

JOB GUIDELINES

INTRODUCTION

The following section contains job guidelines for the American Association of University Women of the State of Colorado Board of Directors, elected and appointed officers and chairs. These guidelines are purposely broad and general to accommodate the creative personality. Specific responsibilities intrinsic to the office are described in detail in the guideline for each position. In addition to the guideline for each job, listed below are some general expectations for each state board member.

Every member of the AAUW-CO Board of Directors shall:

1. Promote the mission of the American Association of University Women.
2. Be informed and knowledgeable about the Association and AAUW-Colorado, including information regarding bylaws, policies, forms, news, etc. as posted on the Association and AAUW-CO website.
3. Attend all state board meetings.
4. Attend all state conventions.
5. Attend regional conferences and Association conventions.
6. Inform the Executive Committee, State Board, branches, and/or membership about Association activities related to the office.
7. Submit information relevant to the office to the State Bulletin editor and the website editor as necessary.
8. Serve in an advisory capacity to the branch officer counterparts, assisting them through training meetings, seminars, workshops, individual communications, and branch visits.
9. Maintain adequate files and records of the office.
 - a. Becoming familiar with files and materials related to the office.
 - b. Purging materials no longer pertinent to the office.
 - c. Forwarding any appropriate items to the State Archivist.
 - d. Passing on the file by the end of June in the year the term of office expires.
10. Submit requested reports by the established deadlines, including an Annual Report to be included in the State Convention Program book.
11. Recommend changes in the job guideline of the office as necessary.
12. Assume specific duties and responsibilities at the discretion of the President.

JOB GUIDELINES

PRESIDENT

This position is elected for a two-year term. This position –

1. Presides at all State, Board of Directors and Executive Committee meetings.
2. Selects all appointed officers and chairs with the advice and approval of the Executive Committee.
3. Serves as an ex-officio member of all committees, except the Nominating Committee.
4. Serves as the official channel of communication between the State and the Association.
5. Serves as the official spokesperson for AAUW-CO in all matters related to the mission and work of the State and/or Association.
6. Authorizes the payment of bills by the Treasurer.
7. Oversees, along with the Vice President, Membership:
 - a. the organization of a new branch,
 - b. the dissolution of a branch,
 - c. the loss of branch recognition,
 - d. the request for a change of name by a branch.
8. Reviews and recommends, along with the Bylaws Chair, updates to the bylaws, particularly following each Association Convention.
9. Is responsible for the following Association relationships:
 - a. requesting explanations and interpretations of AAUW purposes, policies, and programs,
 - b. serving as liaison between the Rocky Mountain Regional Director and the State,
 - c. serving as the State Delegate Chair to the Association Convention,
 - d. representing the State at any Association and Regional meetings.
10. Is responsible for the following State relationships:
 - a. communicating pertinent State business to Association,
 - b. helping officers/leaders to fulfill their responsibilities,
 - c. informing organizations, individuals, and governmental agencies of appropriate AAUW-CO activities and policies,
 - d. mentoring and actively involving the President-elect in activities when appropriate,
 - e. working closely with the Bulletin editor and website editor to assure release of accurate and pertinent information to state members,
 - f. recognizing outstanding women in the state for appointment to governmental boards, commissions, committees, and agencies,
11. Is responsible for the following branch relationships:
 - a. promoting and interpreting the purposes, policies, and programs of the Association,
 - b. encouraging branch attendance and participation at Association, regional, and state meetings,
 - c. urging branches to submit the names of qualified women to the Nominating Committee, to suggest members qualified for committee chairs, and to suggest members to serve on State and Association committees.
12. Consults the President's file for specific calendar guidelines and assures that meetings are not held on major religious holidays.

JOB GUIDELINES
PRESIDENT-ELECT

This position is for a term of one year. This position –

1. Serves one year as a voting member of the Executive Committee and Board of Directors.
2. Assumes the duties of the President in the President's absence or inability to serve.
3. Maintain close contact with the President to keep informed of current State and Association issues.
4. Begins personal orientation to Association and State policies, procedures, programs, and direction.
5. Begins personal orientation offices and committees, as well as skills and talents of members throughout the state, in preparation for making appointments when assuming the office of President.
6. Receives communications from Board officers and chairs.

JOB GUIDELINES
IMMEDIATE PAST PRESIDENT

This position is for a term of one year. This position –

1. Serves one year as a voting member of the Executive Committee and Board of Directors.
2. Serves in an advisory capacity to the President and the Board of Directors.
3. Assists the President in the following ways:
 - a. represents AAUW at meetings of other organizations and groups,
 - b. helps with the organization of new branches,
 - c. services as an advisor or consultant to branches as called upon by the President,
 - d. assists retiring Board officers/chairs in the orientation of incoming officers/chairs,
 - e. assumes leadership for special state projects under the direction of the President.

JOB GUIDELINES

VICE PRESIDENT, PROGRAM DEVELOPMENT

This position is elected for a two-year term. This position –

1. Serves as chair of the Program Development Committee.
2. Oversees the planning of the annual state conventions, in coordination with the President, the Program Development Committee, and the Local Arrangements Chair and Committee. Specific convention guidelines can be found in the Program Development files.
3. Communicates with branch program vice presidents regarding AAUW issues and programs and offers guidance with branch programming.
4. Assumes the duties of the President in the President's absence or inability to serve in the year when there is not a President-elect.

JOB GUIDELINES

VICE PRESIDENT, MEMBERSHIP

This position is elected for a two-year term. This position –

1. Serves as the chair of the Membership Committee.
2. Oversees, along with the President, all matters related to membership, including:
 - a. the organization of a new branch,
 - b. the dissolution of a branch,
 - c. the loss of branch recognition,
 - d. the request for a change of name by a branch.
3. Works with branches to maintain and increase branch membership.
4. Coordinates the production of a membership brochure to promote statewide membership in AAUW.
5. Works with the Treasurer to ensure accurate membership records.
6. Serves as the presiding officer in the absence of both the President and the Vice President, Program Development.

JOB GUIDELINES

TREASURER

This position is elected for a two-year term. This position –

1. Is responsible for the collection of all state dues and money due the state.
2. Is custodian of all funds, securities, and business papers.
3. Maintains a checking account at a federally insured bank. The President shall be a co-signer on the account. Only one signature is needed for checks, etc.
4. Maintains a savings account at a federally insured bank for any reserve funds. Securities such as a certificate of deposit may also be maintained. The President shall be a co-signer on the account.
5. Keeps an itemized account of all receipts and disbursements.
6. Disburses funds/payments only upon receipt of vouchers signed by the President.
7. Sends a monthly financial report to the President.
8. Submits the accounts of the State for audit.
9. Serves as a member of the Finance Committee, presenting to the committee the audit report, year-end financial statement, and information as necessary for the work of the committee.
10. Sends communications to branch treasurers and advises branches on financial questions and procedures.
11. Presents financial statements, auditor's report (when applicable) and provides vouchers for expenses at Executive Committee and Board of Directors meetings.
12. Provides for the State Convention:
 - a. a written report to each branch president, at least 30 days prior to the convention, stating the number of paid members for the current year and specifying the number of voting delegates for the branch. (See Bylaws),
 - b. a report to the Convention Credentials Chair and the President informing them of the number of voting delegates for each branch.
13. Works with the Vice President, Membership, the Educational Foundation Director and the Legal Advocacy Fund Director to assure accurate records related to membership and contributions. Completes forms and transactions as necessary.
14. Files necessary forms with the Internal Revenue Service and keeps informed of state and federal tax regulations.

JOB GUIDELINES

SECRETARY

This position is elected for a two-year term. This position –

1. Coordinates the yearly revision, duplication, and distribution of leadership materials.
2. Collects and mails materials to branches not in attendance at state meetings.
3. Reports correspondence at Executive Committee meetings, Board of Directors meetings, and State Convention Business Meeting
4. Administers correspondence in the manner directed by the President.
5. Keeps the minutes of meetings of the Executive Committee, the Board of Directors, and the State Convention Business.
6. Gives a report of the preceding Executive Committee meeting at each Board of Directors meeting.
7. Sends minutes of the Executive Committee meetings to Executive Committee members, Parliamentarian, and the Rocky Mountain Regional Director.
8. Sends minutes of the Board of Directors meetings and Convention Business Meeting to the President and to the respective Reading Committee members who have been appointed by the President for review and approval.
9. Sends corrected and approved minutes of the Board of Directors meetings and the Convention Business Sessions to the President to distribute to the Board of Directors and to the Rocky Mountain Regional Director.
10. Keeps on file all written reports presented at state meetings, including all agendas, motions, tellers' reports, credentials committee reports, and other committee reports.
11. Provides for reference at each meeting the minutes of all meetings held within the last year. Forwards after four (4) years, documents (minutes, etc.) to the State Archivist.
12. Compiles official attendance records at Board of Directors meetings, making same available to the Treasurer for verification of travel vouchers.

JOB GUIDELINES

EDUCATIONAL FOUNDATION DIRECTOR

This position is elected for a two-year term. This position –

1. Promotes the mission and objectives of the AAUW Educational Foundation to branches, members, and the community.
2. Communicates with branches to inform them of the Educational Foundation's programs and encourages members to support the Foundation.
3. Encourages members and branches to apply for fellowships and grants.
4. Serves as liaison between the Association and branches on Educational Foundation matters.
5. Acknowledges those who have received grants.
6. Identifies fellows who are studying in the state and requests them to be available for branch and state programming.
7. Represents the Educational Foundation on committees at the state level, including the Program Development Committee.
8. Encourages branches to use online forms from Association for reporting Educational Foundation contributions. When forms are sent to the Director, she/he checks them for accuracy.
9. Works with Association to make sure online quarterly reports are accurate.
10. Submits a convention report based on financial figures from the branch reports and sends these reports, a summary report, and a check from the State to the Association at the time specified by the Association.
11. Works with the treasurer to assure accurate records of Educational Foundation contributions.

JOB GUIDELINES

LEGAL ADVOCACY FUND DIRECTOR

This position is elected for a two-year term. This position –

1. Promotes the mission of the AAUW Legal Advocacy Fund to branches, members, and the community.
2. Educates and informs members and others about equity issues in higher education and the Fund's work in addressing these issues.
3. Disseminates news and information about the Fund's program to branches and members through information posted on the Association and the AAUW-Colorado websites, through articles in branch and state newsletters, correspondence, and conversations with branch leaders, visits to branches, and fundraising appeals.
4. Serves as a consultant to branches on fundraising ideas and techniques as well as Legal Advocacy Fund policies and procedures.
5. Plans and implements Legal Advocacy Fund programming at state conventions.
6. Works with the state College/University Relations Chair and the Educational Foundation Director on issues of common interest to women in higher education.
7. Represents the Legal Advocacy Fund on committees at the state level, including the Program Development Committee.
8. Encourages branches to use online forms from Association for reporting Legal Advocacy Fund contributions.
9. Monitors Legal Advocacy Fund fundraising within the state and reports on the results to the Legal Advocacy Fund office in Washington and to interested parties in the state.
10. Works with the Treasurer to assure accurate records.

JOB GUIDELINES

PUBLIC POLICY DIRECTOR(S)

This position is elected for a two-year term. This position –

1. Chairs the Public Policy Committee.
2. Advises the branches on State and Association public policy issues and positions.
3. Provides information to the branches about activities in the State Legislature and U. S. Congress that pertain to the State and Association public policy issues and positions.
4. Provides information to the branches during election years about ballot initiatives that pertain to the State and Association public policy issues and positions.
5. Coordinates state lobbying efforts and calls for action.
6. Oversees the planning of the annual Public Policy Day in cooperation with the Public Policy Committee.
7. Presents the AAUW-CO Public Policy Platform for approval by the delegates at the General Business Meeting of the State Convention.
8. Submits articles and information to the Bulletin editor and the website editor as necessary.
9. Serves on the Program Development Committee.

JOB GUIDELINES

PUBLIC POLICY COMMITTEE

This Committee is composed of members interested in AAUW Public Policy issues.

This Committee –

1. Works in coordination with the Public Policy Director(s).
2. Meets at least three times per year, usually in June, in September, and in February.
3. Plans the annual Public Policy Day.
4. Develops the AAUW-CO Public Policy Platform.
5. Oversees the State lobbying efforts and recommends to the Board of Directors action priorities.
6. Monitors state election issues and recommends to the Board of Directors actions related to state ballot initiatives.
7. Performs other duties as assigned by the Public Policy Director(s)

JOB GUIDELINES

BULLETIN EDITOR(S)/CIRCULATION MANAGER(S)

This position is appointed for a one-year term. This position –

1. Edits the Colorado Bulletin, planning content to reflect Association and state issues and problems.
2. Solicits news items from the state membership and sets the deadlines for receiving materials for the Bulletin from branches and state officers and chairs, including details of any upcoming meetings, well in advance of the dates.
3. Works closely with the President to assure the release of accurate and pertinent information to members
4. Makes decisions, along with the President concerning technical aspects, production and distribution of the Bulletin.
5. Regularly evaluates the effectiveness and format of the Bulletin.
6. Distributes, either via mail or electronically, a copy of each Bulletin to all AAUW-CO members, branches, the Association library in Washington, Rocky Mountain Regional Director, Association officers and selected staff members.
7. Sends an electronic copy to the website editor for posting on the AAUW-CO website.

JOB GUIDELINES

WEBSITE MANAGER

Job Guideline needs to written

This position is appointed for a one-year term. This position –

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COALITION REPRESENTATIVE(S)

This position is appointed for a one-year term. This position –

1. Reports to the Executive Committee on a periodic basis.
2. Apprises the President of developments within the coalition in a timely manner.
3. Assures that AAUW is credited for its research and program activities both nationally and within the state.

JOB GUIDELINES

CAMPAIGN FOR CHOICE CHAIR

This position is appointed for a one-year term. This position –

1. Serves on the Public Policy Committee.
2. Responsible for:
 - a. Keeping informed on Association's public policy priorities.
 - b. Coordinating Association's Campaign for Choice alerts.
 - c. Acting as the Campaign for Choice communicator.
3. Represents, at the discretion of the President and Public Policy Committee, AAUW in appropriate coalitions.
4. Disseminates state Campaign for Choice information to state members.
5. Communicates Campaign for Choice activity regarding current legislation, requesting local support as necessary.
6. Presents Campaign for Choice issues at state meetings.

JOB GUIDELINES

PARLIAMENTARIAN

This position is appointed for a one-year term. This position –

1. Advises the President, when necessary or requested, on matters of parliamentary procedure and law.
2. Attends all Executive Committee, Board of Directors, and State Business meetings.

JOB GUIDELINES

BYLAWS CHAIR

This position is appointed for a one-year term. This position –

1. Chairs the Bylaws Committee, as needed.
2. Updates state bylaws with all changes mandated by the Association or by the state.
3. Notifies branch presidents of changes to branch bylaws mandated by the Association or the state.
4. Receives updated branch bylaws, or verification that all mandatory changes have been made.
5. Assists branches in preparation of bylaws as needed.
6. Transmits copies of branch and state bylaws or reports on them as required by the Association.
7. Responsible for notification of proposed state bylaws and policy amendments to the Board.

JOB GUIDELINES

FINANCE CHAIR

This position is appointed for a one-year term. This position –

1. Chairs the Finance Committee, which is responsible for making recommendations regarding the fiscal affairs of the state.
2. Prepares, along with the Finance Committee, the proposed state budget.
3. Presents the proposed budget for approval to the Board of Directors at the Fall Conference.
4. Files a copy of the budget with the Secretary.

JOB GUIDELINES

COLLEGE/UNIVERSITY RELATIONS CHAIR

This position is appointed for a one-year term. This position –

1. Responsible for planning, coordinating, implementing, and report efforts to recruit and retain college/university members.
2. Promotes a mutually beneficial relationship between the state and the higher education community.
3. Works to increase AAUW's visibility on college and university campuses.

JOB GUIDELINES

ARCHIVIST/HISTORIAN

This position is appointed for a one-year term. This position –

1. Serves as liaison for the state archives held in the Auraria Library in Denver.
2. Serves as consultant to the state and branches on archival materials and researches data as requested.
3. Promotes the safe retention of material which will be of use to state and branch organizations and to the researchers.
4. Collects archival material at state meetings, from state and branch officers, for inclusion in the archival holdings.
5. Solicits branch newsletters and members rosters.
6. Files state historical data as directed by the President and/or the Board of Directors.
7. Monitors the collection on Auraria's website to make certain donated material is properly catalogued.

JOB GUIDELINES

DIVERSITY TASK FORCE CHAIR

This position is appointed for a one-year term. This position –

1. Serves as chair of the State Diversity Committee.
2. Acquaints branches and members with the functions and mechanics of the diversity program for the state and the Association.
3. Acts as a liaison between the state and the branches.
4. Serves as a spokesperson for the state on issues concerning diversity awareness and diversity action.
5. Services on appropriate state committees to help plan programs that reflect diversity awareness.
6. Communicates with other states and Association about programs for diversity awareness and action.

JOB GUIDELINES

NOMINATING COMMITTEE CHAIR

This position is selected in accordance with the State Bylaws. This position –

1. Distributes blank vita forms to branch presidents and other members of the Board of Directors.
2. Prepares articles to appear in the State Bulletin, including information on offices to be filled and how to submit a vita.
3. Consults with President, President-elect, and other members of the Board of Directors regarding suggested nominees.
4. Sends vita forms to persons suggested for office.
5. Receives completed vita forms and distributes copies to other Nominating Committee members.
6. Convenes the Nominating Committee.
7. Affirms acceptance by nominees.
8. Informs anyone whose bid for office is unsuccessful.
9. Prepares announcement of candidates for Public Policy Day.
10. Prepares Nominating Committee report for State Board and for State Bulletin.
11. Presents the Nominating Committee report at the State Convention Business Meeting.

JOB GUIDELINES

HOST BRANCH CONVENTION CHAIR

This position is held for a one-year term. This position –

1. Arranges for meeting place or places, guest accommodations and group meals, and negotiates all necessary contracts.
2. Appoints a convention treasurer who will handle all convention finances, maintain an orderly record of all income and expenses, and make a final report to the state financial officer with repayment of any advanced money and transfer of any remaining money in the convention bank account.
3. Prepares a convention budget, in consultation with the President and the Vice-President(s) for Program Development that includes all anticipated expenses, and establishes the registration fee and cost of meals based on that budget. Establishes cutoff dates for registration surcharge and “no refunds after” date.
4. Appoints a convention credentials chair who will consult with the Treasurer and the Parliamentarian to establish the number of voting delegates for each branch. (Refer to Bylaws, Colorado AAUW, Article XIV, Section 4 and Section 6.)
5. Appoints pages and time keepers for State Business meetings.
6. Appoints a liaison to work with Association representative(s), making the room reservations and consulting with on meal choices. Arranges for a gift basket to be sent to the room.
7. Prepares name tags and all signage.
8. Refers to the convention planning manual for detailed information.
9. Maintains an orderly set of records that will be helpful to the next host branch.
10. Appoints teams, chairs and local arrangements for convention. May invite other branches to assist. Collects items for tote bags. May invite local dignitary to give welcome address.
11. Designs and presents invitations to the State Convention at state meetings.
12. Designs program book cover, necessary acknowledgements and branch history pages for convention book.
13. Communicates with local hotel, speakers, entertainment, and arranges city tours.

Expenses include: tote bags, rental fees for space and equipment, postage, printing, supplies, favors, gifts, decorations, guest meals, coffee, etc.

Approved at the Board of Directors Meeting held at the State Convention in Colorado Springs, CO on April 26, 2008.