

Timelines for LCV President Position

ONGOING

- Lead the LCV Branch in accordance with AAUW's mission to promote education, equity, and opportunity for all women and girls.
- Prepare agendas for Board meetings and General monthly meetings.
- Chair the monthly Board and General meetings (no meetings in July).
- Review minutes prepared by the LCV Secretary for all meetings.
- Write President's Message for the monthly newsletter summarizing the branch's activities, special achievements, recognition of members' contributions, and important National or State AAUW news.
- Serve on Book Author Luncheon Scholarship Fundraising committee.
- Work with the Vice-President to recruit Interest Group chairs & ensure smooth functioning of groups.
- Work with Membership chairs to recruit new members and ensure retention of current members.
- Work closely with the Treasurer to ensure that projected vs actual budget is on track.
- Work with Hospitality chairs to ensure appropriate refreshments and decorations are available for all LCV meetings.
- Ensure LCV website, LCV Google Drive content is and monthly LCV newsletters are current and maintained.
- Participate in meetings with the State of CT AAUW and National AAUW as needed.

JUNE

- Attend End-of-Year Social.
- Convene meeting of new and old Board members to begin planning for the upcoming year.
- Begin work with Program Chair(s) to develop monthly program topics and speakers.
- Begin preparations for membership directories to be distributed in October.
- Schedule internal audit of LCV finances.

JULY

- Review financial account signatories and update if new Treasurer and President incumbents.
- Update Board Member listing for LCV website and LCV Google Drive.

AUGUST

- Set dates for LCV Board meetings and General Meeting Dates for the year (Sept through June).
- Ensure Vice-President reserves meeting space for all meetings.
- Review proposed programs for the year.
- Plan for September Potluck Kick-Off meeting.

SEPTEMBER

- Lead General Meeting meeting to include introduction of new members, description of all interest groups, sign-up sheets.

OCTOBER

- Lead General Meeting.
- Announce plans for collection for Safe Futures Women's Shelter to be held in November.

NOVEMBER

- Lead General Meeting.
- Ensure smooth collection and subsequent delivery of gifts, gift certificates for Safe Futures Women's Shelter in New London
- Begin planning for December Holiday Party—food, chance raffle, program.

DECEMBER

- Holiday Party
- Begin planning for January Tea—food, contact scholarship recipients, prepare Trivia Contest questions, and arrange for prizes.

JANUARY

- Lead January Tea and Trivia event
- Introduce scholarship recipients (if they are able to attend)
- Conduct Trivia contest and award prizes to winners
- Begin planning for February Luncheon
- Ensure the formation of a Selection Committee by the Vice-President to select a slate of Board officers for the following year (elections are held in May).
- Check in with Education & Scholarship Program 501(c)(3) and BAL Committee to ensure that all is on track for Book Author Luncheon Scholarship Fundraiser.

FEBRUARY

- Conduct February Luncheon at Acton Library (catered event for LCV members)

MARCH/APRIL

- Serve as master of ceremonies for BAL.
- Joint meeting with Shoreline Branch (speaker is a National AAUW Grant recipient)
- Work with the Treasurer to prepare a budget for the following year.
- Announce slate of Board officers in newsletter/email at least two weeks prior to May Business & Elections meeting

MAY

- Lead Annual meeting for all members.
- Conduct voting on the proposed budget (presented by the Treasurer) and proposed slate of officers (presented by Vice President)
- Finalize plans for the June End-of-Year Social with the Program and Hospitality chairs.