

## **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 monthly newsletter summarizing the branch's activities, special achievements, recognition of members' contributions, important National or State AAUW news
- Serve as Education and Scholarship Program Presiden.
- Work with Vice-President to recruit Interest group chairs & ensure smooth functioning of groups
- Work with Membership chair to recruit new members and ensure retention of current members.
- Work closely with 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 accuracy and timeliness of LCV website and monthly LCV newsletters.
- Participate in meetings with 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 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

### **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 speaker programs for the year.
- Plan for September Potluck Kick-Off meeting

### **SEPTEMBER**

- Lead the Sept 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 meeting
- 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 slate of Board officers for 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 Treasurer to prepare budget for following year.
- Announce slate of Board officers in newsletter/email at least two weeks prior to May Business & Elections meeting

## **MAY**

- Lead Annual Business 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.