

AAUW Lower CT Valley Position Description and Timeline

Position: President

Elected

Board Member

Term: One Year July 1 through June 30

Term Limits: Four consecutive one-year terms

Responsibilities

- 1. Ensures compliance with National AAUW and LCV Bylaws.**
- 2. Establishes needs, goals, policy, and strategy for the Branch. Defines direction and plans to achieve established goals.** Examples include Branch membership, internal and external communications, community involvement, operations, and branch policies.
- 3. Manages and Chairs the LCV Board.** Prepares Board Meeting schedules and agendas. Determines frequency and timing of Board meetings. Meetings are typically monthly, September through June. Conducts all Board meetings.
- 4. Branch Financials: Establishes Branch operating Budgets** in conjunction with interest group chairs, officers, and the Treasurer. Presents annual budgets to the Board and membership for approval. Ensures timely and accurate financial reports made to the board and membership. Ensures financial controls are in place and financial records comply with accepted practices.
- 5. Manages Branch Meetings, Special Events and Communications**
 - a. Collaborates with Program Chair(s) to schedule speakers/events of general interest to the Membership.
 - b. Prepares business agendas including financial reports and Interest Group announcements, issues, etc.
 - c. Organizes and conducts the January Tea and Trivia Quiz held on the first Saturday in January. Invite Scholarship Recipients to this meeting.
- 6. Prepares the President's message for the monthly newsletter.**
- 7. Staffs Branch Leadership: Develops slate of Elected Board Officers** in conjunction with Vice-President and ensures Membership is notified of candidates at least one month prior to May Annual Meeting and officer election. Ensure Interest Group chairs are in place.
- 8. Administration: Ensures...**
 - a. LCV website is complete and current and responsibilities for maintenance are clear.
 - b. Transparency in operations, finances, and policy
- 9. Represents LCV in any interactions with State and National AAUW organizations.**

ACTIVITY AND TASK TIMELINE

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 President.
- 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 can 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 the 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.