c) 3
See the responsibilities of the AAUW Funds Vice President and Garden Tour chair for specific guidelines.
2. Tech Trek
Individual contributions to Tech Trek may be handled directly by the branch or through the AAUW CA Special Projects Fund (SPF).
3. Local Scholarships
Donations to the branch for local scholarships are not tax-exempt to the donor. Contributions must be kept separate from other funds. See the responsibilities of the local scholarship chair (page 23) for specific guidelines.
4. All fundraising publicity must state clearly for what purpose the money is being raised and what percentage or amount, if any, is tax exempt.

MEETINGS/PROGRAMS/INTEREST GROUPS

1. Prospective members may attend up to three interest groups meetings per year before being asked to join. An exception is made for spouses and significant others in couples groups.
2. No branch meetings will be held on days of observance of significant religious or ethnic group holidays within the relevant geographic area of the branch. This policy is in accordance with AAUW's Diversity policy #600 (See Appendix C).
3. Branch general meetings take precedence over all scheduled branch interest group meetings.
4. All branch general meetings, special meetings and events will be accessible to persons with disabilities and all publicity about such meetings will carry accessibility information. Members will do everything possible to help handicapped members to attend events in private homes.
5. Traditional dates of interest group meetings will take precedence over proposed meeting dates of new interest groups.
6. With the permission of the board, any member may form a new interest group providing that it is open to all members providing that its meetings will not conflict with scheduled branch general meetings.
7. Interest groups are all open to all members. Participation may be limited due to venue constraints. Participation will be on a space available basis.

MEMBERSHIP

1. Any person joining the branch between January 1 and March 15 shall pay full AAUW CA dues and one-half of Association dues and one-half of the Danville –Alamo-Walnut Creek Branch dues. Persons joining March 16 through June 30 in any year will pay full dues and receive membership through June 30 of the subsequent year.
2. Current dues as of 1/1/2011 are:
 - AAUW national dues \$49 (\$46 of which are tax-deductible)
 - AAUW CA dues \$16
 - Branch dues \$21Dues are subject to change annually.

Members whose employers provide matching funds for their employee's charitable contributions should request those employers to make a matching contribution to AAUW based on the \$46.00 portion of the dues going to a 501(c)3 charitable organization.
3. Paid life members are exempt from AAUW dues but must pay state and branch dues.
4. Fifty-Year honorary members are exempt from all AAUW dues.
5. A member whose dues remain unpaid after July 31 will be dropped from membership.

MEMORIAL GIFTS

Upon the death of an active member, a memorial gift may be made. Funds for the gift shall be taken from the general fund and the amount shall be decided upon by the board not to exceed \$50.

NOMINATING COMMITTEE

Committee members shall be elected in accordance with the branch bylaws. See the position description for Nominating Committee Chair on page 39.

OUTSIDE ORGANIZATIONS

1. No outside organization will be allowed to promote its fund raising activities or sell tickets at branch meetings.
2. The branch directory may not be made available to non-members or outside organizations. Information in the AAUW Danville-Alamo-Walnut Creek Branch Directory may not be sold, traded, transmitted, or otherwise disseminated in whole or in part, to any third party without express prior written approval of AAUW.

3. Information concerning any organization other than AAUW shall not be published in the monthly newsletter without board approval except for paid advertising.

PUBLICATIONS

All publications of the branch shall be in accord with the AAUW "Use of Name" bylaw, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW-CA.

Content of the branch newsletter shall be reviewed and approved by the president.

REIMBURSEMENT

1. AAUW CA Convention

A sum of money, determined by the budget committee, will be budgeted annually and be used by the incoming president to defray the cost of registration, convention hotel room, travel and meals. If funds allow, the board may choose to reimburse other branch members for part of their expenses.

2. AAUW Biennial Convention

- a. A sum of money, the amount to be determined by the budget committee, will be budgeted annually and used to defray AAUW convention registration, room, and travel and meal expenses of the incoming president.
- b. In the event the incoming president is unable to attend, the same reimbursement may be paid to a branch member at the discretion of the board.

3. Interbranch Council (IBC) and District Meetings

- a. Registration for district meetings may be reimbursed for the president (or her/his representative) and for those board members who wish to attend.
- b. The president or her/his representative will be reimbursed at the current AAUW California rate for mileage to and from district and IBC meetings.

4. Any member attending an event as an official representative of the branch may be entitled to reimbursement for meals and mileage at the current AAUW-CA rate.

5. Voucher Submission

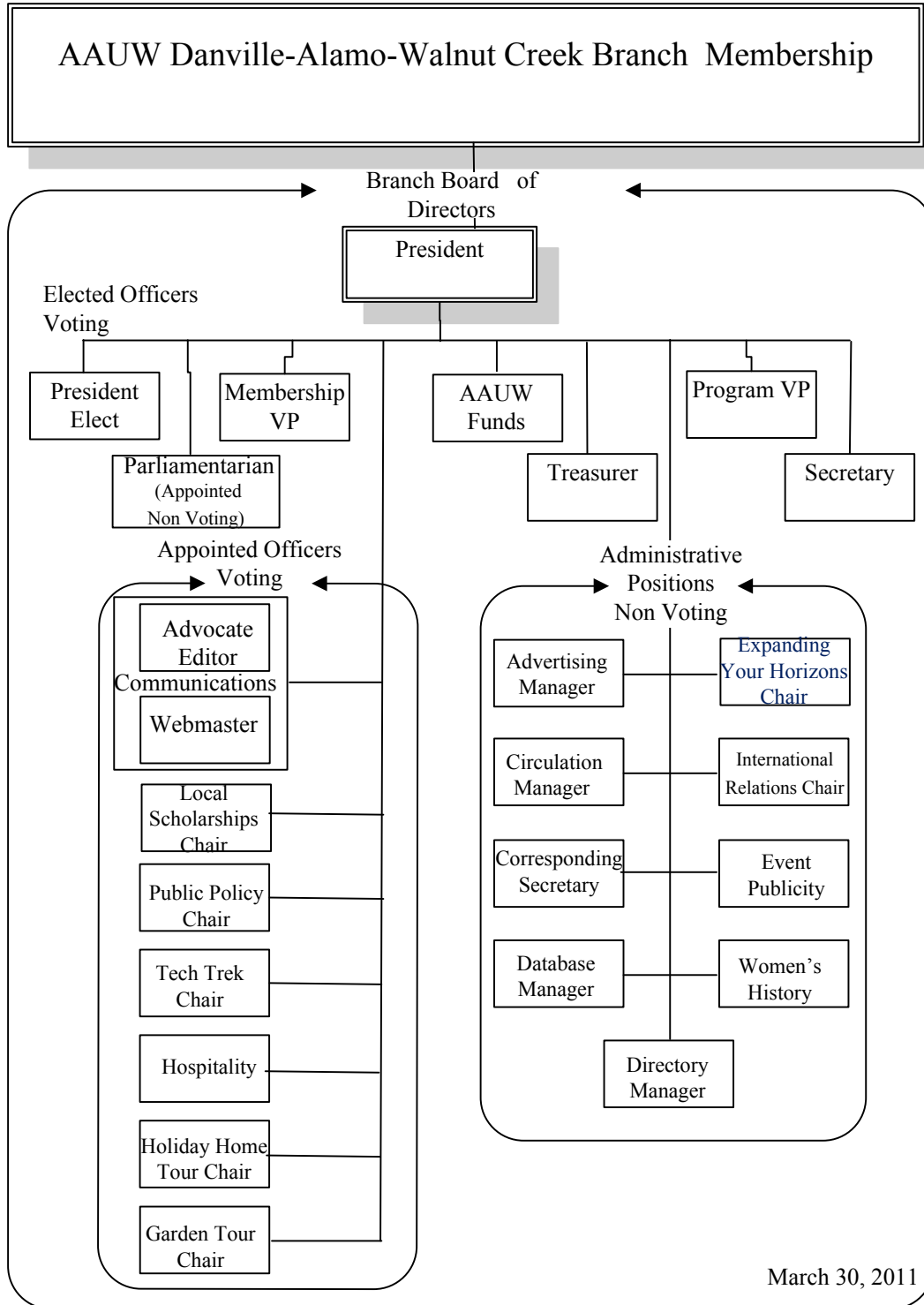
- a. Vouchers for reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred, with the exception of telephone expenses.
- b. Receipts must accompany the voucher.

6. Co-Presidents

In the case of co-presidents or co-presidents-elect, when both attend any of the events described above, the reimbursement available may be split equally between them.

Appendix A

AAUW Danville-Alamo-Walnut Creek Branch
Organization Structure



ELECTED OFFICERS JOB DESCRIPTIONS

PRESIDENT

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the nominee must have served on the branch board at some time. The president has the following responsibilities:

1. Serves as the official representative of the branch in activities of AAUW at all levels.
2. Presides at all branch, executive committee and board meetings. Reserves meeting rooms for all board meetings.
3. Upholds the Danville-Alamo-Walnut Creek Branch Bylaws, the Policies and Procedures and the Standing Rules, and ensures that all board officers have current copies of these documents.
4. Calls special meetings of the branch in accordance with the provisions of the branch bylaws.
5. Appoints the chairs of all task forces and committees except the nominating committee and those chairs provided for by election.
6. Interprets the objectives of AAUW to the members and to the public.
7. Submits a list of incoming and continuing branch officers and chairs to AAUW CA and AAUW.
8. Writes the president's message for the Advocate.
9. Reviews newsletter/web site content with the newsletter editor before submission of copy to the printer/webmaster.
10. Submits the documentation for the current AAUW-CA branch recognition program.
11. Ensures that the branch bylaws are in conformity with the *AAUW Bylaws* after each AAUW convention and with the AAUW CA Bylaws after each state convention.
12. Ensures that the branch has enrolled in the state liability insurance program.
13. Serves as an ex-officio member of all committees except the nominating committee.
14. Attends Interbranch Council meetings or sends a representative.

15. Represents the branch at various meetings as appropriate. Reports results of meetings attended to branch members.
16. Creates a harmonious climate for cooperative interrelationships among board members.
17. Encourages member participation at all branch events.
18. Works closely with the president-elect.
19. Keeps the branch calendar.
20. Delegates the Installation event to a committee, including past presidents, which organizes the event and selects the installing officer.
21. Manages incoming mail and distributes appropriately.
22. Keeps an experience notebook.

PRESIDENT—ELECT

The president-elect is the elected president for the succeeding year and succeeds to the office without further election. To qualify for this position, the president-elect must have served as a board member at some time. The president-elect has the following responsibilities:

1. Presides at meetings at the request of or in the absence of the president.
2. Acts in place of the president in the case of absence or disability.
3. Serves as an ex-officio member of all committees.
4. Assists the president, and board as needed.
5. Is the liaison between the interest group chairs and the board.
6. Attends meetings of Interbranch Council with the president or as her/his representative.
7. Attends AAUW Conventions and provides a report to the board about convention activities and writes an article for the Advocate.
8. Orders the past president's pin in advance of the installation event.
9. Maintains an experience notebook.
10. Performs other duties requested by the president or the board of directors.

PROGRAM VICE PRESIDENT

The program vice president has the following responsibilities:

1. Incorporates AAUW and AAUW-CA program themes and priorities into the branch program.
2. Chairs the program committee.
3. Is a member of the budget committee.
4. Develops the budget for branch programs.
5. Plans branch programs for the year including location, speaker, activity, cost, attendee cost if any, and schedule.
6. Reserves meeting rooms as needed for general meetings.
7. Plans and manages the reservation process for attendees at programs and general meetings if required.
8. Writes newsletter articles, and forwards press releases to the Publicity Chair.
9. Presides and acts in the absence of the president and the president-elect.
10. Maintains an experience notebook.
11. Performs other duties requested by the president or the board of directors.

MEMBERSHIP VICE PRESIDENT

The membership vice president has the following responsibilities:

1. Membership renewal process:
 - Updates the member profile form and sends it to each member.
 - Receives completed member profiles and dues checks.
 - Updates association data via AAUW website, aauw.org.
 - Delivers member's checks to the treasurer.
 - Reconciles checks and membership numbers with the treasurer.
 - Notifies appropriate officers of contributions received.
 - Forwards all membership information to the branch database manager.
2. Coordinates branch recruitment efforts including sending prospective members information packets about AAUW and the Danville-Alamo-Walnut Creek Branch.
 - Sends new member packets including a welcome letter, current Advocate, and membership directory to each new member.
3. Plans and chairs membership events including the Membership Brunch in September and the new member event later in the year.
4. Responsible for membership committee presence at all branch meetings and events.\
5. Develops the budget for the branch's membership activities and presents it to the treasurer at the branch budget meeting.
6. Keeps an accurate list of branch members in conjunction with the branch database manager and AAUW records. Confirms AAUW records as published in the Member Services Database on AAUW.org are accurate and complete.
7. Notifies the membership chair in the other branches when members transfer in or out of the branch.
8. Works with the directory manager responsible for publication of the Membership Directory. Proofreads the Membership Directory prior to its publication.
9. Works with database manager to validate membership data.
10. Notifies the database manager, hospitality chair, newsletter editor and president when new members join.

11. Reviews membership data for possible 50-year members. Contacts potential 50-year members to validate their number of years as an AAUW member. Submits honorary membership applications and receives certificates from AAUW (in Washington DC) to present at the branch installation event each spring.
12. Presides at meetings in the absence of the president, president-elect and program vice president.
13. Maintains an experience notebook.
14. Performs other duties requested by the president or the board of directors.

AAUW FUNDS VICE PRESIDENT – (Voting)

The AAUW Funds vice president has the following responsibilities:

1. Selects an AAUW Funds Disbursement Committee and serves as chair (Members will include Garden Tour Co-Chairs). The committee reviews disbursement of AAUW Funds and recommends action to the board. This committee recommends the Branch Named Gift Honorees to the board for approval (due February to AAUW-CA). Note: The CA Named Gift Honoree is nominated by the board and selected by the AAUW-CA Board of Directors.
2. Prepares annual fundraising letter to be mailed to the membership in October. (Funds are due to AAUW National by December 1.)
3. Develops a budget for all fundraising activities (December 1 to November 30). This budget is to be prepared and submitted for approval by the membership at the Fall Membership Brunch.
4. Oversees AAUW Funds finances.
 - Keeps accurate records of all money contributed by branch members and fundraising activities (including the annual Garden Tour) to AAUW Funds and sends member donors a written acknowledgement.
 - Keeps a separate ledger and bank account for AAUW Funds.
 - Submits all bank statements with transactions to the treasurer monthly or quarterly.
 - Submits the AAUW Funds Annual Report to the treasurer by July 15.
5. Observes and meets all AAUW deadlines, especially contribution deadlines.
6. Educates the branch and the community about the programs of AAUW Funds, including frequent newsletter articles.
7. Assists branch Program Chair(s) with AAUW Funds educational and legal advocacy programs when requested.
8. Presides at meetings in the absence of the president, the president-elect, the program vice president and the membership vice president.
9. Maintains an experience notebook.
10. Performs other duties requested by the president or board of directors.

SECRETARY

The secretary has the following responsibilities:

1. Records attendance at board meetings. Records quorum status for all general business meetings.
2. Keeps minutes of board of directors, executive committee, and branch general meetings.
3. Permanently maintains the official records of the organization. Stores hard copy and electronic media copies of all branch documents.
4. Sends a copy of the minutes of the previous board meeting, together with a list of unfinished business, to the president within 10 days of the board meeting.
5. Sends a copy of the minutes of the previous board meeting to board members in a timely manner.
6. Retains all communications received and copies of all letters sent by the secretary for the branch and the board of directors.
7. Forwards approved minutes of all meetings to the president and to the webmaster for publication.
8. Maintains an experience notebook.
9. Performs other duties requested by the president or the board of directors.

See Branch Bylaws Article IV, Section 2 for additional information.

TREASURER

The treasurer has the following responsibilities:

1. Chairs the budget committee.
 - Holds budget committee meeting in the summer prior to the August board of directors meeting.
 - Drafts the budget and submits it to the board for approval prior to submitting it to the membership at the first branch general meeting of the year.
 - Publishes the budget two weeks prior to September General Meeting.
2. Receives, deposits, and records all funds received supporting branch operations and all contributions to the branch with the exception of funds directed to AAUW Funds. Remits dues to AAUW and AAUW-CA by the specified deadlines.
3. Pays all bills provided for in the budget or confirmed by the board in a timely manner including insurance premiums.
4. Keeps an accurate set of financial records.
5. Oversees the branch's bank accounts. Manages and keeps accurate records for the branch operating, savings and investment accounts. Invests funds held in reserve in low risk, FDIC insured interest bearing certificates. Reviews AAUW Funds/EF and AAUW Funds/LAF statements and ledgers when received.
6. Reviews branch financial status and provides a monthly Treasurer's Report detailing all current month and year to date revenues, expenses, and net results. The monthly Treasurer's Report also includes the month end Profit and Loss Statement and the month end Balance Sheet.
7. Renders a midyear financial report at the February meeting of the board and at other times as requested by the board.
8. Retains all branch financial records for a period of seven years in accordance with IRS regulations.
9. Ensures that the branch financial records are reviewed annually.
10. Receives checks from the membership vice president, deposits them in the branch operations bank account, and notifies appropriate board chairs when donations are included with dues payments. These checks are received by the membership vice president from new and renewing members.
11. The outgoing treasurer with the incoming treasurer completes all AAUW end of year financial reports in a timely fashion. During the months of April to August, the outgoing treasurer should begin training the incoming treasurer.

12. The incoming treasurer with the outgoing treasurer completes all Local, State, and Federal tax returns and reports as required by state and federal laws and regulations and meets all deadlines specified by those entities.
13. Maintains an experience notebook.
14. Performs other duties as requested by the president or the board of directors.

See the Branch Bylaws Article VI, Section 2 and Article X for more information.

APPENDIX B

APPOINTED OFFICERS JOB DESCRIPTIONS

Voting Board Positions

COMMUNICATIONS: (Communications has one vote)

The branch communications positions include: Advocate Editor, Advocate and Directory Advertising Sales, Advocate Circulation Manager, Database Manager, E-mail Manager, and Webmaster. Of the six positions considered part of Communications, two positions, Advocate Editor and Web Master share one vote. The other four positions are non-voting positions.

Advocate Editor/Chair (Voting Shares 1 vote with the webmaster):

1. Establishes and publishes a schedule for article submission, newsletter delivery to the printer, and Advocate submission to the webmaster for posting on the branch website.
2. Creates the Advocate publication. Collects articles and edits to fit the established format.
 - Formats pages including text, pictures, artwork, and advertising. Emails a draft copy of the Advocate to the president for proof reading.
 - Delivers the final copy to printer and picks up ready to distribute copies from printer.
3. E-mails the final version to the webmaster for distribution to the membership.
4. Delivers paper copies to the Advocate circulation manager for mailing to members requesting a paper copy.
5. Submits invoice to treasurer.
6. Record Keeping
 - Maintains a library of current and past Advocates.
 - Keeps at least six additional copies for display at events.
7. Maintains an experience notebook.
8. Performs other duties requested by the president or the board of directors.

Advocate and Directory Advertising Sales Manager (Non-Voting):

1. Solicits advertising (sponsors) to offset cost of publication.
2. Reminds sponsors to renew their advertising in July each year.
3. Maintains records confirming advertising agreements.

Advocate Circulation Manager (Non-Voting):

1. Maintains a list of all members requesting a hardcopy of the Advocate. The membership vice president provides the initial list and subsequent updates.
2. Prints, attaches labels, folds, stamps, and mails Advocates to requesting members in a timely manner.
3. Places copies of the Advocate in the Danville Library in a timely manner.
4. Distributes excess Advocates to the branch president and to the membership vice president.
5. Purchases postage stamps as needed and submits vouchers for expenses incurred to the treasurer.
6. Maintains the branch Bulk Mail agreement with the Post Office. Delivers bulk mailings to the designated Post Office and completes the necessary paperwork. Maintains mail records in the binder.

Webmaster (Voting Shares 1 vote with the Advocate Editor):

1. Develops and maintains the branch website that:
 - Meets the information needs of the branch.
 - Creates a positive image of the branch in the community.
 - Attracts perspective members to the branch.
2. Provides required web site technical support which includes:
 - Interaction with the server company to insure hosting and registration fees are up to date.

- Posting the web site on a server and maintaining a mail listserve of the membership on the server.
 - Updating the web site content periodically and as requested, by other board members to stimulate interest in branch activities and to insure that all content on the website is current.
3. Sends email communications to members:
 - Sends the monthly branch newsletter, the Advocate to members able and willing to receive e-mail.
 - Creates and sends branch news and other important information via e-mail to members as requested by the board. The president should review all branch news distributions before they are sent to the general membership. Insures that a current back-up copy of the website source code and content is available should the website need to be restored from a secondary copy of the software.
 4. Maintains an experience notebook.
 5. Performs other duties requested by the president or the board of directors.

Database Manager (Non-Voting):

1. Maintains the branch Database Management System (Access Database).
2. Recognizes that the branch database is the primary source of member data for the branch. This data must be secured, managed and stored in a way consistent with the current AAUW Affiliate Agreement.
3. Selects a trusted branch member to store a back-up copy of the database.
4. Enters and updates records with member data provided by the membership vice president and/or webmaster in a timely manner.
5. Works with membership vice president, webmaster, and directory manager to keep records accurate and current.
6. Distributes membership data reports to the webmaster, directory manager, and membership vice president, circulation manager, and other board members as authorized by the president.
7. Creates additional reports and labels as requested.
8. Maintains an experience notebook.

9. Performs other duties requested by the president or the board of directors.

E-Mail Manager

Ideally, the president or president-elect will assume the responsibilities of the e-mail manager. These responsibilities include:

1. Sends e-mail copies of the Advocate to the branch members.
2. Sends various communications concerning AAUW functions and branch functions throughout the year to branch members.
3. Maintains a list of members who have not subscribed to the branch mailing list.
4. Maintains an experience notebook.
5. Performs other duties requested by the president of the board of directors.

AAUW GARDEN TOUR CHAIR (Voting)

The Garden Tour chair has the following responsibilities:

1. Solicits and selects gardens for the garden tour
2. Maintains relationship with garden owners and landscapers
3. Manages creation of the garden descriptions for the brochure.
4. Provides Garden Tour details to the publicity chair and coordinates with her. The Publicity Chair arranges for restaurants for the Garden Tour and Holliday Home Tour brochures)
5. Manage design and printing of the brochure/ticket, publicity postcards, and flyers
6. Contacts restaurants for discounts to be included with each ticket and for gift certificates to be given to garden owners.
7. Distribute flyers
8. Mail post cards to past attendees in our database.
9. Organizes and manages the docent process for the Garden Tour, including selection of head docents and the food docents
10. Responsible for ticket sales. This task involves receiving incoming ticket requests, mailing the tickets out to attendees and maintaining the attendee database. Note this position requires the handling of large sums of \$ in the form of checks. Give checks/proceeds to the AAUW funds chair for deposit.
11. Receive and respond to telephone and e-mail inquiries after post cards and flyers are distributed and other publicity begins appearing in local media.
12. Arranges for a person to sell tickets at the selected retail outlet (currently East Bay Flowers) for the two days of the event.
13. Arranges for photographs to be taken at the event.
14. Following the tour provides thank you notes and gifts to garden owners.
15. Sits on the disbursement committee chaired by AAUW Funds vice president.
16. Maintain an experience notebook
17. Performs other duties as requested by the president or the board of directors.

HOLIDAY HOME TOUR CHAIR (Voting)

The Holiday Home Tour chair has the following responsibilities:

1. Visits potential homeowners during the prior holiday season and secures an appropriate number of homes for the following year. Keeps a list of potential homeowners for future years.
2. Writes articles for the Advocate throughout the tour process. Advocate pieces in the fall should generate member interest and request help locating homes. Those written after the December should include thanking member volunteers as well as others who helped make it a success.
3. Makes the final selection of homes to be included in the home tour. Determines which home will be designated as the refreshment house. Sends a letter of confirmation to homeowners in October. Prepares written descriptions of each house for ticket and publicity purposes.
4. Organizes a committee(s) to complete the following tasks: written home descriptions, ticket design, postcard mailers, sandwich board signs, ticket sales, refreshments, raffle sales, restaurant contacts, head docents, booties and nametags.
 - Arranges postcard printing and mailing to people listed in the home tour database at least one month prior to the tour date.
 - Designs tickets to include home descriptions, maps, and AAUW information. Obtains restaurant listings to be included in tickets
5. Contacts appropriate homeowner's associations e.g. Blackhawk, asking permission for using their streets.
6. Determines parking requirements and secures parking attendants if needed. Arranges for shuttles, if necessary.
7. Meets with the publicity chair to design media campaign to publicize the tour. Obtain information, composes press releases and photographs required to implement the campaign.
8. Arranges for one or more retail sales outlet to sell tickets. Brings tickets and supporting sales information and cash box to retail outlet, e.g. East Bay Flowers. Gives complimentary tickets to store owners for distribution to employees.
9. If a quilt is donated to raffle, makes sure the quilt gets to as many interest groups as possible for ticket and raffle sales. Determines which home will best display quilt and make sure head docent places "sales" docents there
10. Works with homeowners on specific details about each room in their homes and gives that information to head docents to distribute to docents throughout tour.

11. Contacts Westport Insurance (2010 agent is Nicole Corum) with names and addresses of all homeowners needing a two-day rider.
12. Purchases a gift for each homeowner e.g. silver holiday ornament or photo frame.
13. Plans placement of sandwich board signs and additional signs that might be needed, e.g. no parking
14. Arranges with AAUW photographer for photographs as early as possible
15. Makes sure homeowners have alerted their neighbors about extra traffic.
16. Checks with Docent Coordinator and/or head docents to make sure all docent shifts are covered.
17. Mails final letter to homeowners with contact phone numbers (home and cell) of their head docent and tour organizers. Include two free tour tickets. Also, include photography waiver to be returned to the home tour chair.
18. Prepares head docents bags to include: 10 tickets for sale on days of the tour in an envelope, Additional items in bags include: signup sheets for inclusion in database, signup sheets for AAUW info, two holiday bags for booties, and clipboard (shared with Garden tour) with specific home data and contact phone data for the head docent, homeowner, tour organizers, and ticket sales person.
19. Get one or more balloons for each house and deliver them before 10 AM on the first day of tour. Drives around to homes and checks on needs, fill in if docent absent, direct traffic if needed, GO-FOR as needed. Collects and tracks ticket sales results and revenues from each house and delivers sales results and collected funds to ticket sales person. This facilitates having accurate information for members at the Branch Holiday Party Saturday night
20. Asks head docents to write thank you notes to each homeowner
21. Provides a gift to each homeowner: ornament gift, photo collages from branch photographer, and restaurant gift certificates.
22. Asks committee members to give their receipts to the treasurer in a timely manner so final results can be announced.
23. Organizes a wrap-up meeting to review home tour operations, results, and suggestions for the next year's tour.
24. Maintains an experience notebook.
25. Performs other duties as requested by the president or board of directors.

HOSPITALITY CHAIR (Voting)

The Hospitality chair has the following responsibilities:

1. Assembles a Hospitality Committee. The branch database may be utilized to recruit members who have indicated an interest in serving on such a committee on their Membership Profile sheets. This committee will be comprised of the neighborhood hosts, who volunteer to host three neighborhood gatherings and help the co-chairs with the annual Holiday Party.
2. Receives names and contact information for all new members from the membership vice president, as they become members.
3. Organizes members into small neighborhood groups, ideally less than 20 in size.
4. Welcomes each new member and gives the neighborhood host contact information so she may contact and welcome each new member in her neighborhood.
5. Directs the Hospitality Committee in organizing small neighborhood socials at least 3 times each calendar to year welcome, connect with, and introduce new members to each other and to current branch members living in their neighborhoods.
6. Connects with members, especially new members to make them feel welcomed into our branch. Helps direct their talents and interests towards our AAUW branch offerings and needs.
7. Develops a budget for the coming year's Hospitality activities.
8. Provides timely articles to the Advocate.
9. Organizes an annual branch Holiday party with support from members of the Hospitality Committee.
10. Maintains an experience notebook.
11. Performs other duties as requested by the president or board of directors.

LOCAL SCHOLARSHIP CHAIR (Voting)

The local scholarship chair has the following responsibilities:

1. Committee Formation & Selection
 - Selects a Local Scholarship committee in consultation with the president and serves as its chair. This committee consists of five members total, including the Local Scholarship Chair, the incoming Local Scholarship Chair and additional members selected by the chair. The chair secures board approval of the proposed committee members.
2. Local Scholarship Policies
 - Reviews the candidate application form and updates as necessary.
 - Works with the Policy & Procedures committee to develop and update policies related to local scholarships. These policies include the Scholarship Eligibility Guidelines.
3. Manages Local Scholarship budget as determined by the board – See Local Scholarship Fund Raising and Distribution Guidelines in this document.
4. Publicity
 - Writes periodic articles for the Advocate focusing on local scholarship activities and candidate selection. Published information should include scholarship availability and the candidate application and selection process.
 - Provides updated information to webmaster to post on the branch website. This includes accurate and current application forms and associated, acceptance criteria.
 - Provides information describing scholarship availability, acceptance criteria, and scholarship award recipients to publicity chair for publication in local newspapers and other media.
 - After scholarship recipients are selected and approved by the board, the chair provides that information to the Advocate editor, webmaster and publicity chair for publication in local media.
5. Candidate Review & Selection
 - Chairs the Local Scholarship committee as it reviews candidate applications, and selects recipients.
 - Presents candidates selected to the board for approval prior to notifying recipients about their awards.

- Following board approval, notifies recipients of scholarship award.
6. Scholarship Funds & Distribution
 - Coordinates with the treasurer to ensure that scholarship funds are distributed to the recipients in a timely manner.
 - Scholarship awards are presented at annual Installation event.
 - When a scholarship recipient is unable to attend the Installation, her award can be presented to the recipient's designate or mailed by certified mail.
 7. Record Retention
 - Local Scholarship Chair will maintain an ongoing list of recipients to include their name, address, school and award amount. All other confidential information is to be retrieved from committee members and shredded by June 30.
 8. Maintains a list of all contributors and sends each a written acknowledgement.
 9. Maintains an experience notebook.
 10. Performs other duties as requested by the president or the board of directors.

Local Scholarship Fundraising and Distribution Guidelines

1. Scholarship Fundraising & Distribution
 - Local scholarship funds will be raised primarily from the branch Holiday Home Tour (HHT). The net income after expenses will be shared between Local Scholarship & Tech Trek, as allocated by the board. Any additional contributions designated specifically to local scholarships must be used for that purpose.
 - The board sets the guidelines for the total dollar amount available for all scholarships that can be awarded in a given year and sets the minimum and maximum amount that can be awarded to an individual candidate.
 - Within those guidelines, the local scholarship committee has the discretion to determine the number of scholarships to be awarded and the amount of those scholarships.
 - Any contributions designated specifically to the Jane Trittipio Scholarship must be used exclusively for a recipient having met the criteria for that particular scholarship. Any funds contributed to the Jane Trittipio scholarship would be in addition to dollar guidelines set by the board for other recipients.
2. Local Scholarship committee expenses are those costs associated with Local Scholarship fund raising and the process used to evaluate and select scholarship winners. These costs will be paid from Local Scholarship funds.

Local Scholarship Eligibility Guidelines

1. Scholarships will be offered to local women. Applicants must have either:
 - Resided in the Walnut Creek city limits or unincorporated area of Walnut Creek boundaries during high school, and/or currently reside within the Walnut Creek city limits or unincorporated area boundaries.
 - Graduated from the San Ramon Valley Unified School District, or during high school resided in the district while attending a private school, and/or currently reside within the San Ramon Valley Unified School District boundaries.
2. Undergraduate applicants must be entering into their junior standing or higher, at an accredited 4-year college or university, no later than the fall of the upcoming school year after which they apply for the scholarship.
3. Applicants pursuing an advanced degree - masters, doctorate, or post-doctorate - must be accepted at an accredited college or university graduate program for their course of study. Recipients must start and/or continue in their program no later than the fall of the year in which the award is given.
4. Applicants from all fields of studies and disciplines can apply.
5. Desirable applicants must have an above average academic record, be actively involved in school and/or community activities, and possess a desire to pursue educational and career goals.
6. In support of the AAUW mission, awards are granted to females, but are otherwise granted without regard to age, race, color, creed, religion, sexual orientation, disability, or national origin. Applicants must be a U.S. Citizen.
7. The recipient of the Jane Trittipo Scholarship will be selected from applicants in a medically related field of studies. Undergraduate, graduate, doctorate, and post doctorate level students qualify to apply as long as they meet other eligibility criteria for the year in which they are applying.
8. Scholarship recipients are selected on a competitive basis with consideration of the applicant's academic record, leadership, participation in school and community activities, honors, awards, work experience, educational and career goals, and letters of recommendation.
9. Applicants are responsible for gathering and submitting all required information. Applications are evaluated based on the information supplied. Applicants must complete

and submit the application along with all required supporting documents as specified in the application.

10. The application package must be sent to the AAUW Danville-Alamo-Walnut Creek Branch Local Scholarship address on the application, and be received within one week of the date specified on the website and application for the current year. Late submissions (i.e., applications with postmarks after that date) or incomplete applications will not be accepted.
11. Letters of Recommendation should be mailed by the evaluator directly to the Local Scholarship Chairman at the address provided on the form. The letter should be received by the date specified on the form.
12. Recipients will be awarded a scholarship in the minimum to maximum dollar range specified on the Danville-Alamo-Walnut Creek branch website for current year.
13. Scholarship payments will be made in a lump sum no later than June 30 following the notification of award. Checks may be either presented in person to recipient or designate, or mailed to recipient's home address. Checks will be made payable directly to the student.
14. Use of scholarship funds are intended for educational pursuits.
15. Scholarships are determined on a competitive basis. Not all applicants to the program will be selected as a recipient.
16. Recipients will be awarded a scholarship on a one-time only basis and are not renewable.
17. Applicants not previously selected for a scholarship may reapply in a subsequent year, as long as they meet all other eligibility criteria for the year in which they are applying.
18. All applicants agree to accept the decision as final.
19. Recipients are required to notify the AAUW Danville-Alamo-Walnut Creek branch of any changes in address, school enrollment/planned enrollment, or other relevant information that might affect selection and receiving a scholarship prior to the award being granted.
20. The Danville-Alamo –Walnut Creek branch reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program.

PUBLIC POLICY CHAIR (Voting)

The public policy chair has the following responsibilities:

1. Selects and chairs a public policy committee as necessary.
2. Coordinates branch forums and endorsement meetings. Arranges interviews with local legislators.
3. Educates members of the branch about public policy concerns focusing on AAUW national and state public policy priorities including AAUW Action Alerts.
4. Coordinates branch public policy studies and action.
5. Provides status updates to the branch membership about pending legislation of AAUW concern.
6. Maintains branch public policy files and a procedure notebook.
7. Maintains an experience notebook.
8. Performs other duties as requested by the president or the board of directors.

TECH TREK CHAIR - (Voting)

The Tech Trek chair is responsible for managing the process to send girls to Tech Trek at specified college campuses.

Funds supporting Tech Trek student participation come from donations and from the AAUW Danville- Alamo-Walnut Creek Branch Holiday Home Tour as allocated by the board of directors.

The Tech Trek chair is responsible for the following:

1. Receives a packet usually in November with information for the current year. Included are a timeline for selection of candidates as well as application forms and brochures.
2. The Branch Board of Directors determines available budget and how many girls the branch desires to send. The chair notifies state director responsible for Tech Trek of the branch plans.
3. Contacts middle school teachers in December and January by e-mail to alert them that they will soon receive nomination forms in the mail.
4. Sends nomination forms to middle school teachers by January 1, along with a letter explaining the program. Brochures for participating college campuses should be included. The date for nominations from the teachers to the Tech Trek Chair is usually Feb. 1.
5. Sends camper application forms, nomination certificate, essay topic and college brochures with a cover letter to each Tech/Trek nominee. Deadline for return is usually March 1.
6. Provides payment information to the treasurer and confirms payment was made following specific instructions provided by Tech Trek. Tech Trek funds supporting campers may be sent to either the Special Projects Fund or the specific college campus treasurers by March 1.
7. Read application forms and essays and determines which applicants qualify for an interview. Try to keep number of interviewees under 25 girls. Send letter or e-mail to girls to give them time and place for interview. Schedule 15 minutes for each girl. Girls usually interview best without parent. Leave enough time between interviews to speak with parent. Teacher conference days in mid-March are a good time to schedule interviews, as they are minimum school days.
8. Selects one or two AAUW members to assist with applicant interviews.
9. Interviews girls who send in applications for Tech Trek.

10. Select branch sponsored Tech Trek attendees based on applications submitted and personal interviews.
11. Presents the list of selected Tech Trek candidates to the board of directors.
12. Sends a letter to each girl interviewed notifying her of her selection status. Notify teachers of selection status of girls they recommended.
13. Sends list of selected girls with applications and attendance agreements to the appropriate college coordinator by the specified date, usually by April 15.
14. Assists other branch Tech Trek chairs planning the annual Tech Trek “get acquainted” party sponsored by the Interbranch Councils for girls going to Tech Trek in the summer.
15. Notifies girls and attends the area get-acquainted event. This event is usually scheduled for sometime in late May or early June.
16. Attends the get-acquainted event and assists other branches in event planning.
17. Notifies Membership Chair of the number of Tech Trek participants and advises them that girls will be invited to the Membership Brunch. Cost of the girl’s meals comes from the Tech Trek budget.
18. In late August or early September invites summer Tech Trek participants and parents to the Membership Brunch. Asks one or more girls to share their experience with the audience.
19. Maintains an experience binder.
20. Performs other duties as requested by the president or the board of directors.

APPOINTED OFFICERS JOB DESCRIPTIONS

Non-voting Board Positions

CORRESPONDING SECRETARY (Non-Voting)

This corresponding secretary is responsible for managing in-coming mail and sending out correspondence as directed by the president.

1. The corresponding secretary will:
 - Collect and manage incoming mail as requested by the president.
 - Send letters as requested by the president.
 - Maintain a supply of stationery and postage stamps.
 - Records the date correspondence is sent, recipient name, and content or purpose of the correspondence.
2. Be available to take minutes in the absence of the recording secretary.
3. Provides the board with a monthly report on out-going correspondence.
4. Maintains an experience binder.
5. Perform other duties as requested by the president or the board of directors.

DIRECTORY MANAGER – (Non-Voting)

The directory manager develops, publishes, and distributes the Membership Directory to all branch members in October. The directory manager must have appropriate software and computer knowledge and skills to produce directory.

1. Provides the directory cost estimate for the budget-planning meeting. Primary cost components for the directory are the number of pages, the number of copies printed, and the cost of mailing the directory to members.
2. Works with the membership vice president, the database manager, and the webmaster to create an accurate data file for use in building the directory.
3. Takes or obtains photos of new members.
4. Collects and updates Town of Danville and City of Walnut Creek contact information for elected officials.
5. Updates branch past president and named gift honorees information.
6. Updates branch officer and membership information.
7. Reviews the membership profile information to confirm all e-mail and addresses are correct. Works with the webmaster and database manager to confirm this information.
8. Works with advertising manager to confirm paid ads that will be published in the directory.
9. Proof reads the directory. The president and membership vice president should also proof read the directory.
10. Discusses the printing company's directory format and printing requirements with the printing company representative.
11. Provides correctly formatted directory data files to the printing company.
12. Obtains or produces mailing labels that include member mailing information and membership number.
13. Works with the Advocate circulation manager to mail directories to members using the branch bulk mail permit. Directories must be mailed at the Danville Post Office Bulk Mail facility.

14. Maintains an experience notebook.
15. Perform other duties as requested by the president or the board of directors.

EXPANDING YOUR HORIZONS CHAIR (Non- Voting)

The expanding your horizons (EYH) Chair has the following responsibilities:

1. Organizes and directs branch's participation in the Tri Valley Expanding your Horizons Math and Science Workshop program.
2. Provides workshop monitors for this event.
3. Informs members about EYH.
4. Attends meetings at Sandia Labs and Lawrence Livermore National Laboratory (LLNL) beginning in October.
 - Contact the previous year's committee chair at Sandia / LLNL to provide our branch contact information and arrange to have clearance badges made.
5. Assists with the distribution of registration packets to middle schools when received at the end of January.
6. Provides instructions to volunteers prior to the event.
7. Spends the day at the event making sure AAUW commitments to event administration and students are met.
8. Submits names of volunteers to Sandia coordinators.
9. Attends the Sandia / LLNL "wrap-up".
10. Sends out thank you notes to volunteers.
11. Maintains an experience notebook.
12. Performs other duties as requested by the president or the board of directors.

HISTORIAN (Non-Voting)

The historian has the following responsibilities:

1. Collects newspaper articles, programs, and brochures documenting the branch activities throughout the year.
2. Collects photographs of branch activities from branch photographers.
3. Organizes and maintain an on-going scrapbook record of the branch activities through the year.
4. Provides cost estimate for this activity to the treasurer prior to the budget meeting so costs can be included in the yearly budget.
5. Purchases necessary supplies to maintain the scrapbook.
6. Displays the scrapbook at suitable branch functions.
7. Maintains an experience notebook.
8. Performs other duties as requested by the President or the Board of Directors.

INTERNATIONAL RELATIONS CHAIR (Non-Voting)

The international affairs chair has the following responsibilities:

1. Educates the branch members about AAUW's international positions and policies.
2. Promotes branch support for International Fellowships in cooperation with the AAUW Funds vice president.
3. Organizes and schedules an international program with assistance from the Program Chair.
4. Provides articles to the Advocate editor for publication as appropriate.
5. Serves as a branch resource on international women's issues and coordinates branch international studies and action as needed.
6. Keeps an experience notebook.
7. Performs other duties as requested by the president or the board of directors.

NOMINATING COMMITTEE CHAIR (Non-Voting)

See the Branch Bylaws Article V Section 1 for Nominating Committee composition, selection, and critical dates.

Nominating committee members are nominated by the board and elected by the membership. Nominating committee members may or may not be members of the board of directors. This committee is responsible for selecting the slate of officers that will assume responsibility for managing the branch.

1. Calls meetings of the nominating committee, and explains the committee's duties.
2. Helps committee members become familiar with the duties of the elected positions for which they are selecting candidates, using the job descriptions in this handbook as guidelines.
3. Emphasizes the confidentiality of the work of the committee.
4. Facilitates selection of nominees for elected positions on the board.
5. Informs the president and the board of the nominating committee's slate of officers.
6. Sends the slate to the Advocate editor and to the webmaster for publication.
7. Discards, and instructs committee members to discard, all written items about members' qualifications and personalities as soon as the committee finishes its work.
8. Submits a final report to the incoming president elect with suggestions for nominees for future years.
9. See Bylaws Article V, Section 1., for more information.

PARLIAMENTARIAN (Non-Voting)

The parliamentarian's primary responsibilities are to advise the presiding officer when responding to points order and parliamentary inquiries, and generally to provide advice on conducting the meeting according to the Robert's Rules of Order. The branch parliamentarian has the following additional responsibilities

1. Serves on the board as a non-voting appointed officer.
2. Holds responsibility for the Branch Bylaws, Standing Rules, and Policy and Procedure Manual.
3. Counsels the president on questions related to parliamentary procedure.
4. Brings a copy of Branch Bylaws, Standing Rules, lists of committees, the Policies and Procedures Handbook, the current edition of *Robert's Rules of Order Newly Revised*, and other documents likely to be needed to every board meeting.
5. Assists the president and the public policy chair at endorsement meetings.
6. Keeps the branch Policies and Procedures Handbook up to date, and emails updated copies to all board members within 30 days whenever it is amended or revised. Chairs a committee that reviews the entire document in the even numbered years.
7. Keeps the branch bylaws current, making changes as mandated by AAUW or AAUW CA. Chairs a committee, which reviews the entire document in the odd numbered years as determined by the year on July 1.
8. Submits a draft of all proposed bylaws amendments (other than mandatory) to the state bylaws representative for approval prior to submitting amendments to the branch membership for approval.
9. Provides a copy of amended bylaws (after amendments adopted by membership) to the state bylaws committee representative for certification. Insures the approved bylaws are available to all members via the branch website.
10. Delivers the certified bylaws to the secretary for safekeeping. Also delivers current approved copies of Standing Rules and Policy and Procedures. Document delivery should include a paper copy as well as a soft copy.
11. Maintains an experience notebook.
12. Performs other duties as requested by the president or board of directors.

PUBLICITY CHAIR (Non-Voting)

The publicity chair has the following responsibilities:

1. Evaluates previous branch publicity efforts and assesses current needs.
2. Works with other branch officers and committees to help gain visibility for branch priorities including:
 - Annual Membership Brunch.
 - Programs/events that are open to the public.
 - Local scholarship information (e.g., applications available and bios of recent recipients).
3. Develops and maintains a list of media contacts and their deadlines, including:
 - Local columnists.
 - Reporters covering the branch area.
 - Education reporters (for local scholarship announcements).
 - Public service announcements.
 - Calendar listings.
4. Collects news releases, calendar notices and public service announcements and distributes to media, meeting their deadlines.
5. Maintains a file of media coverage, including copies of newspaper articles.
6. Maintains an experience notebook.
7. Performs other duties as requested by the president or the board of directors.

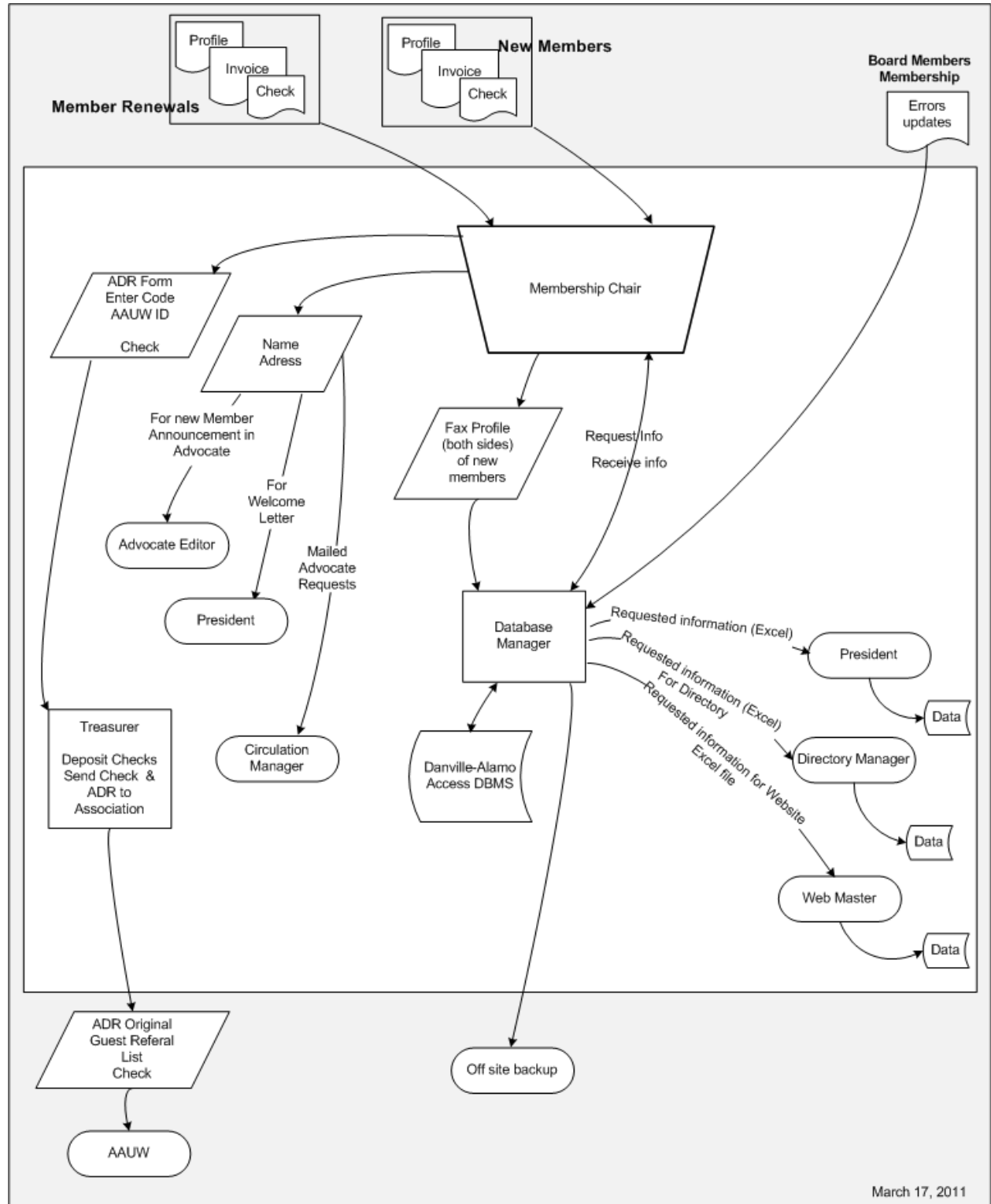
WOMEN'S HISTORY CHAIR (Non Voting)

The women's history chair is responsible for selecting appropriate women to interview, documenting their story, and providing an article ready for publication document to the Advocate editor.

1. Interviews notable women in the Danville, Alamo, and Walnut Creek areas.
2. Documents the interview using written notes or taped conversations.
3. Includes photographs as appropriate.
4. Provides finished copy to the Advocate editor
5. Maintains an experience notebook
6. Performs other duties as requested by the president or board of directors.

Appendix 3

Membership Data Flow



AAUW Diversity Policy and Statement

Diversity Statement

In principle and in practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

Diversity Policy

I. Planning and Implementation

A. The Association, states, and branches will commit time and resources to develop and implement a five-year plan to reduce barriers to underrepresented groups and to expand access to leadership opportunities with the intent of strengthening our diverse communities on a local, national, and global level. (Convention Resolution #1, June 1991)

B. Each state's long-term strategic plan shall include a segment, which addresses diversity. (Motion by Delegate Body at the 1990 Conference of State Presidents)

C. Each state AAUW will form a diversity task force to coordinate the development and implementation of a state diversity plan. (Motion by Delegate Body at the June 1992 Conference of State Presidents)

D. The pride and power of a diverse AAUW membership shall be stressed in membership recruitment.

II. Access to Leadership

A. The Board will actively encourage members of under-represented groups to apply for leadership positions at all levels.

B. The Board will solicit applications from under-represented groups for appointment to leadership positions in the every member and leader publications.

C. Applications and other written material for appointments and elective office will include the following statement: "AAUW values and seeks diverse leadership."

D. All Association committees and task forces with five or more members shall include at least two members of under-represented groups. Otherwise, positions will remain unfilled until appropriate candidates can be identified.

E. Barriers which discourage under-represented groups from seeking leadership positions will be identified and addressed.

III. Training

- A. Training will be provided for the AAUW Board of Directors, and training resources will be provided for states and branches.
- B. Diversity awareness training shall be held by states. (Motion by Delegate Body at 1990 Conference of State Presidents)

IV. Publications and Programs

- A. Association publications will prominently display the diversity statement: "AAUW values and seeks a diverse membership." State AAUW's shall print the full diversity statement on all state publications space permitting. (Motion by Delegate Body at June 1990 Conference of State Presidents)
- B. Visuals will depict a diverse membership.
- C. Publications and programming will seek to increase member awareness of issues of concern to women of color and other under-represented groups.
- D. Lists of incentives and opportunities for collaboration with organizations of under-represented groups shall be provided to branches on a regional basis.
- E. Speakers, panel participants, trainers, and facilitators at all AAUW events will include members of under-represented groups when possible.
- F. Leaders on Loan will include the topic of diversity in presentations and leader discussions.
- G. Workshops and other learning opportunities will be presented at conventions and conferences on diversity issues.
- H. AAUW will seek to participate in networks and coalitions with diverse groups.
- I. Special dietary arrangements shall be offered when meals are included in program packages.

V. Meeting Sites and Times

- A. All national, regional, state, and branch meetings and events will be accessible to persons with disabilities, and all publicity about events will carry accessibility information.
- B. Facility owners and operators who are known to discriminate shall not be patronized by AAUW.
- C. No meetings will be held on the following major religious observances: Maundy Thursday through Easter, Rosh Hashanah (two days), Yom Kippur, the evening proceeding the first day

of Passover, Christmas, or major holidays of significant religious or ethnic groups. (All Jewish religious holidays begin at sundown the previous day.)

VI. Evaluation

The Board will evaluate Association progress toward diversity and determine the next steps at least annually.

POLICY ON DISABILITY ACCESS

It is the policy of the American Association of University Women to provide reasonable accommodation for its members with disabilities.

A disability is defined as a physical or mental impairment that substantially limits one or more life activities, such as seeing, hearing, speaking, walking, working, learning, breathing, performing manual tasks, and caring for oneself.

AAUW is firmly committed to providing equal access for its members with disabilities. This access includes, but is not limited to:

I. Accessible Meetings and Activities

These shall be accessible to public transportation, and locations shall conform to Americans With Disabilities Act (ADA) guidelines for wheelchair access. Sign language interpretation and/or audio enhancement shall be provided upon request.

II. Accessible Information

Meeting announcements, newsletters, and other written AAUW communications can be made available in alternative formats upon request. These formats include, but are not limited to cassette tape, Braille, large print, and/or computer disk.

States and branches are strongly urged to adopt a similar policy. Guidance for developing and implementing such a policy is available through the AAUW HELPLINE, helpline@aauw.org.

POLICY ON CANDIDATES FOR PUBLIC OFFICE 302

Adopted by the AAUW Board of Directors, June 1988 (rescinds Policy 607 adopted February 1984 and revised February 1987); revised October 1988, February 1990; October 1992; June 1996; February 1998, July 2009.

I. Candidate Endorsement

- A. AAUW/Branches/States may endorse¹ or oppose candidates for appointive office, including submitting names for appointive offices.
 - 1 Use of the term "endorsement" instead of the word "support" is a legal term used to comply with election law.
- B. AAUW/Branches/States may endorse candidates for non-partisan elective office, including recruiting such candidates. In non-partisan elections in which a candidate is unopposed, AAUW/Branches/States may endorse or oppose such candidate(s).
- C. AAUW/Branches/States may not endorse or oppose candidates for partisan elective office.
- D. Before endorsing candidates for non-partisan elective office, AAUW/Branches/States must carefully investigate state and local election laws. Where state or local election law considers endorsement itself a contribution, AAUW/Branches/States may not endorse candidates for any elective office, partisan or non-partisan.
- 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(s) choosing not to participate in endorsement will notify all other branches in the electoral district, and the remaining branch(s) may proceed.
- F. Branches/States that have independently incorporated themselves as 501(c)(3) entities may not endorse candidates for any elective office.

II. Contributions

- A. AAUW/Branches/States may not contribute money, mailing lists, nor anything of material value to candidates for any elective office, partisan or non-partisan.

- B. AAUW/Branches/States may not publish paid political announcements in AAUW publications.

III. AAUW/Branches/States Activities for Candidates

A. Candidates For Partisan Elective Office

1. Before a partisan election, AAUW/Branches/States may have candidate forums to which all candidates in that election are invited. If three or more political parties have nominees for any office, AAUW/ Branches/States may limit invitations to the two political parties receiving the highest number of votes in the last preceding general election. Candidates for a specific office may participate in the forum providing at least two candidates have accepted the invitation. (This applies to federal elections. Check state election code for other races.)
2. AAUW/Branches/States may invite a declared candidate in a partisan election to speak at a meeting on a subject of particular expertise, but not on her/his candidacy for future public office.

B. Candidates For Non-Partisan Elective Office

1. Before a non-partisan election in which AAUW has not endorsed a candidate(s), AAUW/Branches/States may have candidate forums to which all candidates in that election are invited. Before a non-partisan election in which AAUW has endorsed a candidate(s), AAUW/Branches/States may invite the endorsed candidate(s) to speak at a meeting on her/his/their candidacy with or without inviting non-endorsed candidates.
2. AAUW/Branches/States, s/he may be invited to speak at a meeting on a subject of particular expertise.

C. Candidate Questionnaires

All candidates running for the office(s) to be covered in a candidate questionnaire must have the opportunity to participate. All responses received must be printed in their entirety up to the specified word limit in any publication of responses to the questionnaire. The publication of responses should include the names of all candidates to whom the questionnaire was sent, but publication may proceed even if all candidates do not respond.

IV. Election Activities of Individual AAUW Members

- A. An individual member may endorse, as a private citizen, candidates for partisan elective office, contribute her/his own money or anything of value to such candidate(s),
- B. Any AAUW leader who is actively involved in a candidate's campaign should avoid involvement in branch/state electoral activities that may give the appearance of AAUW endorsement of the candidate.

- C. As a candidate for any office, an individual member may state her/his AAUW membership as long as s/he is not opposing AAUW program or policy. Stating one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Policy (see AAUW Bylaws, Article III. In the absence of official endorsement (for appointive or non-partisan elective office), such a statement of AAUW membership should not be construed to imply endorsement.

- D. To avoid any appearance of conflict of interest or implied AAUW endorsement, any member who has declared candidacy for, or is holding, a partisan public office shall not hold an AAUW elected or appointed position in which she/he may be a spokesperson for AAUW public policy issues.

AAUW Board of Directors Policy Book. P 74 – 76.

www.aauw.org/member_center/upload/boardPolicies_complete.pdf

Document Approval

This Danville-Alamo-Walnut Creek Branch, AAUW, Policy and Procedure Handbook was approved with specified corrections by the Board of Directors on April 12, 2010.

Amended: April 8, 2011