



AAUW OF THE  
COMMONWEALTH OF PENNSYLVANIA (AAUW PA)

# Board Handbook

**Approved by AAUW PA Board on April 22, 2023.**

The bylaws of AAUW and of AAUW PA govern this organization in all practices. This Board Handbook, together with the AAUW PA Policy Manual submitted for simultaneous approval, includes all the rules of procedure and policies adopted by the AAUW PA board that are mentioned in the Bylaws, Article XI, Section 2a. The Appendices are for reference and are not mandatory rules, policies, tasks, or activities.

# AAUW PA Board Handbook

## Table of Contents

<b>I. WELCOME</b>	<b>3</b>
<b>II. STATE BOARD COMPOSITION</b>	<b>3</b>
<b>III. GENERAL BOARD MEETING FORMAT</b>	<b>3</b>
<b>IV. GENERAL RESPONSIBILITIES OF BOARD MEMBERS</b>	<b>5</b>
<b>V. EXPENSES AND REIMBURSEMENT POLICIES AND PROCEDURES</b>	<b>7</b>
A. THE BUDGET PROCESS	7
B. EXPENSE REIMBURSEMENT POLICY	7
C. IN-PERSON BOARD SUPPORT FOR BRANCHES	9
D. STATE-SPONSORED MEETINGS	9
E. OTHER BUDGETED EXPENSES	10
<b>VI. PROTOCOLS FOR ELECTRONIC MEDIA, EMAIL, AND PRIVACY</b>	<b>10</b>
<b>VII. AMENDMENTS TO THE STATE BOARD HANDBOOK</b>	<b>10</b>
<b>VIII. APPENDICES</b>	<b>11</b>
Appendix 1: Suggested Items to Cover at Board Meetings	11
Appendix 2: Job Descriptions of All Officers and Chairs	12
Appendix 2.1: President	12
Appendix 2.2: Program Vice President	13
Appendix 2.3: Membership Vice President	14
Appendix 2.4: Marketing & Communications Vice President	16
Appendix 2.5: Secretary	18
Appendix 2.6: Finance Officer	19
Appendix 2.7: Administrative Director	20
Appendix 2.8: Public Policy Chair	23
Appendix 2.9: AAUW Funds Chair	24
Appendix 2.10: District Coordinator	26
Appendix 2.11: College/University Liaison	29
Appendix 2.12: Conference Coordinator	33
Appendix 2.13: Social Media Coordinator	35
Appendix 2.14: Bylaws Chair	36
Appendix 2.15: Conference Registrar	38
Appendix 2.16: Awards Chair	39
Appendix 2.17: Website Coordinator	40
Appendix 2.18: Nominating & Elections Committee Chair	41
Appendix 2.19: Archives Chair	43
Appendix 2.20: Immediate Past President	45
Appendix 2.21: Diversity Chair	46
Appendix 2.22: Parliamentarian for the Annual Meeting	47

# AAUW PA Board Handbook

## I. WELCOME

Welcome to the AAUW Pennsylvania State Board. This handbook provides guidelines to enable the board to function effectively and provides a better understanding of the interactions among all of the board positions. Although each person has specific assigned responsibilities as a board member, the common goals for the full board include the following:

1. Establish and implement the state strategic plan
2. Communicate national and state programs to the branches
3. Assist branches
4. Transact all business for the state

## II. STATE BOARD COMPOSITION

The AAUW PA board consists of elected and appointed officers. As described in the bylaws, the elected officers or co-officers are the president, program vice president, membership vice president, marketing & communications vice president, secretary, and finance officer. These officers comprise the voting members of the executive committee. The appointed officers fulfill the functions of administrative director, public policy, and such other functions as deemed necessary by the AAUW PA executive committee. The term of appointed officers ends with that of the president so that the incoming president and executive committee may modify the board composition if desired.

In addition to the elected and appointed officers, some members serve as off-board coordinators and support. For example, the immediate past president typically serves one year after tenure but does not attend the first (July) board meeting after her term. Other functions can be “on board” or “off board” at the discretion of the president and the rest of the executive committee.

Typically, the president fills the board and off-board appointed positions after considering suggestions and advice from other board members.

Other key appointed officers often include the AAUW Funds chair, district coordinators, college/university chair, bylaws chair, website coordinator, conference registrar, public policy chair, and Outstanding Woman chair. These are examples of critical areas to be covered either on-board or off-board. Other roles can be created and filled as the need arises.

## III. GENERAL BOARD MEETING FORMAT

- A. The state board meets four times annually to plan, coordinate, communicate, and celebrate AAUW activities in the state; to conduct the business of AAUW PA; and to support the Pennsylvania branches. In recent years, the January meeting has

# AAUW PA Board Handbook

been held on Zoom. This works best when sufficient pre-work and reports have been completed and disseminated.

For efficiency at all meetings, the board relies on reports submitted electronically by members several days in advance of the meeting. This enables other board members to review, email questions, and be prepared. It also facilitates use of the “consent agenda” rules and expedites approval of non-controversial items. This can be done by the president first grouping items that contain information only or items previously agreed upon and then asking the board whether they would like to approve those items as a group by general consent or whether any of those items need further discussion or editing. If any member wishes to discuss one of the items, that discussion should be held before the vote is taken. Otherwise, the vote on that matter should be postponed.

For items that require action between board meetings, the president calls for a board vote to be sent to the secretary. At her discretion, prior to that vote, the president may solicit input from all board members. The majority decision is binding and then reported to the board both at the close of the vote and again at the next board meeting so that the vote is entered into the official minutes of AAUW PA.

To help new board members, details of some of the actions and activities at each of the meetings are listed in Appendix 1.

- B. At the Summer/July meeting in the first year of a President’s term, the board needs to get to know one another and to discuss priorities for the next two years (which will become the strategic plan). Each year, the board uses this time to reach a common understanding on the needs of the branches and to identify statewide or district priorities. The board also discusses and approves a budget for the year. This meeting typically also starts conversations about topics and speakers for the next annual meeting of members (either the following summer's retreat in odd years or the April convention in even years) and any state-sponsored meetings for the fall. The chair of the Nominating and Elections committee are also appointed from the board by the president at this meeting, and the best methods for gathering information from branches is discussed.

The summer board meeting may coincide with a member retreat (previously called a leadership meeting, but now all branch members are invited). Typically, the president chooses the topics for the retreat. In years with significant new policies, the summer retreat communicates that information. The administrative director, district coordinators, and/or the marketing and communications vice president will communicate the same information to branches that are not represented by emailing handouts and/or posting it on the AAUW PA website. The board may elect to not have a member retreat, depending upon plans for district or other meetings.

# AAUW PA Board Handbook

- C. The Fall/October meeting continues the work started in the summer. The board considers whether any changes to awards and recognitions are needed. Speakers and a theme for the upcoming annual meeting of members are discussed, as are any state fall meetings. Sites for the annual meeting 18 months later are identified so that proposals from those sites can then be investigated by the conference coordinator. In addition, a report from the Nominating and Elections committee chair about the state of the current candidate identification process is discussed and any necessary help from the board provided.
- D. The Winter/January meeting finalizes most items for the annual meeting: program planning for the upcoming state meeting of members (either a spring convention or a summer retreat), the nominations, the elections process, and, when relevant, questions for conversations with branches in February. The board may vote on state recognitions at this meeting. This meeting is held remotely. It usually takes place over two days or evenings to reduce loss of attention and screen fatigue.
- E. The Spring/April board meeting focuses on the annual business meeting logistics and final details, any outstanding election details, and the plans for the meeting of members with a debrief of board members afterwards.

## IV. GENERAL RESPONSIBILITIES OF BOARD MEMBERS

- A. Board members share responsibility for the health and vitality of AAUW PA, communication with branches and national, and support and encouragement of the PA branches. The board upholds the AAUW PA rules and bylaws, including compliance with direction from national and focus on the AAUW mission.

Board members prepare for board meetings, participate fully in the discussions, write reports in a timely fashion for the board meetings and the membership meeting as needed, vote at meetings, keep appropriate records, and mentor their successors as needed. In addition, each board member may hold conversations with branches on board-selected topics during the year to add personal contact and encouragement for their relevant branches and to build enthusiasm for state and national priorities.

- B. Each board member also serves as coordinator for a specific function. Some of the tasks and activities performed by previous incumbents are included in Appendix 2 as a guide and support to newer members. Each board member is responsible for maintaining relevant information about their function on the AAUW PA website and for encouraging publicity on Facebook and in print where appropriate.
- C. Each board member should have:
  - 1. The Board Handbook
  - 2. The AAUW PA Policy Manual

# AAUW PA Board Handbook

3. Copies of the preceding two annual meeting yearbooks to keep as a reference
  4. A copy of the current AAUW PA bylaws
- D. Board members should be familiar with the state website and Facebook as well as the national website.
- E. The administrative director will provide a list of board members and “counterparts” for branch presidents, finance officers, and so on. We have now established Gmail addresses for board positions so that the address listed online will not be a personal address. Each Gmail address will be transferred to the new position-holder for continuity.
- F. The membership vice president submits a listing of the membership categories and dues to confirm understanding of all board members at the July meeting. In addition, programs such as Shape the Future, Student Affiliate, and e-Student Affiliate should be included in the board member orientation.
- G. While not mandatory, all board members are strongly encouraged to make a donation of any amount to the AAUW Greatest Needs Fund in their own name each year so that the board has 100% participation.
- H. Board members should return all pertinent documents and materials associated with the office position to the state board at the end of their term of office. Usually, these are first culled for outdated materials and then given directly to the successor in the position.
- I. Recommended Format for Board Reports:

For greater relevancy to colleagues and to avoid simply listing what has been done since the last board meeting, the questions below regarding your area of responsibility should be the basis for the written report:

1. What AAUW news (initiatives, successes, debates, issues) from other levels of the organization (national, regional, district, branch) should the board know about?
2. Are there opportunities, questions, problems, or areas of concern that board discussion can help with or on which board action needs to be taken?

A written report is not necessary if there are no action items or relevant news for other board members. Submit the report to both the president and administrative director by e-mail several days ahead of the meeting.

- J. The administrative director will share all reports with the full board through the Dropbox folder for the meeting.

# AAUW PA Board Handbook

K. Each board member should read all reports before the start of the meeting.

## **V. EXPENSES AND REIMBURSEMENT POLICIES AND PROCEDURES**

### A. The Budget Process

1. All expenses must be pre-approved and/or pre-budgeted except for the expenses related to the July board meeting and retreat, which will be planned by the board in the prior year but only approved by the new board during their budget deliberations.
2. Recently, we have budgeted known, planned actions, expenses, and mailings and approved an unallocated amount for “future use.” This has provided flexibility to the board and executive committee to allocate funds within the parameters of the net cash inflow/outflow expected by the board.
3. The finance officer will ask each board member for expenses for planned activities and then, with the president, develop a proposed budget for presentation and deliberation at the board meeting. Expenses may include postage, supplies, copies, long distance charges, a teleconference service, etc.
4. Board members who have committees must pay travel expenses and meals for committee members at the rate established for state meetings from their assigned-function budget allocation. For reimbursement, committee meetings must have prior approval by the president and finance officer.

### B. Expense Reimbursement Policy

#### 1. General Guidelines

**Board Meeting Expenses:** All board members and off-board coordinators invited to the meeting are reimbursed for travel, shared accommodations, and meals necessary to attend the required board meetings and annual meetings.

- a. Expenses must be submitted on the designated expense report available from the finance officer.
- b. Receipts: No receipts are needed for amounts under \$25, mileage, or tolls. All other expenses submitted for reimbursement must be accompanied by receipts. Electronic copies of receipts and expense reports are accepted.
- c. The finance officer or the president must approve all expenses for payment.

# AAUW PA Board Handbook

- d. Expenses in excess of budgeted amounts will be considered individually.
  - e. Expenses of incoming board members who attend the board meeting preceding the state annual meeting will be paid as part of the transition process.
  - f. While recognizing that expenses such as child or parent care, job time loss, or personal property loss may occur, the state cannot assume responsibility.
  - g. Board members are encouraged to send expense vouchers to the finance officer promptly following the incurrence of expenses.
  - h. Board members leading district meetings may have their expenses reimbursed; those participating on the same basis as branch members will not be reimbursed.
  - i. Every effort should be made to submit expenses in the fiscal year (July 1- June 30) during which they are incurred. If this is not possible, please notify the finance officer so that she may accrue an estimate for such expenses. Without such notification, expenses for one fiscal year will only be paid during the next year under extraordinary circumstances.
2. Authorized Travel
- a. Travel expenses will be paid roundtrip from the place of residence or from the current location to the meeting location, whichever is the shorter distance, at the board-approved rate.
  - b. Carpooling is expected whenever possible.
  - c. Flying is discouraged, but exceptions will be allowed, pending approval of the executive committee.
  - d. The finance officer will review IRS rates for travel for both non-profit and business usage and recommend a reimbursement rate to be approved by the board from time to time.
3. Room Accommodations
- a. For board meetings and annual meetings, hotel rooms will be billed directly to AAUW PA.
  - b. Board members are expected to share double accommodations. Upon request, single rooms can be reserved with half the cost being paid by the board member ("the single supplement").
4. Meals
- a. If necessary, meals en route to or from board or committee meetings are limited to one meal each way and will be reimbursed at the rate of

# AAUW PA Board Handbook

\$5.00 for breakfast, \$10.00 for lunch, and \$20.00 for dinner.

- b. Meals during sessions requiring board members' attendance will be paid. For dinners that are a la carte, AAUW PA will cover \$45 of food costs for each board member and invited participant. Participants are responsible for any dinner costs in excess of \$45 and for any alcoholic beverages consumed.
- c. Anyone on a restricted diet shall notify the administrative director so that these needs can be considered in the menu planning.

## C. In-person Board Support of Branches

If a branch requests on-location support from the state board, the state board will allocate funds to the assigned board member for travel (at the state approved rate) and other expenses as needed, provided that it will not place undue constraints on the fiscal situation of the state.

## D. State-Sponsored Meetings

### 1. Budget

- a. The board must balance its desire for member attendance and participation at meetings with the costs of the meetings.
  - 1) District meetings, when they are held, are budgeted at \$150-\$200 each, with members paying any additional costs or providing potluck meals.
  - 2) Lobby day may require a room and snacks budget to coordinate advocacy efforts.
  - 3) The meeting length determines some of the costs. During the budget process, the board should decide whether to budget the meeting as breakeven or to subsidize some of the expenses. The program vice president and board will then need to determine the registration fees to charge to cover the remainder of the costs.
  - 4) Because any meeting success is contingent upon the number of participants, the board should consider the total committed expenses as well as the projected attendance levels.
- b. The program vice president, in consultation with the president and finance officer or with input from the full board, will be responsible for establishing expense reimbursement guidelines for annual meeting workshop leaders and speakers. Reimbursement may include registration, mileage, meal(s), fee/honorarium, supplies, lodging, and a token gift of appreciation. Reimbursement does not include childcare expenses or other personal costs of participation.
- c. The program vice president should put the details of reimbursement for presenters into an email or letter to the presenter(s), which is first shared with the full board to tell speakers they may be recruiting, so that there is no confusion about what costs will be paid by AAUW PA. Recent meetings

# AAUW PA Board Handbook

have relied on volunteer presenters, those who do not expect an honorarium, to keep expenses as low as possible.

## 2. State Board Members and Off-Board Coordinators

- a. No honorarium will be paid to state board members or off-board coordinators for leadership responsibilities or presentations at state-sponsored meetings.
- b. Off-board coordinators who are invited to participate in board meetings will have their expenses paid in the same manner as board members. The convention registrar specifically will have expenses reimbursed in the same manner as board members.
- c. Following the annual meeting and retreat, the administrative director, district coordinators, and/or the marketing and communications vice president will distribute materials to branches unable to attend.

## E. Other Budgeted Expenses

### 1. Get-Out-the-Vote Initiative

- a. It is anticipated that the public policy budget will require additional funding in even-numbered years for voter education.
2. Other special projects may occur from time to time and would need budgeted funding.

## VI. PROTOCOLS FOR ELECTRONIC MEDIA, EMAIL, AND PRIVACY

The board follows the same protocols as recommended statewide and included in the AAUW PA Policy Manual. Any email lists are maintained and used only for AAUW-related purposes.

The board strongly encourages all branches to use electronic media, including emails, websites, and Facebook, Instagram, Twitter, etc., to communicate events and advocacy and to reach out to their communities and friends.

## VII. AMENDMENTS TO THE STATE BOARD HANDBOOK

This handbook, and any subsection therein, may be amended by a simple majority vote of the board of directors, provided the board is given thirty (30) days notice prior to the vote on the proposed changes. If previous notification has not been given, a two-thirds vote of members attending the regularly scheduled board meeting will be necessary for adoption.

# AAUW PA Board Handbook

## VIII. APPENDICES

### APPENDIX 1: Suggested Items to Cover at Board Meetings

#### Summer Meeting:

1. Update state board names, positions, and contact list.
2. Orient new board members.
3. Determine the year's goals and priorities through a strategic planning process.
4. Plan for state-sponsored fall meetings and/or workshops.
5. Conduct preliminary discussion on the next state annual meeting.
6. Approve the budget.
7. Elect one board member and alternate to chair the nominating and elections committee.
8. Approve the state and board calendars for the coming year.
9. Establish deadlines and requirements for *Keystoner* issues.
10. Establish deadlines and requirements for *FYI*.
11. Take a photo of the new board for *Keystoner*.

#### Fall Meeting:

1. Review action items and budgets of all board members.
2. Determine the annual branch and member awards program.
3. Determine initial state annual meeting arrangements and program.
4. Select state/annual meeting site two years in advance.
5. Finalize assignments for *FYI* and *Keystoner*.
6. Revise the annual awards program as needed.

#### Winter Meeting/January:

1. Review all annual meeting and business meeting logistics and program details; make assignments as necessary.
2. Accept the report of the nominating and elections committee.
3. Approve the election process for the Annual Meeting.
4. Approve needed bylaws amendments, resolutions, and public policy priorities (in even numbers years only) to be presented at the annual business meeting.
5. Finalize the annual awards program.
6. Finalize assignments for *FYI* and *Keystoner*.

#### Spring Meeting (held the day, morning, or afternoon prior to the state/annual meeting):

1. Review last-minute details of state convention/annual meeting program, logistics, and business to be completed.
2. Announce AAUW PA NCCWSL scholarship winners.
3. Finalize assignments for *FYI* and *Keystoner*.

Immediately after the annual meeting: Briefly discuss the lessons learned from the annual meeting and thoughts on further improvement for the next meeting.

# AAUW PA Board Handbook

## APPENDIX 2: Job Descriptions of All Officers and Chairs

### Appendix 2.1 President

The president is responsible for directing, coordinating, and overseeing the work of the State. Co-presidents will divide responsibilities in an equitable manner as agreed upon by the co-presidents.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

1. Set the calendar for meetings and the completion schedule for assignments and develop the agenda for each board meeting.
2. Chair all board meetings.
3. Develop the agenda for the state annual business meeting.
4. Recruit members to serve in appointed positions and handle any interpersonal or performance difficulties with the advice of the Executive Committee, ensuring that new board members are welcomed and oriented.
5. Interface with National board members and staff on issues.
6. Serve as the official contact for outside organizations.
7. Encourage AAUW PA members to be active within the total scope of AAUW activities, including discussions of AAUW policies and programs and voting for National directors. Also encourage AAUW PA members to consider appointment to National committees.
8. Oversee the development of the AAUW PA strategic plan and its implementation and work with board members and off-board coordinators to monitor progress toward the goals and objectives outlined in the plan.
9. Serve as an active participant in planning key state events including the summer retreat and convention.
10. Set a vision to grow membership by promoting new opportunities such as e-branches and encourage membership growth by working closely with the membership vice president to increase and retain membership across the Commonwealth and encourage member participation in the AAUW mission, encouraging diversity, inclusivity, and welcoming behaviors throughout the state organization.
11. Work closely with the program vice president to develop and promote programs that support and broadly communicate the AAUW mission.
12. Submit a president's message for each issue of the *Keystoner*, communicate key issues and opportunities via email to branch leaders, and use online mail programs to communicate to the full AAUW PA membership.
13. Work with the bylaws chair to determine whether changes are needed to the state bylaws and to notify branches of changes in order to conform to National, supporting the nominating and elections chair and committee as appropriate.
14. Visit branches for meetings, activities, or celebrations as requested and available.
15. Maintain adequate files and forward them to the incoming president as soon as possible after the term of office expires.
16. Serve as a non-voting member of the AAUW PA board for one year following the term of office.

# AAUW PA Board Handbook

## Appendix 2.2 Program Vice President

The Program Vice President (PVP) is responsible for planning, coordinating, implementing and reporting mission-based, programming activities. Co-PVPs will divide responsibilities in an equitable manner as agreed upon by the co-PVPs. A possible division of labor includes planning programming for state meetings vs. working with branches on mission-based programs and communications.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### **National:**

1. Ensure that the state program complies with national objectives.
2. Maintain communication with national staff and the program team.

### **State:**

1. Serve as chair of the program development committee.
2. Build a cohesive mission-based program section within the state strategic plan.
3. Develop areas of programming that incorporate the national emphases on public policy, AAUW Funds, voter education, diversity and educational and workplace equity.
4. Integrate program work with other AAUW functions and research.
5. Help develop programs for annual state meetings and retreats and district meetings and support branch programming as needed.
6. Plan worthwhile community events and/or community projects with the assistance of the program development committee and distribute to branches for implementation.
7. Send an annual mailing to branch program vice presidents or branch presidents, which includes highlights of effective projects for branches to replicate.
8. Prepare program information, including Zoom webinar registration or meeting links, for distribution to members.
9. Host and manage webinars and meetings as needed.
10. Update program information on the state website, including monthly calendar, program summaries, and recordings of virtual events.
11. Write articles for state publications.

### **Branch:**

1. Encourage branches to develop programs and community outreach projects that are mission-based.
2. Remind program planners of website links to national mission-based priorities and programs in a box.
3. Support branch program planning in areas of mission-based interest to members, such as educational equity, public policy, diversity, voter education, equal pay, and AAUW Funds.
4. Participate in state presidents' counterparts' meetings with branch presidents.
5. Visit branches for meetings or activities that reflect and support overall goals of AAUW as needed.

# AAUW PA Board Handbook

## Appendix 2.3 Membership Vice President

The membership vice president (MVP) is specifically responsible for planning, coordinating, implementing, and reporting membership activities. Co-MVPs serving on the state board will divide responsibilities in an equitable manner as agreed upon by the co-MVPs.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### Plan:

1. Collect information on current membership, membership trends, and target markets for use in planning.
2. Work with district coordinators to support branches and their efforts to maintain and grow membership.
3. Set goals to determine targets and strategies and outline timelines for the year.
4. Work with the college/university chair and the social media chair to target higher education institutions for publicity and recruitment and to determine interest in the AAUW Student Affiliate Program.

### Coordinate:

1. Coordinate the work and focus of the membership committee with other committees, working to develop and participate in a marketing plan that produces programmatic and membership activities.
2. Solicit members for the membership committee to participate in specific aspects of the membership-marketing plan.
3. Delegate specific responsibilities to membership committee members and other board officers and members.

### Implement:

1. Set up an e-mail listserv of branch MVPs and presidents for future contacts.
2. Send a letter of introduction (contact information, goals, short resource list, etc.) to branch MVPs.
3. Send a welcome letter to new branch members from AAUW PA.
4. Maintain contact with branch MVPs and the national membership team.
5. Route information about prospective AAUW members to the appropriate branch MVP.
6. Provide information about PA Members-at-Large to appropriate branches.
7. Calculate branch membership awards based on the February 1 official membership count.
8. Keep a tally of branch recruitment levels.
9. Maintain a file listing successful branch recruitment efforts.
10. Offer assistance to branches that are considering disbandment. Maintain a disbanded branch file listing reasons for the loss.
11. Provide membership materials to branch MVPs.

# AAUW PA Board Handbook

12. Visit or Zoom with branches for meetings or activities as requested, if available.

## **Report:**

1. Report to the board on membership trends, plans, and projects.
2. Assist in the compilation of state and national surveys and reports such as the February 1 count. Send the state membership report to the editor of the yearbook for the annual State business meeting.
3. Work with the finance officer to provide a list of membership categories and dues to board members and branches.
4. Interpret state and national membership policies for branches.
5. Submit a membership article to each issue of the *Keystoner*.

# AAUW PA Board Handbook

## Appendix 2.4 Marketing & Communications Vice President

The Marketing and Communications Vice President works closely with the board to develop strategy and manage state communications to members as well as the general public. The vice president ensures that the brand image is consistently upheld and works to enhance visibility across the state. In addition, the position serves as the editor of the *Keystoner* newsletter and the annual yearbook.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### **Keystoner Editor:**

1. Consult with the board as to the contents of each issue (board members are expected to contribute articles).
2. Plan each issue in advance and request articles from board members and branches.
3. Set copy and publishing deadlines.
4. Reserve the right to editorial control.
5. Work with the administrative director to post the *Keystoner* on the state website.
6. Send members a mass email with link to the new issue posted on the AAUW PA website.
7. Work with the president to manage and maintain the database of AAUW PA members' email addresses for distribution of the *Keystoner* and program announcements.
8. Investigate online marketing firms for mass email distribution (Mail Chimp, Constant Contact).

### **Retreat and Convention:**

1. Develop a communications plan for the retreat and the convention.
2. Provide graphic design support to the conference coordinator to establish a theme for the events.
3. Secure photography support for events.

### **Annual Yearbook Editor:**

1. Design the yearbook, using the established graphic design for either the retreat or the convention.
2. Consult with the administrative director, awards chair, and conference coordinator for content.
3. Work with the conference coordinator to print the yearbook for the retreat and convention.
4. Work with the administrative director to add to the AAUW PA website.
5. Email the link to the yearbook to the full membership immediately after the retreat and the convention.

# AAUW PA Board Handbook

## **AAUW PA Board Elections and Awards:**

1. Prepare template for newspaper submissions of new officers and award recipients.

## **Social Media/Networking:**

1. Work closely with the social media coordinator to ensure brand image and messaging are consistent. Note: The social media coordinator is a board position appointed by the president.

## **AAUW PA Common Messages:**

1. Develop common messages to be used consistently by the state and branches.
2. Consult with the board for review of messages.

## **Other:**

1. Serve on the AAUW PA strategic planning committee.
2. Ensure proper use of AAUW logos within the state. Develop branch guidelines as needed.
3. Provide expertise and guidance to branches to increase their visibility locally.
4. Oversee development of other communications materials such as signage.

# AAUW PA Board Handbook

## Appendix 2.5 Secretary

The secretary is specifically responsible for keeping the official records of the state. Co-secretaries serving on the state board will divide responsibilities in an equitable manner as agreed upon by the co-secretaries.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### State:

1. Keep a record of all meetings of the state, the board of directors, and the executive committee.
2. Assist the president, if requested, by providing informal board meeting notes within one week of the meeting.
3. Send each board member a copy of the minutes from all board meetings.
4. Send the annual meeting minutes to the appointed reviewers within two months of the meeting. Subsequently submit the minutes for board review and then publication in the next Annual Meeting yearbook.
5. Record written votes of members of either the board of directors or the executive committee between meetings, as specified in the state bylaws.
6. Maintain access to all documents and records pertaining to the state.
7. Handle official state correspondence as directed by the president or authorized by board action.

### AAUW PA Archives:

1. Keep a copy of the AAUW-PA memorandum of Agreement with the State Archives on file and transfer it to the next secretary.
2. Maintain an updated newspaper-clipping notebook of Pennsylvania branch activities.
3. Share copies of outstanding or unique clippings with national AAUW. Send copies of any AAUW news printed in PA media to national.
4. Gather materials (only two-dimensional objects) annually for deposit in the AAUW archives. Such items may include the annual business meeting yearbook, copies of the *Keystoner* issues for the year, minutes from board and state business meetings, newspaper clippings about State activities, and such other items as designated by the board or the president.
5. Cull archival materials as determined by storage space limitations.
6. Act as liaison between the state board and the Pennsylvania Historical and Museum Commission.
7. Save and deposit all board materials for proper storage with the Pennsylvania State Archives, which can be reached at [ra-statearchives@state.pa.us](mailto:ra-statearchives@state.pa.us). Their website is <http://www.phmc.state.pa.us/bah/dam/mg/mg350.htm>.

# AAUW PA Board Handbook

## Appendix 2.6 Finance Officer

The finance officer (FO) is specifically responsible for planning, directing, and documenting the financial matters of the State. Co-FOs serving on the state board will divide responsibilities in an equitable manner as agreed upon by the co-FOs.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### Plan:

1. Prepare a proposed annual budget for approval at the summer board meeting, using actual expenditure figures from the previous year and the anticipated income and expenses noted by board members. (Note: Plan for electoral/Get Out the Vote activities in even-numbered years.)
2. Submit state financials (net cash inflow/outflow and asset balances) for the last fiscal year, the budget, and recent actuals for publication in the annual meeting yearbook. Answer any questions members might have at the annual meeting.
3. Provide financial reports for board meetings and as requested. Review expenses related to annual meetings to assist in the development of the budget.

### Direct:

1. Chair the finance committee.
2. Instruct board members on the completion and submission of reimbursement vouchers.
3. Receive, review, and sign all vouchers, checking that all adhere to the adopted budget.
4. Post expenditures to the proper assigned function or line item account.
5. Issue checks in payment of bills incurred by the state.
6. File tax returns as required by law.
7. Collect, reconcile, and deposit branch membership dues.
8. Review liability insurance policy options each year and purchase a policy for AAUW PA.

### Document:

1. Maintain an accurate record of the financial status of the state.
2. Maintain a finance ledger, posting all expenditures by assigned function and line item.
3. Monitor and review bank account and investment balances and interest rates.
4. Send a copy of the year-end budget to the *Keystoner* editor following the summer board meeting.
5. Submit records at the end of the two-year term on which the newly elected finance officer will perform the required peer audit.

# AAUW PA Board Handbook

## **Appendix 2.7 Administrative Director**

The administrative director is appointed by the president to assist in discharging administrative duties. The administrative director serves on the state board.

In addition to compliance with the General Responsibilities of Board Members, the administrative director is specifically responsible for assisting the president in whatever manner will be most helpful. Responsibilities include but are not limited to the following:

### **State Board Meetings:**

1. Arrange hotel reservations, meeting rooms, meals, and all other necessities for board meetings. Evaluate the meeting location for future use.
2. Work with the finance officer to pay the bills associated with board meetings.
3. Notify board members as directed by the president, distribute the agenda and other meeting related reports, and send travel instructions and other information.
4. Aid the president in developing and tracking the "To Do" list begun at board meetings.
5. Review, with the president, the minutes from the board meeting before circulation to the full board.

### **Mailing Lists and Address Labels:**

1. Compile counterpart lists of branch officers.
2. Provide electronic contact lists of branch counterparts to board members.

### **Business Cards and Name Badges:**

1. Place orders for name badges for state board members.
2. Oversee business cards for board members by printing them for each board member or by providing templates and business card stock to board members who prefer to print the cards themselves.

### **Annual Business Meeting/Biennial Convention:**

1. Prepare and distribute AAUW PA Awards.

### **Finance Committee:**

1. Serve as a member of the finance committee.

# AAUW PA Board Handbook

## Appendix 2.7 Administrative Director – Generic Calendar

### June

1. Contact hotel to finalize needs for the summer board meeting.
2. Make arrangements for board meeting dinner off site, if necessary.
3. Prepare for July retreat.
4. Collect July agenda and a new board of directors list from the president and any other board reports and distribute them to board members at least one week prior to the July meeting, using DropBox.
5. Prepare and print tent name cards for new board members.
6. Continue to collect branch officer data for counterpart lists.

### July

1. Contact hotel about two weeks before board meeting with final room count, a rooming list, meal count, and AV needs. See contract for details.
2. Attend July board meeting.
3. Maintain the Board Box, which contains material pertinent to and requested by individual board members, and bring the Board Box to the meeting.
4. Generate board counterpart lists prior to August 1.

### September

1. Contact hotel to finalize needs for fall board meeting.
2. Make arrangements for board meeting lunch.
3. Collect October agenda and any board reports and upload to DropBox at least one week prior to the meeting.
4. Update board list if necessary.

### October

1. Contact hotel about two weeks before board meeting with final room count, a rooming list, meal count, and AV needs.
2. Attend October board meeting.
3. Bring Board Box to meeting.

### November

1. Contact hotel to discuss needs for winter board meeting.
2. Make arrangements for board meeting dinner off site, if necessary.

### December

1. Collect January's agenda and any board reports and upload to DropBox at least one week prior to meeting.

# AAUW PA Board Handbook

## January

1. Contact hotel about two weeks before board meeting with final room count, a rooming list, meal count, and AV needs.
2. Collect January agenda and any board reports and upload to DropBox at least one week prior to the meeting.
3. Confirm arrangements for off-site dinner, if necessary.
4. Bring Board Box to meeting.

## February

1. Begin work on annual awards process.
2. Contact hotel for summer board meeting.

## March

1. Contact board members who may need certificates printed for convention.

## April

1. Approve final draft of yearbook.
2. Print Member Making a Difference, Outstanding Woman, AAUW Funds individual and branch awards, Membership, and Branch Recognition certificates.
3. Collect convention board meeting agenda and any board reports and upload to DropBox at least one week prior to meeting.
4. Prepare administrative director's board report.

## May

1. Prepare post-convention mailing to branches if necessary.
2. Begin collecting and entering data for branch counterpart lists.
3. Contact state president for her board of directors' list. Check for accuracy. Prepare board of directors' list for each board member

# AAUW PA Board Handbook

## Appendix 2.8 Public Policy Chair

The public policy chair is specifically responsible for working with the national public policy committee and staff and directing AAUW public policy action in Pennsylvania. The chair will sit on the board and represent the policy committee. The committee will consist of issue specialists covering key AAUW Priorities.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### State-level Coordination of Public Policy Initiatives:

1. Encourage public policy action on the state level and coordinate activities, which may include contacting legislators, hosting issue or candidate forums, organizing letter-writing campaigns, coordinating advocacy efforts by members, etc.
2. Coordinate and support branch electoral Get-Out-The-Vote (GOTV) activities in even-numbered years.
3. Coordinate and initiate AAUW PA's participation in cooperative action with other organizations on shared issues identified in the AAUW PA Public Policy Priorities. Maintain a directory of affiliations and letters of support for specific legislation/campaigns.
4. Represent AAUW PA's positions before civic and governmental bodies and the public as needed.
5. Initiate measures for the biennial (even-numbered years) adoption of the state public policy principles and priorities in accordance with state bylaws and consistent with AAUW's mission.
6. Work closely with the Program Vice President to develop mission-based programming.
7. Coordinate the development of *Highlights* to provide updates to branch public policy chairs.
8. Oversee the state Gateway to Equity Award.
9. Write public policy content for the *Keystoner* and state website.

# AAUW PA Board Handbook

## Appendix 2.9 AAUW Funds Chair

(Formerly Educational Foundation Chair and Legal Advocacy Fund Liaison)

The AAUW PA funds chair is responsible for working with branches and the state board to promote AAUW Funds and to oversee AAUW fundraising activity in the state. Co-chairs serving on the state board will divide responsibilities in an equitable manner as agreed upon by the co-chairs.

AAUW Funds include the following: Greatest Needs Fund (9110); Education & Training Fund (4450); Economic Security Fund (4449); and Leadership Fund (4452). Sometimes contributions are made to older funds such as the Eleanor Roosevelt Fund (AAUW Research), Educational Opportunities Fund (Fellowships and Grants), Legal Advocacy Fund, and Public Policy Fund; process them as needed, but do not encourage donors to select these older funds.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### State:

1. Adhere to AAUW Funds contribution deadlines, fiscal management policies, and non-profit national and state tax laws.
2. Collaborate with the finance officer to ensure that the Funds accounting and contribution reports are accurate and timely.
3. Work with the board to integrate AAUW Funds efforts into state priorities and strategic plans.
4. Annually calculate the top ten branches in total contributions and per capita contributions for AAUW Funds recognitions.
5. Compile information for the convention annual meeting yearbook.
6. Author *Keystoner* articles about AAUW Funds.
7. Regularly update AAUW Funds information on the AAUW PA website.
8. Inform the board of national changes to AAUW Funds policies and procedures.
9. Provide lists of Pennsylvania Fellows to the board and others as necessary.
10. Help plan state meetings and programs.

### Branches:

1. Encourage branches and individuals to support AAUW Funds.
2. Ensure that branches are in conformance with AAUW policies and guidelines, especially *Fundraising Policy 501: Supporting AAUW's Mission* and *Fundraising Policy 502: Funding Local Scholarships*.
3. Maintain regular contact with AAUW branches and branch counterparts through *Keystoner* and individual mailings.
4. Serve as a consultant to branches on AAUW fundraising policies and processes.
5. Review AAUW reports on branch contributions for accuracy and request that discrepancies be addressed. Advocate for branch AAUW funds chairs and finance officers to ensure that fundraising records and reports are meaningful and accurate.

## AAUW PA Board Handbook

6. Recognize branch achievements and donations through the *Keystoner* and at state meetings.
7. Assist branches in recognizing their Named Gift Honorees and provide certificates to branches as requested.

# AAUW PA Board Handbook

## **Appendix 2.10: District Coordinator**

Three District Coordinators are appointed by the AAUW PA president. They are liaisons to the branches in their areas and one point of communication with the state board. Each coordinator serves a two-year term.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

1. Attend PA state board meetings. They may be in person or virtual at the discretion of the President. They are held in July, October, January, and April.
2. Establish communication with one person, called the branch representative, from each branch. This is usually the president but may be any branch member on the branch board.
3. Chair the district caucus meeting at the state retreat or state convention. During this meeting the district representative to the state nominating committee is elected and other district business is conducted.
4. Participate on the program development committee and assist the program vice president in planning programs, including the retreat and convention.
5. Present individual programs for the district in person or virtually. District coordinators collaborate for six or more virtual state-wide programs. Suggested topics can be solicited from the branches and at the district caucus.
6. Work with the membership vice president to help struggling branches or those that choose to disband.
7. Visit branches as requested, if feasible.
8. Complete other duties as requested by the AAUW PA president or AAUW PA board.

# AAUW PA Board Handbook

## Appendix 2.10: District Coordinator: Two-Year Calendar

<b>Year 1</b>	<b>Activity</b>
July	Attend state board meeting and summer retreat With the other district coordinators, begin planning the three joint programs for the coming year. Then do the work for them throughout the year as appropriate
August	Correspond with designated branches to introduce self and share information from the state board meeting
September	Query branches regarding concerns to be shared with AAUW PA board
October	Attend state board meeting Share information from the state board meeting with designated branches
January	Query branches regarding concerns to be shared with AAUW PA board Attend state board meeting Share information from the state board meeting with designated branches
January-February	Encourage branches to participate in AAUW PA award programs
March	Make conversation calls, when assigned
April	Encourage attendance at AAUW PA annual meeting Query branches regarding concerns to be shared with AAUW PA board Attend state board meeting Encourage attendance at the AAUW national convention Share information from the state board meeting with designated branches
May	Install branch officers at designated branches as requested
June	Begin planning district meeting (reserve meeting space; find speakers)
<b>Year 2</b>	<b>Activity</b>
July	Attend state board meeting Correspond with designated branches to introduce self and share information from the state board meeting With the other district coordinators, begin planning the three joint programs for the coming year. Then do the work for them throughout the year as appropriate
September	Query branches regarding concerns to be shared with AAUW PA board
October/November	Hold regional meeting
October	Attend state board meeting Share information from the state board meeting with designated branches

# AAUW PA Board Handbook

January	Encourage branches to participate in AAUW PA award programs Query branches regarding concerns to be share with AAUW PA board Attend state board meeting Share information from the state board meeting with designated branches
January-February	Conversations calls
March	Encourage attendance at AAUW PA annual meeting
April	Attend state board meeting Attend AAUW PA annual meeting; lead district caucus
May	Install branch officers at designated branches as requested
<b>Ongoing</b>	Complete committee work as assigned Encourage invitations to visit branches

# AAUW PA Board Handbook

## Appendix 2.11: College/University Liaison

The state College/University liaison is a member of the AAUW PA membership team and reports to the membership vice president. The position of C/U liaison may be on or off board.

In addition to complying with the General Responsibilities of Board Members, the College/University (C/U) liaison (also known as the C/U relations chair) is specifically responsible for serving as the link between AAUW PA and the higher education community. This usually includes recruiting and retaining C/U partner members in PA, encouraging and supporting student affiliates, facilitating the formation of AAUW student organizations (SOs), helping C/U representatives and branch C/U liaisons, and increasing AAUW's visibility on campuses.

Co-chairs in this position will divide responsibilities equitably, as agreed between them. Possible divisions of labor include working with C/U partners and branches vs. student affiliates and student organizations or serving as branch liaison vs. C/U liaison.

For the job description, see:

<https://www.aauw.org/resources/member/governance-tools/state-branch/volunteer-leader-position-descriptions/>; click on "State College/University Chair."

### Related Positions:

1. Each college or university that is a partner member has up to two C/U representatives appointed by the campus administrative leadership (often the president or provost) to serve as the point person(s) on campus. Note: It helps if the representatives are women's center directors or others with the time and commitment to advocate for AAUW issues and promote programs (rather than a provost, for example).
2. Each branch is encouraged to have a branch C/U liaison who communicates with local colleges and universities; recruits and retains local C/U partner members and, when possible, (e-)Student Affiliates at the C/U partner institution; and helps increase AAUW's visibility on local campuses. Notes: 1) Branch C/U liaisons are listed through the Community Hub as "College University Relations." 2) Campus C/U representatives sometimes also serve as branch C/U liaisons.

### Resources:

1. C/U partner members and student affiliates:  
<https://www.aauw.org/resources/member/governance-tools/students-campus-professionals/> and <https://www.aauw.org/resources/member/why-join/>.
2. Membership and public policy brochures:  
<https://aauw.source4.com/b2c/Category.asp?Category=8546>.
3. National Conference for College Women Student Leaders (NCCWSL):  
<https://www.aauw.org/resources/events/nccwsl/>.

# AAUW PA Board Handbook

## Appendix 2.11: College/University Liaison – Calendar

**Overview of Activities:** In general, activities follow the schedule below:

### Throughout the year:

#### *General:*

1. Regularly review the C/U materials available from national.
2. Include an informative article in each *FYI*.
3. Include an informative article in each *Keystoner*.
4. Work with the web manager to keep C/U content up-to-date.
5. Answer emails completely and in a timely fashion.
6. File reports with the state board for every board meeting.

#### *Connections to the campus representatives and branches:*

1. Stay in communication with branch C/U liaisons and campus C/U representatives.
2. Involve the branch C/U liaisons in developing and strengthening relationships between their branch and C/U partner(s), the state board, and the national organization.
3. Support (e-)Student Affiliates and/or AAUW student organizations on campuses.

#### *Connections to national:*

1. Get the current list of branch C/U representatives and other needed information.
2. Correspond with relevant national staff members.
3. Help troubleshoot problems you have identified.

### Summer:

#### *General:*

1. Develop goals and refine the timeline for the state C/U program for the following year. Consider joint programs with a campus—perhaps a meeting on campus or support of an AAUW-mission-based campus activity, such as voter education and turn-out (perhaps with other community organizations, too), Work Smart, \$tart \$mart, or Equal Pay Day.
2. Ensure that the AAUW PA strategic plan/vision statement includes supporting and increasing the number of partner members and deploying AAUW programs to campuses.
3. Ensure that the AAUW PA budget includes funding for at least four NCCWSL grants.
4. Ensure that the membership VP and board have the current details about C/U and (e-)student affiliate memberships.
5. Update and distribute NCCWSL information and application materials.
6. Review and update the content on the Colleges/Universities/Students page of the state website: <https://aauw-pa.aauw.net/college-university-partners/>.

# AAUW PA Board Handbook

## *Connections to the campus representatives:*

1. Educate C/U campus representatives about the advantages of membership and AAUW programs that benefit faculty and students:  
<https://www.aauw.org/resources/member/governance-tools/students-campus-professionals/>.
2. Urge each campus to renew/join.
3. Encourage C/U partner representatives to connect with branch C/U liaisons.
4. Promote the e-SAF (electronic student affiliate) program that is free to undergraduates at C/U partners.
5. Work with the AAUW-PA board to determine the focus for work with C/U member institutions for the year (for example, offering mini-grants or increasing the number of student organizations, NCCWSL attendees, or \$start \$mart workshops, etc.).

## *Connections to the branches:*

1. Encourage branches to contact the C/U partner(s) near them to build relationships and consider joint programs or projects.
2. Encourage branches to provide additional funding for NCCWSL scholarships.

## Fall:

### *General:*

1. Assess progress of goals set.
2. Celebrate successes.
3. Take corrective measures if needed.
4. Encourage the board to include C/U representatives and students to take part in the annual meeting of members (convention or summer retreat) and to consider discounted registrations for them.

## *Connections to campus representatives:*

1. Welcome new partner members and renewals.
2. Follow up with campuses that have not renewed—generally, it is an oversight if they have not. Note: If a C/U partner member has not renewed by November 30, its membership will lapse.
3. Provide information on where the most relevant information, including upcoming fellowship and grant deadlines, can be found on the AAUW website.
4. Promote both the state's mini-grant program for student projects and the NCCWSL-attendance grants.

## *Connections to the branches:*

1. Encourage campus visits by branch C/U liaisons.
2. Ask branches to consider supporting full or partial costs for a student to attend NCCWSL.

# AAUW PA Board Handbook

## Winter/Spring

### *General:*

1. Continue activities from fall.
2. Promote NCCWSL.
3. Enlist three additional state members to serve on the NCCWSL committee to review applications; at least one of them should be on the state board.
4. Develop new relationships and programs as appropriate for the remainder of year and into next year.
5. Write the annual report on C/U activities and membership numbers for the annual meeting yearbook and celebrate successes.

### *Connections to campus representatives and students:*

1. Promote NCCWSL: attendance, AAUW PA and branch grants, and discounts available to partner members.
2. Award and manage AAUW-PA NCCWSL grants.
3. Stay in touch with NCCWSL scholars, request their feedback after the event, and publicize their experiences.

### *Connections to the branches:*

Thank branches and C/U representatives for their contributions to C/U work and NCCWSL over the year.

# AAUW PA Board Handbook

## Appendix 2.12 Conference Coordinator

The AAUW PA conference coordinator is responsible for the logistics of the biennial state convention and annual state business meeting in cooperation with the state president, the program vice president, the host branch(es), and the hotel. The main responsibilities are to select a hotel for convention and to make the necessary arrangements, including meeting facilities, meals, registration, etc. The conference coordinator assists the state president and program vice president in the areas of program and planning, as requested.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### Two years prior to the convention date:

1. Investigate and select possible convention sites for the next convention; if possible, the convention site should rotate across the state.
2. Make a recommendation to the board about the site options; the convention location is chosen by vote of the state board.
3. Ask local branch(es) to assist with the logistics of the convention.

### Facilities Needed:

1. One large meeting area for approximately 125 persons for business sessions and special programs
2. One large dining room for approximately 125 persons
3. Three workshop rooms that will each accommodate 20 – 50 people comfortably
4. Meeting room for state board
5. Display area for any AAUW Funds sales and branch displays
6. Hospitality room
7. Registration area
8. Audio-visual equipment (availability and cost list)

### One year prior to the convention date:

#### Program:

1. The program vice president, in cooperation with the board, determines the program and may choose a convention theme.

### Nine months prior to convention:

1. Name the local arrangements committee and notify them of their expected duties. Duties are determined by the conference coordinator and may change depending on the location of the convention.

### Five months prior to convention:

#### Publicity:

1. Send the convention registration form and room registration information to the *Keystoner* editor. The *Keystoner* editor determines the deadline date.

# AAUW PA Board Handbook

## Equipment:

1. Request equipment needed by workshop leaders and the board.

## **Three months prior to convention:**

### Meals:

1. Make final meal selections. Meal selections will be appropriate to the convention length and program and mindful of cost, quantity, and quality of food.

### Equipment:

1. Confirm with the hotel the equipment needed by workshop leaders and the Board.

### Evaluation form:

1. In collaboration with the program vice president, create the evaluation form to be used.

## **Two weeks prior to convention:**

1. Receive registration totals from the conference registrar and local committee.

## **Convention:**

1. Supervise implementation of all plans.
2. During the business session, present the credentials report, which consists of the number of voting members and number of branches represented.

## **Two weeks after convention:**

1. With the program vice president, evaluate the convention using the returned evaluation forms.
2. Send the convention report to the state president.
3. Write and send thank you notes to host branch(es) and the local arrangements committee.

# AAUW PA Board Handbook

## Appendix 2.13 Social Media Coordinator

The social media coordinator works closely with other members of the board on communications and on engaging members and the public in mission advocacy and publicizing meetings and events, celebrations, and recognitions.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

1. Coordinate current AAUW PA presence on various social media and networking sites, including Facebook, Instagram, Twitter, and LinkedIn.
2. Collaborate with the marketing and communications vice president to:
  - a. Develop an annual social media calendar and a plan and budget to boost specific posts.
  - b. Promote the use of social media within the organization.
  - c. Lead outreach to branches to support their efforts to develop and maintain a social media presence.
  - d. Educate members on how to share AAUW and affiliate posts to increase visibility.
3. Monitor state and national news for unfolding events relevant to AAUW's mission.
4. Support the public policy chair and the president to provide visibility to approved organizations using AAUW PA social media.

The social media chair will monitor all entries on the AAUW PA social media pages. Any non-conforming entries will be removed. Non-conforming entries include entries inconsistent with AAUW policies and bylaws, jokes or chain letters, campaign literature, or personal communications.

Branches are encouraged to use the AAUW PA social media pages to advertise their branch activities that would be of interest to other branches in the state and to coordinate multi-branch activities.

# AAUW PA Board Handbook

## Appendix 2.14 Bylaws Chair

The state bylaws chair is responsible for ensuring that state and AAUW PA branch bylaws are in compliance with the national bylaws and that branch bylaws are also in compliance with state bylaws. The bylaws chair may be an off-board position. When warranted, a bylaws committee may be formed and shall consist of the chair and at least two other members.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### Branch Bylaws:

1. For mandatory branch bylaws changes:

The bylaws chair will notify branches when bylaw revisions are made to the national or state bylaws that require changes in branch bylaws in order to bring the branches into compliance. Included in this notification will be details on the changes and the date by which these changes are to be made. Once completed, the branch is required to send a copy of the amended branch bylaws to the state bylaws chair. Any changes in the branch bylaws due to changes in the national or state bylaws do not require a vote from the branch membership.

2. For non-mandatory branch bylaws changes:

Branches wishing to make non-mandatory changes to their branch bylaws will need to submit the proposed changes to the state bylaws chair for her review and approval before proceeding. Non-mandatory changes require notification of the proposed changes to the branch members and a quorum of branch members present for the vote as specified in the bylaws of the affected branch.

3. Records:

The state bylaws chair is to maintain records of the status of branches' compliance with both mandatory and any applicable non-mandatory changes and to provide this information to the chair of the national Governance Committee when requested. The state bylaws chair is to keep on file an electronic or paper copy of all branch bylaws in her records.

### State Bylaws:

1. For mandatory state bylaws changes:

The president will delegate to the bylaws chair the responsibility for bringing the state bylaws into compliance with the AAUW bylaws after each AAUW national bylaws change. Any changes in the state bylaws due to changes in the AAUW bylaws do not require a vote from the members of AAUW PA.

2. For non-mandatory state bylaws changes:

The bylaws chair will propose and/or request proposed changes to the AAUW PA bylaws from the membership of AAUW PA. Proposals from the membership of AAUW PA need to be received by December 1st. The state bylaws chair will send

# AAUW PA Board Handbook

all proposed changes to the chair of the national Governance Committee for her review and approval before proceeding. The state bylaws chair will present all proposed changes in state bylaws that the Governance Committee has approved to the state board at the winter board meeting. The bylaws chair will forward a copy of the proposed bylaws changes that the state board has approved to the *Keystoner* editor for inclusion in the issue of the *Keystoner* that precedes the annual state business meeting. It is intended that the membership have at least six weeks' notice prior to the annual state business meeting of any proposed bylaws changes.

### 3. Records:

The bylaws chair is required to send the current AAUW PA bylaws to the chair of the national Governance Committee and to the state website administrator for posting on the state website as well as keep a paper copy of the AAUW PA bylaws in her records.

# AAUW PA Board Handbook

## Appendix 2.15 Conference Registrar

The conference registrar supports the conference coordinator in processing registrations for convention and the state annual business meeting. Most work is done during the winter and spring.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

1. Maintain two convention registration lists on Microsoft Excel (or similar spreadsheet program):
  - a. The master convention list will include the name, address, branch, district, whether first time at convention, whether outstanding person nominee, special needs, and voting status.
  - b. The master event list will include the name, branch, workshops selected, registration status, meals selected, total registration fee, amount due if any, and registration for special events such as the AAUW Funds walk or other fundraising events. Information on the two forms can be modified in consultation with the conference coordinator.
2. Provide printed copies as requested for use at the convention registration desk.
3. Confirm registration by e-mail or stamped, self-addressed postcards provided by registrant.
4. Contact registrants to clarify discrepancies (i.e., conflicting workshops, payment at odds with the costs of selected options, etc.).
5. Collect contributions for any convention-related fundraisers for AAUW Funds and forward them to the AAUW Funds chair for AAUW PA.
6. Copy registration checks and give the checks to the finance officer for deposit into AAUW PA's checking account.
7. Provide printed name tags for all registrants.
8. Provide printed labels for all registrant packets.
9. Provide printed list of convention registrants with name and branch identification only.
10. Provide printed list of first-time convention attendees.
11. Attend state convention as a part of the state board. Expenses will be paid. This individual is expected to share a room with a state board member.

# AAUW PA Board Handbook

## Appendix 2.16 Awards Chair

The awards chair is appointed by the president and is an off-board position unless the chair also holds another position on the board.

The awards chair is specifically responsible for administering the Outstanding Woman Award and the Member Making a Difference Award processes. Note: The AAUW Funds chair handles the total branch giving and per capita branch giving recognitions and the Named Gift Honorees while the president handles the AAUW PA Special Honorees and any other awards.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### Summer:

1. By September 15, update the nomination form. Change the following: date of nomination form, convention/annual meeting year, convention/annual meeting site, person receiving digital pictures, deadlines, and awards chair contact information.
2. Email updated form to AAUW PA the administrative director, marketing & communication VP, and website coordinator in time for announcement in the post-fall-board mailing to branches and posting on the website.

### February:

1. Branches will submit nominations with names of outstanding women and members making a difference, their nomination statements, and digital headshots of each nominee to the awards chair by February 15, unless the board changes the due date.
2. Within the parameters of the deadline date, send the summaries of all awardees along with digital pictures received to the yearbook editor.

### March:

1. Using the provided templates, complete all necessary certificates and have the appropriate board member(s) sign. Deadline for signatures will vary depending on whether or not it is a convention year.

### At the Convention/Annual Meeting:

1. In cooperation with the conference coordinator, participate in the awards ceremony to announce names of outstanding women and members making a difference. Present the certificates to those in attendance.
2. Mail any undistributed certificates to branch presidents.

### After the Convention/Annual Meeting:

1. Prepare and send a list of the awardees to the *Keystoner* editor to be published in the post-convention issue of the *Keystoner* and to the webmaster for posting on the AAUW PA website.

# AAUW PA Board Handbook

## Appendix 2.17 Website Coordinator

The AAUW PA website is a key communications vehicle internally, a repository of data and forms, and a method for the general public to learn about AAUW PA.

AAUW PA Website - [aauw-pa.aauw.net](http://aauw-pa.aauw.net)

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### The Website Coordinator:

1. Helps with the strategic design and “fresh” look of the website.
2. Is part of the team to ensure that items are easily accessible.
3. Notices when the front page is not refreshed several times a month and works with the *Keystoner* editor and the District Coordinators to create excitement on it.

Website Coordinator: The website coordinator is specifically responsible for maintaining the website in a manner that is mission-focused, as current and relevant as possible, and easy to navigate both for current and prospective members and for other visitors. Each member of the board of directors is responsible for updating the content of the pages within her/his purview and forwarding the new content in post-ready condition to the president, who will verify it and pass it on to the website coordinator for posting as soon as possible. The website coordinator will ensure that the president and the board are aware of this. A release form must be signed by any non-AAUW person and particularly by a parent of any child who is photographed before the photo is posted.

**Contents:** The state website will be linked to the national website, <http://www.aauw.org>; branch websites; and websites of like-minded organizations whose missions do not conflict with the AAUW mission or public policy principles and priorities. The Site Resources group at AAUW places items on the website as instructed.

The website coordinator works with the following individuals on their related tasks:

### The Administrative Director:

1. Receives updates from other board members with instructions of what to replace or add and where;
2. Reviews the requests for completeness and passes them along to Site Resources.

### All Board Members

1. Review items within their functional responsibility.
2. Tell the administrative director when items need to be changed or deleted.

# AAUW PA Board Handbook

## Appendix 2.18 Nominating and Elections Committee Chair

In accordance with Article V of the AAUW PA bylaws, the chair of the Nominating and Elections Committee is appointed from among the state board members by the president with board approval at the first meeting of the fiscal year. One member and one alternate from each district are added to the committee by vote of the members of each district who are present at the annual district caucuses held at each meeting of members (conventions in even years and summer retreats in odd years).

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

1. Obtain from the district coordinators/branch liaisons and/or the secretary the names and contact information for those members of the committee elected at the convention in April (even-numbered years) or at the summer retreat in July (odd-numbered years).
2. Call for nominations:
  - a. Update the candidate application form as necessary. Ensure that it asks for submission of a photo with the application.
  - b. As soon as possible after convention, send an initial letter (email) with a call for nominations to the branch presidents. The email should contain the following: a list of the offices to be filled, the necessary qualifications, and the application form. Include the dates of the nominating committee meeting and the deadlines for receipt of the applications and endorsements.
  - c. Post the call for nominations on the AAUW PA website.
3. Arrange for the meeting:
  - a. Keep costs at a minimum by arranging to meet via Zoom calls and emails.
  - b. Set meeting times and protocol in consultation with committee members.
  - c. Arrange and confirm a conference telephone call for the third Saturday in November, with the first Saturday in December as an alternate date.
4. Provide advance information:
  - a. Send committee members copies of all nominations, resumes, candidate photos, letters of endorsement, and job descriptions of offices to be filled.
  - b. Notify alternates of the scheduled meeting so that each alternate can step in at the last minute if substitution is necessary.
  - c. Provide alternates copies of job descriptions for offices to be filled and nominations (not endorsement letters).
  - d. Send committee members' expense reimbursement forms when needed.

# AAUW PA Board Handbook

5. Chair the nominating committee meeting:
  - a. Serve as a neutral discussion leader during the meeting.
  - b. Encourage the committee to choose the best-qualified individuals, taking into consideration overall geographic representation.
  - c. Allow for a simultaneous vote on the nominees for each office. Majority rules.
  
6. After the meeting, announce the nominees:
  - a. Inform the president of the results.
  - b. Call or email all nominees (both successful and unsuccessful) with the results on the day of the conference call.
  - c. Send follow-up letters to all candidates; letters to the successful nominees should note that they are nominees until the election at the annual business meeting.
  - d. Submit an article about the candidates and their photographs to the *Keystoner* editor for the winter issue and send candidate information to the website coordinator for posting on the website.
  
7. Maintain files:
  - a. Retain the complete nominating committee file until the election has been concluded. Destroy the endorsements prior to transferring the files to the next committee chair.
  - b. Keep copies of sample letters to branch presidents, application forms, vita forms, job descriptions for all elected offices, letters to candidates, lists of past and present committee members, a list of past candidates (successful and unsuccessful), and a description of nominating committee responsibilities.
  - c. Give the names and resumes of candidates to the president with any recommendations from the committee about potential board appointments.

# AAUW PA Board Handbook

## Appendix 2.19 Archives Chair

The AAUW PA archives chair provides guidance on document retention both to state officers and to branches. She also assists with the information on disbanded branches to keep some history of their legacy.

The archives chair travels, consults with, and encourages branches in their archival processes.

A planned and controlled program for record retention and disposal is important to AAUW PA and all branches as a means to preserve our history. The value for future use should be the basic criterion. Too little retention can be unsuccessful, and too much can be costly in time and space as well as in ease of transfer to a successor.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### Guidelines:

1. Store all permanent records in sturdy plastic stackable boxes.
2. Archive on paper, double-sided if possible, all current records (do not use album binders, or scrapbooks): yearbook, newsletters, minutes, financial reports.
3. Date and name documents.
4. Decide where, when, and how much is to be stored:
  - a. In house.
  - b. Ancillary facility (library, county historical site, state historical site).
5. Do not use metal staples or paper clips.
6. Remind branch officers that they should keep no more than 2 terms of information and the remainder should be transferred to the historian or archive chair.

### Objectives:

1. Identify and preserve important and vital records.
2. Inventory records every two years to determine what should be stored in the branch and what can be transferred to archives.
3. Dispose of obsolete and useless records.

### Required to Be Archived by the State and by Branches:

1. Founding documents; correspondence, charter, articles of incorporation, bylaws, revisions, 501(c)(3) or 501(c)(4), and 990 filings and signed affiliate agreements
2. Branch Leadership Handbook
3. Board of Directors Handbook
4. Minutes from board, executive, branch, committee, and task force meetings
5. Legislative history
6. Publications: newsletter and brochures...if produced by branch or state
7. Membership directories and yearbooks
8. Branch or state awards, only if not recorded in minutes

# AAUW PA Board Handbook

9. Convention records and planning documents
10. Financial records
11. President, program VP, membership VP and committee written reports to the board that are not in the yearbook

## **May Be Archived**

1. EF/LAF/AAUW Funds programs (fundraising documents).

## **Do Not Keep**

1. Personal accomplishments of members in community calendars
2. Obituaries
3. Information that can be found in another source: newsletter, *Keystoner*
4. Branch awards information, which should be in newsletter (most branches discard after 10 years)
5. State awards to branch members, which will be put on website and listed in the yearbook

## **Final Dispensation**

1. Disbanded branches may organize and prepare records for donation to their local historical society or may forward all records to the state archive chair to be prepared for final transfer to PA State Archives in Harrisburg.
2. Information transferred to PA State Archives may be viewed, copied, or borrowed.

# AAUW PA Board Handbook

## **Appendix 2.20 Immediate Past President**

The immediate past president is responsible for assisting the new president as needed. Co-immediate past presidents serving on the state board will divide responsibilities in an equitable manner as agreed upon by the co-immediate past presidents. The immediate past president shall serve as a non-voting member of the state board for one year immediately following the expiration of the term as president.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

1. Assisting the president by advising on general policy concerns and procedures, recommending members for appointments, and handling transitional correspondence and other communications as requested by the president.
2. Participating in board discussions and decisions.
3. Supporting state committee work, in accordance with any special interest.

# AAUW PA Board Handbook

## **Appendix 2.21 Diversity Chair**

The diversity chair is specifically responsible for ensuring that diversity concerns are considered in all areas of AAUW PA action.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### **State-level Coordination of Diversity Initiatives:**

1. Ensure that diversity is included in the AAUW PA strategic plan with specific and measurable goals and objectives.
2. Participate in all membership planning to ensure that diversity is addressed.
3. Explore marketing opportunities that target diverse populations.
4. Serve on the state program development committee, chaired by the PVP.
5. Work with all board members to be sure that the AAUW diversity statement is included on all printed and electronic materials.
6. Work with the state board to cultivate diverse leaders and devise alternate paths to state leadership.
7. Help plan state and district meetings.
8. Ensure that state and regional meetings are fully accessible.

### **Support for Branch Diversity Efforts:**

1. Promote the appointment of branch diversity chairs to expand members' awareness of societal diversity.
2. Develop branch-programming materials on diversity issues.

# AAUW PA Board Handbook

## Appendix 2.22 Parliamentarian for the Annual Meeting

The parliamentarian guides the presiding officer on all matters that come before the board of directors at annual meetings. The parliamentarian gives advice on parliamentary procedure to the president, officers, committees and members on matters having to do with the order and procedure of annual meetings.

In addition to compliance with the General Responsibilities of Board Members, specific responsibilities include but are not limited to the following activities and tasks:

### State Responsibilities:

1. The parliamentarian must be intimately familiar with the organization's bylaws, policies, and decisions and is essentially responsible to ensure that these follow all laws, regulations, and standards set by the parent organization.
2. The visible role of the parliamentarian to members of an organization is as an authority at public meetings. Her role is to listen carefully to the progress of the business conducted at the meeting and to advise the presiding officer of any procedural errors, to advise on any questions of procedure raised by the participants, and to give suggestions for the proper re-direction of a meeting if the body requests assistance to correct an action.
3. It is imperative that a parliamentarian be recognized as an impartial, ethical, and knowledgeable person whose only goal is to assist the organization to legally and appropriately achieve its goals.
4. It is also important that the members and officers fully understand that it is not the role of the parliamentarian to "rule" on a matter under question; parliamentarians only advise on the rules and give advice – they can never make a "ruling." Only the presiding officer can make a ruling, and any challenge from the body on the ruling that has been made is a "challenge to the ruling of the chair" and not a challenge to the advice of the parliamentarian.

### Recommended Guides for a Parliamentarian:

DeVries, Mary A. (1998) *The New Robert's Rules of Order, 2<sup>nd</sup> Edition*. New York: Penguin Putnam.

Sturgis, Alice. (2001) *The Standard Code of Parliamentary Procedure*. New York: McGraw- Hill.

Sylvester, Nancy. (2004) *The Complete Idiot's Guide to Robert's Rules*. Indianapolis, Indiana: Alpha Books.