



## Working Rules

Original Authors: Geeta Desai & Elizabeth Harrel

Original adoption date: May 2, 2013

Updated November 6, 2013, June 29, 2015

October 6, 2016

# Poughkeepsie Branch of the AAUW, INC

## Working Rules

### Table of Contents

I.	Mission	3
II.	Definition of Terms	3
III.	Non-Profit Status	3
IV.	Bylaws	3
V.	Governance	4
VI.	Program	6
VII.	Membership	6
VIII.	Scholarships, Awards, and Advocacy Funding	7
IX.	Public Policy and Advocacy	9
X.	Communications	9
XI.	Publicity	10
XII.	Revenue and Expenses	10
XIII.	Board Nominations	10
XIV.	Policies and Guidelines	10
XV.	Appendix A Organizational Chart	14
	Appendix B Job Descriptions	
	Elected Positions	15
	Appointed Positions	20
	Appointed Off-Board	25
	Chairs, Coordinators, Events	27
	Appendix C Forms	31

# **Poughkeepsie Branch of the AAUW, Inc.**

## Working Rules

### **I. Mission**

AAUW advances equity for women and girls through advocacy, education, philanthropy, and research.

Poughkeepsie Branch of the AAUW is a branch of the American Association of University Women, a national organization that is dedicated to breaking through educational and economic barriers for women and girls. With the help of its nearly 150,000 members and donors, 1,000 branches, and 700 college/university institutional partners nationwide, the AAUW has influenced legislative debate on critically important issues such as education, pay equity, gender discrimination, sexual harassment, civil rights, affirmative action, Title IX, welfare reform, and much more.

Poughkeepsie Branch is also a member of AAUW –NYS.

### **II. Definition of Terms**

AAUW – American Association of University Women.

The national organization is referred to as “National”.

C/U Partners – College/University Partners

CAP – Campus Action Project

EF – Educational Fund

LAF – Legal Advocacy Fund

MAL – Member -at -large (now National member)

NCCWSL – National Conference for College Women Student Leaders

SAC - Student Advisory Council

STEM – Science, Technology, Engineering, and Math

### **III. Non-Profit Status**

Poughkeepsie Branch of AAUW is a 501 (c) (3) non-profit. This means that while the organization may seek and receive grants from the private, public, and non-profit sectors, it is prohibited from lobbying, making contributions to political campaigns, or behaving in a manner that may be perceived as partisan. Furthermore, it means that all of its assets will be dedicated to its exempt purpose under its 501 (c) (3) ruling.

### **IV. Bylaws**

The bylaws state and interpret the general corporate structure and governance policies of Poughkeepsie Branch of the AAUW. While they are not public documents, having them readily available increases the organization’s accountability and transparency and encourages the board to pay closer attention to them. The Board of Directors is encouraged to review these regularly and to amend these as the organization evolves and/or to bring them in conformity with State and National bylaws.

## V. Governance

The Board transacts overall branch business. An engaged and effective Board of Directors is vitally important to the success of the organization.

### Role of the Board of Directors

- Actively supports the organizational mission
- Develops and periodically evaluates a strategic plan that supports the mission
- Oversees the implementation of programs and activities identified in the strategic plan
- Exercises fiscal responsibility and ensures that the organization has adequate resources.
- Ensures the stewardship of the organization's non-profit status
- Stays informed about AAUW programs and activities, as well as national, state, branch, and member issues
- Develops policy to support the changing needs of the organization
- Provides leadership in all matters that can help the organization grow and prosper
- Develops collaborative relationships within the community that can support the organizational mission
- Identifies and develops future AAUW leadership at all levels
- Represents and promotes AAUW to the membership and to the public
- Creates and oversees the agenda for the organization
- Assist with the annual fundraiser

Board members are expected to attend all Board meetings and as many AAUW events as possible. Board members are expected to assist the Program Vice Presidents with the set-up and breakdown of the venue after each event.

Board members are also expected to avoid all conflicts of interest that might be detrimental to the organization. Each board member must annually submit a signed Poughkeepsie Branch AAUW Conflict of Interest form to the Secretary/**Bylaws** for the files. Conflict of Interest Policy can be found at [http://www.aauwpoughkeepsie.org/uploads/PDFs/2016/Conflict\\_of\\_Interest\\_Policy\\_Poughkeepsie\\_July\\_2016.pdf](http://www.aauwpoughkeepsie.org/uploads/PDFs/2016/Conflict_of_Interest_Policy_Poughkeepsie_July_2016.pdf) (Website - About Us/ Policies & Procedures)

The Board of Poughkeepsie Branch of the AAUW espouses a working environment that values respect, fairness, and integrity.

Board Composition The board consists of the elected officers and the appointed positions as needed. Off-Board positions exist as needed.

### Elected Positions

President  
Program Vice President  
Membership Vice President  
**Development** Vice President  
Communications Vice President  
Treasurer  
Membership Treasurer  
**Secretary/Bylaws**

### Suggested Appointed Positions

Assistant Membership  
College and University Liaison  
Community Initiative Liaison  
Diversity Chair  
Historian  
Honors and Awards Chair  
Interest Group Liaison  
Immediate Past President  
International Relations Chair  
Legal Advocacy Fund Chair  
Newsletter Editor  
Nominating Committee Chair  
Public Policy Chair  
Publicity Chair  
Web Mistress  
Others as deemed necessary

### Off-Board Positions

Assistant Newsletter Editor  
Assistant Secretary  
Communications Assistant  
Database Manager  
Facebook Manager  
Hospitality Coordinator(s)  
Photography Coordinator  
State & National AAUW Liaison  
Technical Coordinator

Chairs of Community Initiative, Coordinators of Interest Groups, and Chairs of Special Events/Projects are also an integral part of AAUW leadership.

Co-Vice Presidents and Co-Chairs are elected or appointed to share job responsibilities and workload and to facilitate the program, procedural, and administrative aspects of the organization.

If the president cannot attend a Board or membership meeting, the Order of Presiding, consistent with the Bylaws, shall be Program VP, Membership VP, **Development** VP and Communications VP.

### Executive Committee

An Executive Committee consisting of the elected officers may be established as a standing committee of the Board. The Executive Committee will be empowered to work on issues that would increase the efficiency of the Board. All decisions and recommendations must be brought to the Board at the next Board meeting for approval. Although the Board meets regularly from September through June, a meeting can be called by the President or at the request of five Board members at any time

### Organizational Chart

The Organizational Chart shows the management structure of the organization. It is a visual depiction of the recommended interactions among Board members in supporting the organizational mission. Interactions include supervision, reporting, communications, and collaboration. Interactions among board members have been known to stabilize and strengthen programs, community initiatives, and recreational activities resulting in innovative planning, consensus-building, decision-making, and problem-solving. A strong, integrated Board is critically important to organizational success.

### *Organizational Chart – Appendix A*

## **VI. Program**

The branch has three types of programs that support its mission and target members' interests.

### Monthly Membership Meetings

Meetings are held once a month, usually on the same day of each month. Programs that are mission-based and that educate and entertain are offered at these meetings. These programs are instrumental in recruiting and retaining members. Since the programs are open to the public, they also serve to publicize the AAUW mission and the organization's role in the larger community. All members are encouraged to attend these meetings that additionally provide a space for social interactions and networking. Ten meetings are held during the year from September through June and include an Open House, one fundraising event, and the Annual Meeting.

### Community Outreach Initiatives

Initiatives are related to the mission of the organization and benefit the community. Each initiative is planned, implemented, and evaluated by the Initiative Chair and her committee. Initiative Chairs are encouraged to partner with local like-minded non-profit agencies to avoid duplication of services and to promote efficiency. Within the branch, Initiative Chairs are encouraged to collaborate with each other to increase organizational cohesiveness.

### Interest Groups

Groups are built around a focus of interest, e.g. reading, hiking, games. Members of a group meet regularly to share and socialize. Members are encouraged to join as many interest groups as they wish. Those interested in joining our branch and belonging to an interest group may attend two interest group meetings before applying for branch membership. Meeting dates and times are posted on the online calendar on the branch website. Group coordinators are encouraged to consult the calendar to avoid scheduling conflicts. New interest groups can be formed at any time with a minimum of three participants and the approval of the Board.

## **VII. Membership**

AAUW values and seeks a diverse membership. There are no barriers to full participation in the branch on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class. National, State and branch dues are tax deductible.

### Categories of Membership

*Membership* is open to anyone holding an associate or equivalent, baccalaureate, or higher degree from a regionally accredited college or university.

*Student Affiliation* is open to anyone who does not already hold an undergraduate degree and is enrolled in a two- or four-year regionally accredited educational institution. Students enrolled at an educational institution that is an AAUW College/University Partner may apply for membership as a student affiliate with free National and State dues.

*College/University Partner Membership* is open to regionally accredited educational institutions, including two-year or community colleges. The College/University Partner Member Program provides educational institutions the opportunity to share all the benefits of AAUW with their students, faculty, and staff.

#### Member Recruitment and Retention

Poughkeepsie Branch of the AAUW encourages all members to be involved in membership year-round. This may be done for example by referring new members to the branch, by being a welcoming presence to all events, and encouraging new members to participate in all activities of the branch.

Membership forms are available from the Membership Vice President and are also posted on the branch website. Membership dues are generally collected before the end of May of each year, and Member Profiles that list members' interests and skills are updated once a year.

#### Membership Directory

The Directory is published annually in the fall. It is distributed to the membership and is updated twice during the fiscal year.

### **VIII. Honors and Awards, Scholarships and Advocacy Funding**

#### Honors and Awards Committee

A committee may be established to oversee honors and awards presented by the branch. The Chair of the committee serves on the Board.

Under the direction of the Chair, subcommittees would be formed to oversee individual events. Subcommittee Chairs would report to the Honors and Awards Chair who would provide information to the Board. Honor and awards recommendations should be presented to the Board for approval.

These honor and awards would include, but are not limited to:

- Cornerstone Award
- Educational Fund: Named Gift
- Emerging Leader
- Irene Keyes Memorial Fund (NCCWSL)
- Woman of the Year

Considerations for these awards:

- Cornerstone Award  
This award will be given annually to a member who contributes her energy and effort over an extended period to ensure that the Branch fulfills its mission. The recipient might be found working in the background, away from the limelight, and/or stepping forward to provide leadership for key activities. These individuals are often repositories for the institutional

knowledge of the organization – readily offering advice and counsel to officers, leaders of initiatives, and interest groups.

- Education Fund: Named Gift

Each gift of \$500 or more to the Educational Foundation (EF) may be named for persons who have provided distinguished service to the branch. They may be designated in honor or memory of the person. Selection shall be made by the Honors and Awards Committee and approved by the Board. The list of named gifts shall be submitted to AAUW-NYS in February.

- Emerging Leader AAUW branches all over New York select a member to honor as an "Emerging Leader" - someone who has contributed her energy and enthusiasm to the branch and shows the promise of taking on greater responsibility. This honor is extended at both the AAUW-NYS convention and at our branch annual dinner.

- The Irene Keyes Memorial Fund

Named after a distinguished member and past President of the branch, the fund helps a local woman college student attend the annual National Conference for College Women Student Leaders (NCCWSL) in Washington, DC.

- Woman of the Year

This annual event honors the contributions of a local woman whose work reflects the AAUW mission. She has made outstanding contributions to the community in either a voluntary or paid capacity. She reflects AAUW's mission statement. Branch membership does not disqualify a candidate, but selection should be based on accomplishments outside AAUW. We will give a free national membership to the person chosen as Woman of the Year. If the person is a new member, we will pay for her national membership in October; if she is not a member, we will pay in June for her national membership the following year.

#### Dutchess Community College Scholarships

Each year, the branch provides two \$600 scholarships to students graduating from Dutchess Community College and continuing their education at a four-year institution. An endowment at the college currently covers one of the scholarships. Scholarships are due to the college in January of each year. The branch President and the **Development** Vice President are invited to the college graduation to award the scholarships.

#### Educational Fund

Branch contributions to the Educational Fund (EF) come from its annual fundraising as well as individual members who contribute directly to the fund. Donations may be made throughout the year by members or the branch. Final contributions from the branch should be submitted to AAUW-NYS by December.

#### Legal Advocacy Fund

AAUW branches are encouraged to provide programs that prevent sexual harassment and sexual assault on campus, promote equal pay and preparation for the workplace, and more. Details are available on [www.aauw.org](http://www.aauw.org).

Poughkeepsie Branch makes an annual contribution to this fund. Contributions are collected through donation and fundraising.



## **IX. Public Policy and Advocacy**

The Public Policy program is the cornerstone of the AAUW mission to promote gender equity for women and girls. Through this program, National has been instrumental in legislation passed in favor of women in the last 100 years.

The entire public policy process is thorough, transparent, and inclusive and is composed of four interrelated components:

- National researches the educational and socioeconomic status of women and girls in the United States.
- National and AAUW-NYS frame policy priorities that will promote gender equity.
- National's powerful Public Policy and Government Relations Department is able to pursue legislative strategies that can transform priorities into bills and renewed acts.
- At the local level, branches are kept abreast of the progress of the bill and are provided timely opportunities to write letters and send petitions to their elected officials urging them to act in favor of bills and acts that support gender equity.

## **X. Communications**

Information and news is communicated to the membership through five communications vehicles: email announcements, website, Facebook, *The Branch* newsletter, and online calendar. In addition, a membership database is maintained.

### Email Announcements

These emails to the entire organization are used to inform and/or remind the membership about upcoming events and to ask for its participation and/or action. Email announcements are limited to relevant information and kept to a minimum in order to increase their effectiveness.

### Facebook

The information found on the website will also be on the Facebook page, *AAUWPoughkeepsie2014*. It will also include current information and pictures about activities and issues.

### Membership Database

The database is used to stay abreast of the membership. Updated on an as-needed basis, the database is used to track membership numbers and as an information source for generating reports for local, State, and National. Other important information collected includes member addresses, contact information, education, member numbers, and date joined. In order to maintain the integrity of the database, only the designated person is allowed to change content, although the President, Membership Vice President, Membership Treasurer, Newsletter Editor, and the Communications Vice President can access, view, and use content. The database is password protected.

### Newsletter

The newsletter is called *The Branch*. This is a monthly publication that features articles, announcements, schedules, and artwork contributed by members. Each year, *The Branch* is usually published ten times a year September - June. The link to *The Branch* is routinely emailed to the membership, posted, and then archived on the website. Members without email are mailed a newsletter through the postal service.

### Online Calendar

The online calendar can be found at the website and is used to inform members about meetings and other activities. All members, including Board members who are responsible for planning meetings and other activities, are encouraged to consult the calendar to avoid scheduling conflicts whenever possible. To post or update content, members must go through the Communications Vice President or *The Branch* Editor.

### Photography

Photographs will be taken of each event of the organization for the purpose of communication and historical documentation.

### Technology

All technology equipment owned by the branch is stored at the home of the member in charge of technical support. These offer visual support to all our programming.

### Website

The website can be found at [www.aauwpoughkeepsie.org](http://www.aauwpoughkeepsie.org). It is the online source of information about the branch, its programs, community initiatives, activities, public policy, and more. Postings and updates to the website are made on a routine basis, and all members are encouraged to visit the website frequently to keep themselves informed about the branch. The website is also used to publicize branch activities to the larger community.

## **XI. Publicity**

The branch makes every effort to publicize its programs and activities through print, online, and via social media in order to raise its profile within the larger community and to communicate its message of gender equity.

## **XII. Revenue and Expenses**

Poughkeepsie Branch AAUW has five sources of revenue: membership dues, fundraising events, grants, individual contributions, and interest income. Revenue is used to cover national and state dues and program and administrative expenses. The branch runs on a fiscal year from July through June and has a budget that is approved annually by the Board and shared with the membership at the Annual Meeting.

## **XIII. Board Nominations**

Terms of office and Board nominations are covered in the branch bylaws.  
*See Appendix B for job descriptions.*

## **XIV. Policies and Guidelines**

### Archival – Guidelines

1. The Historian shall develop guidelines for items to be preserved and archived at the Adriance Memorial Library.
2. Prior to passing on material to the incoming Board member, each member shall go through her materials and submit items to be archived to the Historian and discard unnecessary papers.

### Audit/Financial Review

The board should annually appoint a Financial Review committee to review the treasurer's records and recommend areas for improvement. Review should include documentation supporting deposits/payments, overall financial records and reports, with special attention to the restricted funds (Initiatives). The committee should complete their review and report to the board within 3 months of the end of the fiscal year (September 30).

### Financial – Policies

1. An annual budget must be prepared by the Treasurer for approval by the Board. Board members and committee Chairs must provide input to this budget prior to April 1. The proposed budget must be disseminated through the branch newsletter to the membership 20 days prior to the Annual Meeting. The budget must again be shared with the membership by the Treasurer at the Annual Meeting.
2. The Treasurer must prepare a monthly report for the Board, except in July and August. The report should include areas of concern. In case of concern, Board members responsible for expenditures should review their areas of responsibility with the Treasurer.
3. Board members must keep an accurate record of expenses incurred as well as an estimated cost of in-kind donations. Reimbursement Request Forms must be submitted with supporting receipts to the Treasurer for reimbursement within 60 days and must be received by June 15 as the fiscal year ends on June 30. Expenses that were not included in the budget require prior approval of the Board. Items purchased by committee members must be approved by the committee Chair and submitted with the Reimbursement Request Form to the Treasurer.
4. Items included in budgeted expenses such as postage, copy and printing supplies, phone calls, duplicating, and special resources will be covered by the budgeted amounts.
5. When paid events are held, a list containing the name of each participant, date check arrived, check number, and amount must be maintained. This list should be submitted to the Treasurer each time checks are given to her. EXCEPTION: If there is a chance that the event could be cancelled, the checks should be held until it is known that the event will definitely take place and then given to the Treasurer. If the event is cancelled, the checks may be shredded or returned to the members.
6. All branch checks must be signed by the Treasurer and in her absence, the President.
7. As a 501(c) 3 we can donate money to another organization provided that organization furthers our mission and the donation follows State and National AAUW guidelines and IRS regulations. Board approval is needed for such donations. The requesting organization should provide a written statement indicating how our donation furthers our mission.

### Financial – Guidelines

1. Poughkeepsie Branch of the AAUW is exempt from New York State sales tax. When making a purchase, present the tax-exempt certificate available from the Treasurer.
2. When reserving a venue for a monthly meeting or special project, contact the Treasurer so that payment for the space can be made. If the reservation is changed or cancelled, the Treasurer must be notified. Rental fees for branch events or for an initiative or interest group can be covered only if funds have been budgeted for this purpose at the beginning of the year. A group may pay for a room from personal funds, but the Treasurer should still be notified. Every effort should be made to partner with organizations with accommodations in order to cut down on the cost of venues.

3. Individual members may make a donation to branch or national projects such as Dutchess Community College Scholarships, Irene Keyes Memorial Fund, local projects, or unspecified to the branch itself. Donations may also be made in honor of or in memory of a person. These should be made out to Poughkeepsie Branch of the AAUW, Inc., and sent to the Treasurer. Donations to the Educational Fund (Code 4336) or Legal Advocacy Fund (Code 3999) can be submitted to the Treasurer or directly to the AAUW Development Office, PO Box 98045, Washington, DC 20020, specifying that these be credited to Poughkeepsie Branch.
4. The Treasurer should obtain the President's approval for reimbursement of treasury expenses.
5. Liability insurance is in effect in case of an accident at a monthly meeting or special event. When arranging a special event, check with the venue to determine if a special insurance certificate is needed.
6. The Directors' and Officers' Insurance provides financial protection for Board members if they are sued in conjunction with the performance of their duties.
7. AAUW Poughkeepsie Branch has a debit card for use for large purchases. IRS regulations are clear that if a tax exempt certificate is being used, payment has to be made directly by the organization (Poughkeepsie Branch AAUW) so members should not use their own credit card and expect to be reimbursed. When making a large purchase and using the tax exempt certificate, please contact the treasurer who will provide the necessary information to process the payment. The voucher form allows you to indicate if the payment was made via debit card and should be sent to the treasurer as soon as the payment is made. The treasurer will verify the payment in the checking account.

#### General – Policy

Members must respect copyrighted materials. If they want to incorporate such materials into AAUW activities, they must strictly follow the protocol for the use of these materials. Poughkeepsie Branch of the AAUW, Inc., disapproves of all forms of copyright infringement.

#### Governance – Policies

1. All Board members are expected to sign a "conflict of interest" agreement.
2. Board members are responsible for the stewardship of branch's non-profit status.
3. The new slate of officers must be voted upon by the Board and then shared with the membership through written communication a minimum of 21 days prior to the Annual Meeting (see branch bylaws).
4. Two business meetings (one of which is the Annual Meeting) must be held for the benefit of the membership during each fiscal year (see branch bylaws).
5. The Board meets a minimum of 7 times a year; additional meetings may be called by the President at any time or at the request of five members of the Board.

#### Meeting Scheduling – Guidelines

Members responsible for convening meetings, events, and activities are encouraged to check the online calendar to avoid scheduling conflicts, wherever possible.

#### Membership – Policies

1. Member information cited in the Membership Directory is restricted to AAUW use.

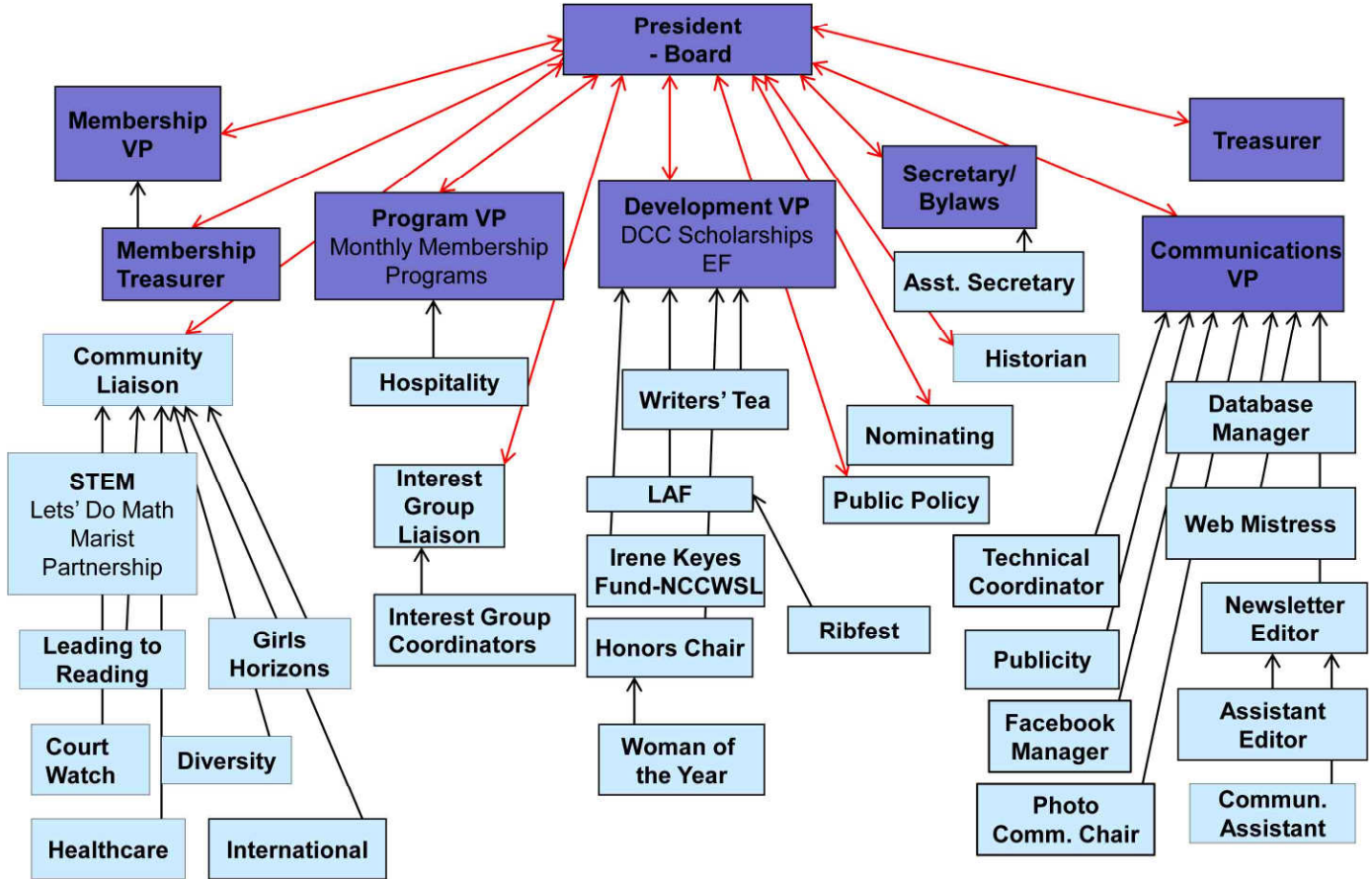
### Newsletter – Policies

1. Members must send in their articles by the 10<sup>th</sup> of every month. Content received after the deadline cannot be published until the following month. Members are also advised to proofread their work before submitting it.
2. Members are not allowed to use the newsletter for profit or political gain.
3. The newsletter publishes information from other organizations only if members of AAUW are involved and only if an article offers information or services that are not just for the purpose of fundraising. Please see the Guidelines for Announcements in *The Branch* in the Appendix.

### Programming – Policies

1. All programs, community Initiatives, events, and new interest groups must be approved by the Board.
2. All program expenditures that are not specifically spelled out in the annual budget must receive prior Board approval.
3. All program-related reimbursements not specified in the annual budget must be approved by the Board.
4. All requests for program funding from the proceeds of the fundraiser must be submitted to the President using the Request for Funding Form and approved by the Board.
5. Non-members will pay at least full price for attending any AAUW event and may incur a non-member additional cost as indicated on the particular event notice. AAUW members will receive priority when attending an event where space is limited.
6. All initiatives must present their written requests for funding for the following fiscal year by May 15 so that all funding requests can be considered at once. A committee, chaired by the treasurer, will review these funding requests and present a recommendation for board approval at the June Board meeting.

# Organizational Chart



## Appendix B – Job Descriptions

All officers, appointed Board, and off-Board members are requested to keep detailed information on the activities of their position and pass this on to the person who follows them in that position. The descriptions below are intended only as an outline of the duties of each of these offices and positions.

### Job Descriptions –Elected Positions

Bylaws ARTICLE VI Section 1D:

“Officers and appointees shall serve for a term of two years or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.”

#### President

The President is expected to lead the organization.

#### Overall responsibilities

- Represent the Poughkeepsie AAUW and serve as spokesperson on issues that promote the organizational mission
- Stay informed about National, State and branch programs and activities
- Stay informed about member issues
- Participate in a strategic planning process to develop goals that will help the organization and the community
- Support Board members by staying in touch and problem-solving to facilitate the achievement of goals
- Conduct Board meetings and meetings indicated in the bylaws including the Annual Meeting
- Create an agenda for all Board meetings and the Annual Meeting (The other business meetings during the year will not require an agenda.)
- Build consensus around policy development
- Submit message for each newsletter
- Attend as many AAUW events as possible
- Appoint, with the approval of the Board, all appointed Board members, community initiative Chairs and committee Chairs, serve *ex-officio* on all committees except for Nominating Committee.
- Assist in appointment of Interest group coordinators and special event Chairs
- Plan an AAUW Board orientation for the second year of term and the first year of the term of the next President
- Prepare Annual Report in June
- Ensure that thank you notes and notes of condolences are sent when appropriate

#### The President’s responsibilities towards AAUW–NYS and National

- Coordinate and email annual applications for AAUW–NYS awards
- Submit the names of the incoming and continuing branch officers and committee chairs to the President of the AAUW-NYS and to National by June 30 using online forms.
- Ensure the bylaws of the branch are updated to conform to the bylaws of the State and National after each National and State Convention, by December 1 following convention.
- Respond to all State requests regarding the AAUW--NYS Convention and other state events.

## Program Vice President

The Program Vice President is the first Vice President and is responsible for programs presented at memberships meetings. Special programs presented during the year such as Open House, Woman of the Year, and Writers' Tea have their own committees, so the Program Vice President(s) is responsible for ensuring the planning and presenting of the remaining annual programs.

### Overall Responsibilities

- Create and chair the standing committee of programming
- Help members understand the connection between programming and membership recruitment and retention
- Solicit program ideas from the membership
- Be a spokesperson for membership meeting programs and their relationship to women's issues
- Plan and implement programs in accordance with an established timeline with the help of Board members and volunteers (The President and Board members are expected to help the VP identify and secure affordable program venues, set up for programs, and clean up afterward.)
- Provide necessary information to the Hospitality Coordinator(s).
- Provide information to the Publicity Chair and the Communications Vice President
- Submit program description and other relevant information for publication in the monthly newsletter and to Facebook Manager
- Assist the President in planning and convening the Annual Meeting
- Conduct Board and membership meetings in the absence of the president
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are sent when appropriate

## Membership Vice President

The Membership Vice President is also the second Vice President and is responsible for recruiting and sustaining a diverse and engaged membership.

### Overall responsibilities

- Create and chair the standing committee of membership to plan and implement strategies for identifying, recruiting, and retaining members
- Work with other Board members to promote membership at branch and community activities, when appropriate
- Manage membership recruitment, which includes identifying and contacting eligible members, receiving applications, coordinating member profiles, maintaining referral records, and analyzing data on branch membership renewals, recruitment rates, and reasons for nonrenewal
- Manage membership retention by maintaining member contact on a year-round basis and encouraging member participation in programs and activities
- Update membership nametags
- Oversee production of the Membership Directory
- Organize Open House and New Member Orientation
- Work with the Treasurer and Membership Treasurer to ensure proper collection and processing of applications, receiving of membership dues, and forwarding the appropriate portion of the dues to State and National in a timely fashion



- Identify and solve any problems that might occur in the updating and maintenance of the national membership database in coordination with the Membership Treasurer
- Adhere to all State membership policies and report on membership information at designated times and upon request
- Adhere to all National membership policies and work with the Membership Treasurer to compile and submit membership reports to National as requested
- Conduct Board and membership meetings in the absence of the President and the Program Vice President
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

*Resources for the Membership Vice President and the membership committee are available at [www.aauw.org](http://www.aauw.org).*

### Development Vice President

The **Development** Vice President is the third Vice President and is responsible for maintaining the branch's focus on the AAUW mission including higher education for women and girls. This focus will include organization and management of funds collected for scholarships and advocacy

#### Overall Responsibilities

- Create and chair standing committee
- Be a spokesperson for women and higher learning
- Work with the Publicity Chair, when necessary, to raise awareness about the need to focus on AAUW priorities
- Assist in the planning and implementation of annual AAUW fundraising efforts. Traditionally the money has been used for local college scholarships, contributions to National's Educational Fund, the Irene Keyes Memorial Fund, Legal Advocacy Fund and Community Initiatives.
- Ensure the selection of the annual Honors and Awards EF recipients
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are sent when appropriate

### Communications Vice President

The Vice President for Communications is the fourth vice president and is responsible for keeping the membership informed of all of the branch's upcoming activities and programs.

#### Overall responsibilities

- Stay abreast of upcoming branch activities and programs
- Work with Newsletter Editor, Assistant Editor, Communications Assistant, local online Database Manager and Publicity Chair
- Ensures that email announcements are sent to membership on an as-needed basis
- Work with Web Mistress, Facebook Manager, Photography Chair, and Technical Coordinator
- Ensure the Update of the website including those sections that fall under position responsibilities
- Ensures posting of the Board minutes and archive the monthly newsletter (this is done by *The Branch* editor)

- Ensures there is a back-up for *The Branch* editor in her absence or as needed
- Prepare annual report and give to the president in June. A copy should be preserved in the files.

### Treasurer

The Treasurer is responsible for the management of branch finances.

#### Overall responsibilities

- Produce financial statements for the Board
- Alert the Board to any financial difficulties
- Ensure the deposit of all incoming payments in bank and pay bills
- Reimburse members in accordance with financial guidelines
- Keep the books, using appropriate software (currently, QuickBooks), as needed
- Prepare summaries of income and expenses for special events such as Writers' Tea, Girls' Conference, and Woman of the Year as needed
- Prepare annual budget, with the assistance of President and others, and present to Board in April for approval and publication in *The Branch*
- Present annual budget to membership at Annual Meeting
- Purchase liability insurance, directors and officers insurance, and arrange for special event insurance; contact the insurance broker for liability forms when needed
- Manage funds for optimal return
- Send contributions for EF Named Gifts and LAF donation as requested by State and National
- Prepare the federal form 990N, and the State CHAR 500 form annually
- Update forms (such as reimbursement) and distribute forms to members
- Send scholarship contribution to Dutchess Community College annually
- Chair a committee to which all initiatives must present their written requests for funding for the following fiscal year by May 15 so that all funding requests can be considered at once. This committee will review these funding requests and present a recommendation for board approval at the June Board meeting.
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are sent when appropriate

### Membership Treasurer

The Membership Treasurer is responsible for processing membership dues and monitoring the AAUW National Database for accuracy.

#### Overall responsibilities:

- Annually prepare a Branch Dues Report (BDR) for the AAUW National and NY State Treasurers, including checks provided by the Branch Treasurer.
- Monthly, or as needed, prepare an Additional Dues Report (ADR) for the National and State Treasurers, including the appropriate checks.
- Send copies of submitted BDRs and ADRs to the Membership VP, those responsible for sending branch email announcements, Interest Group Coordinator, and local Database Manager (who also is sent associated documentation such as application forms and member profiles).

- Maintain a Membership Treasurer Database in which to record information about membership dues received (date received, check number, date deposited). Report such information to the Branch Treasurer.
- Handle free memberships (through submission of Guest Referral List forms) and Shape the Future (STF) submissions (after renewal memberships). Also, monitor student membership (ESAF), in- and out- of state members (DUAL), "Give-a-Grad-a-Gift" program, and member eligibility for designations based on years of service. Submit necessary forms as required.
- Work closely with the Membership VP on all activities involving the collection of dues, including the Open House for new or prospective members in September and the annual dues renewal period in April.
- Monitor the National Database to ensure that updates have been correctly entered. Notify both National and the local Database Manager of any changes to member information (change of address or other contact data, death), as well those responsible for sending branch email announcements.
- Present membership report at branch board meetings, as needed. Prepare annual reports of activities for the President in June.
- Ensure that thank you notes are sent when appropriate

### Secretary/Bylaws

The Secretary/Bylaws is the custodian of the organization's records (minutes, bylaws and Working Rules) and is responsible for updating documents as necessary and ensuring that all documents are safely stored and readily accessible.

#### Overall Responsibilities

- Receive Board meeting agenda from President and send to Board members along with directions to meeting place; ask Board members to RSVP
- Take minutes and send to Board
- Send approved set of minutes to Communications Vice President or the person responsible for website update to post on website
- Ensure that the Assistant Secretary sends thank you notes for donations made to our branch in honor or memory of our members/others and sends condolence cards on behalf of the board.
- Save each month's minutes in the AAUW minutes notebook.
- Keep updated the AAUW Legal notebook which contains pertinent information and the official seal of the organization.
- Take minutes at Annual Meeting and any other membership business meeting.
- Arrange for update of bylaws and Working Rules as needed.
- Ensure all board members sign annually a conflict of interest form to be kept on file.
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

## Job Descriptions—Appointed Positions

Appointed by the President and the board, all positions are two-year terms that may be renewed for an additional two years or longer with the approval of the Board.

### Assistant Membership

Provide support to the Membership Vice President as needed.

### College and University Liaison

- Ensure the recruitment and retention of college/university institutional members.
- Contact the college/university representatives.
- Encourage college/university representatives to work with our branch to recruit student affiliates
- Work with college/university representative on mutually beneficial projects and programs.

### Community Initiative Liaison

The Community Initiative Liaison serves as liaison between the Board and the Community Initiative Chairs.

#### Overall responsibilities

- Provide a focus on Community Initiative programs for the branch
- Arrange for periodic reports of community initiative/project Chairs on the Board meeting agendas as necessary and report on their behalf when they are unable
- Write periodic articles for the newsletter or encourage the community/project Chairs to do so
- Ensure that information on community outreach is on the website
- Provide information for new members on community projects
- Contact chairs of all community projects and provide support as needed
- Serve as the liaison to the Board
- Ensure that information on projects is available to branch members and potential members
- Serve as part of the program/membership team: provide information on community initiatives to help recruit and engage members
- Support the AAUW mission by incorporating community outreach as part of the branch programming
- Serve as a member of the committee, chaired by the treasurer, that reviews the funding requests from the individual initiatives and presents a recommendation for board approval at the June Board meeting.
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

## Diversity Chair

The Diversity Chair is responsible to promote and expand diversity and social justice initiatives in all aspects of AAUW and help AAUW further its diversity goals in the branch.

### Overall responsibilities

- Recruit a branch diversity resource team to help plan and implement diversity and social justice initiatives
- With team, evaluate previous branch diversity and social justice efforts
- Lead an assessment of branch's and community's demographic diversity
- Develop a diversity action plan with specific and measurable goals
- Ensure that diversity and social justice priorities are included in branch annual plan
- Ensure that the diversity statement is planted in all branch materials
  
- Work with other branch officers and committees to integrate diversity goals with other branch priorities
- Working with the branch Board, help cultivate a diverse group of leaders
- Work with other branch officers and committees to identify and address diversity training needs and resources
- Seek opportunities to promote AAUW membership and programs to underrepresented groups and make connections with a broad range of potential coalition partners
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

## Historian

### Overall Responsibilities

- Develop guidelines for items to be preserved and archived at the Adriance Memorial Library
- On an annual basis, review materials archived at the Adriance Memorial Library
- Ensure a brief report on the issues, activities, and major accomplishments of Poughkeepsie Branch of the AAUW, Inc., to be placed with the branch records.
- Report at a Board meeting at the end of each year on the appropriate materials to be preserved, including minutes, agendas, event final reports, membership directories, memorable materials, correspondence that may have historical import, newsletters, bylaws, branch brochures, news media, legal documents, financial statements, audit reports, and photos with persons, date, and event identified
- Solicit important materials to archive from other Board members
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

## Honors and Awards Chair

### Overall responsibilities

- Form a committee as needed
- With the help of the President and Board, select Chairs of subcommittees on
  1. Cornerstone Award
  2. Educational Fund: Named Gift

3. Emerging Leader
  4. Irene Keyes Memorial Fund (NCCWSL)
  5. Woman of the Year
- Form committees for identifying recipients of any other awards that become necessary. Keep Board informed of all subcommittee progress
  - Present to the Board for approval all selections made by the subcommittees
  - Serve as ex-officio on all subcommittees
  - Prepare annual report and give to the president in June. A copy should be preserved in the files.
  - Arrange for updates of the website that fall under position responsibilities.

### Interest Group Liaison

The Interest Group Liaison is responsible for overseeing the Interest Groups and serves as liaison between them and the Board. Interest Group meeting times are posted on the online calendar at [www.aauwpoughkeepsie.org](http://www.aauwpoughkeepsie.org)

### Overall Responsibilities

- Represent the Interest Groups at board meetings
- Maintain contact with Interest Group chairs and provide problem-solving assistance when appropriate
- Ensure that Interest Group Coordinators receive information on branch activities and upcoming events and encourage their attendance
- Coordinate assistance from Interest Group participants for branch activities and events
- Assist with the formation of new groups
- Provide description of new groups to board for its approval

### Immediate Past President

The Immediate Past President serves as a consultant to the President and the Board.

### International Relations Chair

The International Chair is responsible to seek opportunities to increase awareness of issues affecting women and girls worldwide and help AAUW further its international goals in the branch.

- Overall responsibilities
- Establish a committee as needed
- Promote the Education, Advocacy and Philanthropy of women and girls globally in keeping with the AAUW mission including support of at least one International Fund annually, e.g., the Malala Fund
- Establish programs for members and the community that address international concerns of women and girls
- Keep the board informed of the progress of the project/event.
- Communicate with the Community Initiatives Liaison about International initiatives projects and events
- Work with other Community Initiative Chairs as appropriate to promote awareness events, for example, International Domestic Violence Day, the International Day of Peace, and International Literacy Day

- Make connections with other organizations that are concerned with international issues as potential coalition partners
- Write an occasional article for The Branch on issues of international concern
- Work with Treasurer if funds are collected or expenses incurred
- File the required form with the Treasurer to obtain funds from Poughkeepsie AAUW for any projects
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibility
- Work with Publicity Chair, Communications Vice President, and Newsletter Editor for internal and external publicity as needed

### Legal Advocacy Fund (LAF) Chair

The AAUW Legal Advocacy Fund (LAF) works to combat sex discrimination in higher education and the workplace.

#### Overall responsibilities

- Become knowledgeable about the Legal Advocacy Fund and its achievements
- Raise membership awareness about the Legal Advocacy fund and its role in supporting equity for women in the workplace
- Raise awareness within the larger community by developing a campus outreach program based on programs across the country
- Work with the Membership VP to recruit student affiliates
- Support the annual fundraiser and local community events that can raise funds for LAF
- Inform the Treasurer about the amount raised and send to National as requested
- Assist in the planning and implementation of the annual AAUW fundraising event
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are sent when appropriate

### Newsletter Editor

The Newsletter Editor is responsible for publishing the newsletter ten times a year.

#### Overall Responsibilities

- Receive content from members by the 10<sup>th</sup> of every month (Information for inclusion in the newsletter is provided by the Assistant Editor as well as Board members.)
- Create newsletter, maintaining responsibility for its formatting and production
- Publish online and mail hard copies, with help of Assistant Editor, to those without access to the Internet
- Serve on the Board
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are sent when appropriate

## Nominating Committee Chair

The Nominating Committee Chair is responsible for assembling a slate of officers for election.

### Overall responsibilities

- Refer to bylaws to identify outgoing Board members
- Solicit recommendations for elected officers at Board meetings, membership meetings, and through the newsletter
- The Nominating Committee Chair is responsible for selecting a Committee in accordance with the Bylaws, Article V, Section 1. Assure the Committee is in place for election by the Board no later than the October Board meeting.
- Prepare the slate of officers assuring all nominees for office have given their consent to serve.
- Publish slate in newsletter twenty-one days before the Annual Meeting
- Assist President in swearing in new officers at Annual meeting
- Assist President, whenever necessary, to identify prospective appointed Board members
- Ensure confidentiality of proceedings of the Nominating Committee
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

## Public Policy Chair

The role of advocacy is central to the AAUW mission of promoting equity and education for all women and girls. The Public Policy Chair is responsible for disseminating information about issues, advocacy actions, and legislative deadlines to the membership and the larger community.

### Overall Responsibilities

- Become familiar with issues that impact women, specifically AAUW advocacy priorities
- Contribute to *The Branch* newsletter to keep members updated on advocacy efforts
- Communicate actionable information from National to the membership in a timely manner
- Encourage members to use the Two-Minute Activist to communicate with elected officials
- Ensure that public policy priorities are included in the branch strategic plan
- Work with other Board members and volunteers to integrate public policy with other branch priorities
- Join community coalitions to work on AAUW public policy priorities
- Maintain regular contact with the State public policy chair and report on efforts; share successful advocacy strategies with the State public policy chair and other branches
- Provide programs to members and work with local groups to provide education to the community
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.



## Publicity Chair

### Overall responsibilities

- Become familiar with branch programs, initiatives, and events in order to write about them
- Compile a list of community media contacts and maintain contact with them
- Work with Board members to write press releases about upcoming events; create visual references; send to media and follow up
- Write articles for the newsletter
- Write articles for local print and online media
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

## State and National Liaison

The State and National Liaison brings to the Board and membership any current issues, announcements or changes in AAUW policies, and brings to State and National AAUW any questions, issues or concerns from the branch.

## Web Mistress

The Web Mistress, with help of designated assistants, is responsible for designing, developing and maintaining the branch website.

## **Job Descriptions—Appointed Off-Board Positions**

### Assistant Newsletter Editor

#### Overall responsibilities

- Work closely with the Editor
- May be responsible for producing the newsletter in the absence of the Editor
- Gather information from the interest groups regarding upcoming monthly activities by the 10<sup>th</sup> of each month that the newsletter is produced (September–June)
- Pick up printed newsletters from the printer in Poughkeepsie and mail to those without access to the Internet and to the Historian
- Collect information from those interest groups that schedule activities on a yearly basis and send it to the website editor for posting on website
- In May assemble Information from interest groups regarding any plans for July and August
- Update the online calendar as activities are scheduled

### Assistant Secretary

The Assistant Secretary will assist the Secretary/**Bylaws** in sending cards to the membership.

#### Overall responsibilities:

- Send out thank you notes for donations made to our branch in honor or memory of our members
- Send condolence cards on behalf of the board
- Send cards expressing care and concern when needed
- Take minutes at Board meetings in the absence of the Secretary/**Bylaws**

### Communications Assistant

The Communications Assistant supports emailing and website editing .

#### Overall responsibilities

- Sends emails to the branch membership as requested.
- Ensures that a backup person is available to send emails in her absence.
- Assist in the review and update of the website on an annual basis and when needed during the year.
- Does last minute changes to the newsletter when required in the absence of the newsletter editor.

### Database Manager

The Database Manager keeps the local database up to date.

#### Overall responsibilities

- Work closely with the Membership Vice President , Assistant Membership VP, Membership Treasurer, and Newsletter Editor
- Enter information in the database on all new members, including member contact information, education, membership number, and date joined
- Update any changes in the information of all members
- Enter data compiled from the profile sheets
- Before May send a list to the Membership VP and Membership Treasurer including members in the branch with contiguous membership of 55+, 50, 45, ...20 or any anniversary requested for the annual 'length of time' awards.
- Update the Branch Database to reflect 40 years in the branch by 'clicking' on the field Local Honorary (this is important since these members no longer pay local dues).
- Prepare the database for use in the publication of the membership directory.
- Provide to members, as needed, information collated from the database and support documentation of data and metadata required by the branch for procedures, processes, storage and reports as needed.

### Facebook Manager

In coordination with the branch web page mistress & newsletter editor, the Facebook Coordinator will:

- Post photos of the monthly program and special events.
- Add timely reminders of events coming up.
- Post photos and activities that interest group leaders submit.
- Post pertinent info from State and National AAUW
- Promote interest in branch Activities and Goals to potential members

### Hospitality Coordinator(s)

The Hospitality Coordinator(s) is responsible for providing refreshments at the annual Open House and a new member reception, as well as at other monthly program meetings as appropriate.

#### Overall responsibilities

- Pick up supplies from outgoing Hospitality Coordinator(s)
- Store supplies
- Replenish supplies/submit reimbursement request voucher within thirty days of purchase
- Call volunteer members for refreshments two weeks prior to meeting (A list of volunteers will be provided by the Database Manager. The number of volunteers needed depends on the time of the year and the scheduled program.)
- Keep a list of those who have provided refreshment so that members are not called upon repeatedly
- Ensure supplies are available at each meeting: coffee and hot water pots, beverages, paper plates, hot and cold cups, napkins, plastic utensils, plastic table cloths; set up one hour prior to meeting
- Get volunteers to clean up at the end of the meeting
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.

### Photography Coordinator

- Form a committee to assign a photographer to each of the upcoming events. The photographer will then send the coordinator these photos.
- Archive and distribute photos to other interested committees such as the Newsletter, Facebook and Historian.
- Archive photos and make them accessible to anyone who is interested.

### Technical Coordinator

- Maintain an inventory of all technology equipment.
- Arrange for the safekeeping of the technology equipment owned by the branch.
- Make available this equipment at events of AAUW when requested.
- Keep the equipment in good working order through regular updating of software and purchase of needed parts (bulbs and batteries).

## **Job Descriptions – Chairs, Coordinators, Events**

### Community Initiatives Chairs

Chairs of Community Initiatives shall:

- Assemble a committee as needed
- Keep the Board informed through the Community Initiatives Liaison or by direct report\_of the progress of the project/event
- Work with Treasurer if funds are collected or expenses incurred
- Write articles for newsletter to keep membership up to date
- Regularly arrange for the update of webpage
- Assist with the annual fundraiser

- Work with Publicity Chair, Communications Vice President, and Newsletter Editor for internal and external publicity as needed
- **File the required Treasurer's form** for funding for the following fiscal year by May 15 so that all funding requests can be considered at once. A committee, chaired by the treasurer, will review these funding requests and present a recommendation for board approval at the June Board meeting
- Arrange for updates of the website that fall under position responsibilities.
- When appropriate, obtain signed "Hold Harmless" forms from participants and maintain on file
- Ensure that thank you notes are sent when appropriate

### Interest Group Coordinators

Coordinators of Interest Groups shall:

- With the cooperation of members of her group, plan the program for the year
- Appoint hostesses and co-hostesses
- Give meeting notices to the Editor or Assistant Editor of *The Branch* by the 10th of the month preceding the meetings
- Write thank you notes to interest group program participants who are not members of AAUW or who are not members of their particular interest group
- Give a list of her group's membership to the Interest Group Liaison by December
- Ensure that all members of the group are members of AAUW
- Explain to the group that guests considering joining AAUW are welcome to attend two interest group meetings before doing so
- Help prospective members become part of AAUW
- At general meetings, make a personal effort to meet members, new and continuing, and help them feel comfortable at the meeting and with AAUW as an organization
- Review current branch activities at interest group meetings
- Urge members to attend and participate in general activities of the whole branch
- Express concerns of her group to the Board through the Interest Group Liaison- or by attending Board meetings in person
- Ensure that individual member requests for assistance from another Interest Group be facilitated through the Interest Group Liaison.
- Plan a display and participate in the annual Open House
- When appropriate, obtain signed "Hold Harmless" forms from participants and maintain on file

### Annual Events:

Currently, annual events include an Open House Membership meeting (chaired by the Vice-president for Membership), a recognition event (Woman of the Year), an annual fundraiser (The Writer's Tea & Auction), and an annual dinner meeting in June.

#### Membership Event - Open House Chair

- Shall be chaired by the Membership Vice President
- Shall include an overview of the organization through a distributed Membership Directory, speakers and displays
- Shall encourage via publicity and invitation the attendance of new and prospective members

### Recognition Event – Woman of the Year Chair

- Assemble committee
- Solicit potential honorees from the committee, branch membership, and other community sources
- Identify honoree choices, make final selection, and notify the recipient
- Inform Board about choice
- Plan luncheon, reserve venue, etc.
- Send information to Newsletter Editor for publication in *The Branch*
- Send invitations
- Work with Publicity Chair to raise event profile in the community
- Order award
- Organize small get-together with committee and honoree
- Get deposit forms from Treasurer
- Receive responses and checks; forward checks to Treasurer
- Organize event registration
- Hold event
- Ensure that thank you notes are sent when appropriate

### Annual Fundraiser Chairs – Currently Writer’s Tea & Auction

- Assemble a committee and sub-committees as needed
- Arrange for meetings of the committee and attend meeting of sub-committees
- Establish the vehicle for raising funds
- Secure a site for the event
- Contact the AAUW President/Treasurer concerning the signing of any contracts
- Organize the means for publicity-within and outside of the branch
- Ensure the organization of all parts of the events such as selection of authors, the setup of the auction or raffles.
- Arrange for registration as needed
- Work with Treasurer when funds are collected or expenses incurred
- Ensure that articles are written for the newsletter to keep membership up to date
- Regularly arrange for the update of webpage for the event
- Keep the Board informed throughout by direct report of the progress of the project/event
- Ensure that thank you notes are sent when appropriate

### Annual Meeting Chair

In coordination with the president:

- Assemble a committee as needed
- Secure a site and reserve the date for the event, which has traditionally been held on the second Thursday of June
- Contact the branch President/Treasurer concerning the signing of any contracts including a listed menu and necessary AV equipment such as a podium/microphone
- Work with the President on the selection of a speaker or other program
- Publish “Save the Date” notices in the Branch
- Publish registration form and speaker’s biographical information in *The Branch*

- Collect and record reservations
- Work with Treasurer when funds are collected or expenses incurred
- Arrange for signage, greeters, sign-in sheets, nametags and other items as needed on the day of the event
- Ensure the evening program schedule is produced and printed

#### Special Projects

The president may appoint a chair to coordinate a special project, with the approval of the board, at any time. Such projects may include, but are not limited to, anniversary celebrations, election year efforts, partnerships with community organizations, and so forth.

### **Appendix C Forms**

Specified forms shall be used by board members to provide consistency in procedures. These shall include the Reimbursement Request Form, Request for Funding Form, Donation Form, Conflict of Interest Form, and others as approved by the Board.

#### **Acknowledgement of Donation Form**

**Poughkeepsie Branch of the American Association of University Women, Inc.  
PO Box 1908  
Poughkeepsie, NY 12601**

Thank you for your donation of \_\_\_\_\_ to Poughkeepsie Branch of the American Association of University Women, Inc.

Federal income tax law requires us to inform you that no goods or services were provided to you in return for your gift. Therefore, within the limits prescribed by law, the full amount of your gift is deductible for Federal income tax purposes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Branch President

A Nonprofit Organization 501(C)(3)

[www.aauwpoughkeepsie.org](http://www.aauwpoughkeepsie.org)

**POUGHKEEPSIE BRANCH OF THE  
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, INC.**

**Reimbursement/Payment Request Voucher  
Debit Card Transaction**

**Please use one form per mailing address. For Debit Card transaction, you only need to fill out Payee, Date, AAUW account, Vendor, Item, and Amount.**

Receipts or invoice must accompany this form and be received within 30 days of purchase. Debit card information should be sent as soon as the transaction has been processed.

Return this form to:

Diane Jablonski, Treasurer, 41 Parkwood Blvd, Poughkeepsie NY 12603

**Check one:** Reimburse Member \_\_\_\_\_ Pay Invoice \_\_\_\_\_ Debit Card \_\_\_\_\_

Payee \_\_\_\_\_ Date \_\_\_\_\_

Address where check will be sent: \_\_\_\_\_

---

<u>AAUW account</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>
---------------------	---------------	-------------	---------------


**Total** \_\_\_\_\_

REQUESTOR'S SIGNATURE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_  
Treasurer or President

For Treasurer's use: Paid by check# _____ Date Paid _____
---



**Sample Hold-Harmless Form: Poughkeepsie Branch AAUW, Inc. INTEREST GROUP**

***Acknowledgment of Outing Member Responsibility, Express Assumption of Risk, and Release of Liability***

I understand that during my participation in this **Poughkeepsie Branch AAUW, Inc.** Outing, I may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in each Outing and cannot be eliminated without destroying the unique character of the Outing. These inherent risks include, but are not limited to, the dangers of serious personal injury, property damage, and death (“Injuries and Damages”) from exposure to the hazards of travel and **Poughkeepsie Branch AAUW, Inc.** has not tried to contradict or minimize my understanding of these risks. I know that Injuries and Damages can occur by natural causes or activities of other persons, animals, trip members, trip leaders and assistants or third parties, either as a result of negligence or because of other reasons. I understand that risks of such Injuries and Damages are involved in adventure travel such as **Poughkeepsie Branch AAUW, Inc.** Outings and I appreciate that I may have to exercise extra care for my own person and for others around me in the face of such hazards. I further understand that on this Outing there may not be rescue or medical facilities or expertise necessary to deal with the Injuries and Damages to which I may be exposed.

In consideration for my acceptance as a participant on this Outing, and the services and amenities to be provided by **AAUW** in connection with the Outing, I confirm my understanding that:

- I have read any rules and conditions applicable to the Outing made available to me; I will pay any costs and fees for the Outing; and I acknowledge my participation is at the discretion of the leader.
- The Outing officially begins and ends at the location(s) designated by **Poughkeepsie Branch AAUW, Inc.** The Outing does not include carpooling, transportation, or transit to and from the Outing, and I am personally responsible for all risks associated with this travel. This does not apply to transportation provided by **Poughkeepsie Branch AAUW, Inc.** during the Outing.
- If I decide to leave early and not to complete the Outing as planned, I assume all risks inherent in my decision to leave and waive all liability against **Poughkeepsie Branch AAUW, Inc.** arising from that decision. Likewise, if the leader has concluded the Outing, and I decide to go forward without the leader, I assume all risks inherent in my decision to go forward and waive all liability against **Poughkeepsie Branch AAUW, Inc.** arising from that decision.
- This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- To the fullest extent allowed by law, I agree to **WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY Poughkeepsie Branch AAUW, Inc.**, its officers, directors, employees, agents, and leaders from **any and all liability** on account of, or in any way resulting from Injuries and Damages, even if caused by **negligence of Poughkeepsie Branch AAUW, Inc.** its officers, directors, employees, agents, and leaders, in any way connected with this Outing. I further agree to **HOLD HARMLESS Poughkeepsie Branch AAUW, Inc.**, its officers, directors, employees, agents, and leaders from any claims, damages, injuries or losses caused by my own negligence while a participant on the outing. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns, and includes any minors accompanying me on the Outing.
- I have read this document in its entirety and I freely and voluntarily assume all risks of such Injuries and Damages and notwithstanding such risks, I agree to participate in the Outing.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Emergency \_\_\_\_\_

Poughkeepsie Branch of the AAUW, Inc.

**Request for Funding for Community Outreach Programs**

Please email completed form to the branch president

Name of project \_\_\_\_\_

Contact Name, phone and email

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please respond specifically to the following questions. Answers to each question need not be more than 3-4 lines

\_\_\_ What are the program's goals?

\_\_\_ How does the proposed program support the AAUW mission?

\_\_\_ How does the program support community needs, i.e. who is the program's target audience?

\_\_\_ Does the program have community partners? If yes, who are they?

\_\_\_ How many AAUW members will participate in implementing this program?

\_\_\_ Is the program sustainable for the next 2 – 3 years?

\_\_\_ If this is an ongoing program, identify past benchmarks of success

\_\_\_ What is the program's budget? Does it have other sources of funding?

\_\_\_ What is the amount and purpose of funding that you are requesting from AAUW?

Poughkeepsie Branch AAUW Inc.

**Annual Disclosure Statement Regarding Conflict of Interest for Board Members**

I have read and am fully familiar with the organization's Conflict of Interest Policy found at

[www.aauw-poughkeepsie.org](http://www.aauw-poughkeepsie.org) /About Us / Policies and Procedures.

Except for the matters listed below, there is no situation in which I am involved, in which my decision on behalf of Poughkeepsie Branch AAUW, Inc. may be influenced by my own personal gain or advantage, financial or otherwise.

(Please provide any information that would be relevant to a determination of Conflict of Interest. This includes past, present, and anticipated activity. If there is no existing or potential conflict of interest, please write " None" in the space below.)

---

---

---

---

I agree to disclose promptly, in accordance with the requirements of the Policy, any additional interests which may arise after the filing of this statement.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## **Guidelines for Announcements in *The Branch* about non-branch activities**

1. Only a member can request the announcement, and the member herself must play a prominent role in whatever is being announced.
2. The announcement should promote only a not-for-profit, non-partisan, non-sectarian organization. The name of this organization should be clearly stated in the announcement.
3. The member herself cannot receive any financial gain from the activity being announced.
4. The announcement should be for a volunteer opportunity or cultural activity of genuine interest to most AAUW members.
5. The announcement cannot be solely for something to purchase or an outright donation.
6. The promoted activity or organization must be in line with AAUW's mission or any of its policies or platforms. Also, the promoted activity cannot be in date-conflict with one of the branch's own activities.
7. If there is a fee/donation for the activity being announced, it must be stated as such.
8. Announcements such as this should be dictated by space; AAUW's own announcements and articles come first without making the newsletter too long or costly. As space dictates, outside announcements should be published on a first-come, first-served basis.
9. Announcements such as this could be identified as "submitted by member" so as not to confuse the announcement with one about an AAUW activity.
10. All decisions about publication of such announcements will be at the sole discretion of the President and *The Branch* Editor.
11. Additional idea: There could be column "Member Activities" devoted to such announcements.
12. In general, there will not be any individual emails sent to members about non-AAUW activities, unless they are about a very special activity or award involving a member, again at the sole discretion of the President and *The Branch* Editor or Communications Vice President.