



Voting Members of the AAUW Saint Cloud Branch Board of Directors Job Descriptions

The **President**, as the official representative of the Affiliate, shall preside over all programs, meetings, and public events including but not limited to the monthly Board of Directors meetings, executive committee meetings, and represent the Affiliate at the AAUW Minnesota State Convention.

- Schedules, conducts, and creates agenda for monthly Board meetings, held the last Tuesday of every month, September – May.
- The Branch President, the Vice President of Finance, and one Board member shall be responsible for writing the annual budget

The **Vice President for Finance** serves as custodian of all funds, securities, business papers, and manages IRS status compliance and State registration for the Affiliate known as the Saint Cloud Area (MN) Branch. The VP Finance shall:

- Keep an itemized account of all receipts and disbursements, in both QuickBooksOnline and Excel.
- Submit a financial report monthly to the Board of Directors.
- Include a quarterly report, showing actual results compared to budget, to the Board for the months of September, December, March and June.
- Monitor the Branch's P. O. Box in Waite Park
- In December, re-register the Corporation with the State of Minnesota
- In December, renew the Branch's Liability Insurance with AHT Insurance
- In early June, form the budget committee.
- At the end of the fiscal year (6/30), file the 990-N postcard with the IRS.

The **Finance Assistant** assists the Vp for Finance at meetings with payment collection and registration, along with balancing and reporting at the request of the VP Finance. This is a non-voting position.

The **Recording Secretary** shall record minutes of the Affiliate at the Board of Directors meetings and promptly submit them for approval to the Board via email.

The **Alternate Recording Secretary** shall fulfill the duties of the Recording Secretary for every Board of Directors meeting for which the Recording Secretary is unable to attend.



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The **Vice President for Membership** shall make and record the dues payments on the AAUW website, forward dues payments to the VP Finance, and assist members with renewals as needed. Will also provide roster information and regular reports to the Board of Directors.

The **Vice President for Public Policy** shall report to the Board regarding national and state matters concerning AAUW's mission, and is responsible for reporting any State communications to the Branch as needed.

The **Vice President of Programs** shall lead the Programs Committee, facilitating planning and implementation of the season's programs from September through April (the May program is the Branch Business meeting.) Either the VP Programs or committee members shall introduce each month's program at the meetings. **Monthly Program Chairwomen** are voting members of the Board of Directors.

The **Event Registration Chairwomen** will coordinate facilities, catering, and registration for the monthly Program Meetings, held September through May. This includes initial arrangements for the scheduled meetings (held on the second Tuesday of each month), and communicating reservation counts to Catering for each meeting, as well as custody of the members ID badges.

The **Vice President of Communications** shall lead and support the Communications Team, all of whom are voting members of the Board of Directors. This team consists of:

- **Website Administrator**
- **Monthly Newsletter (The Monitor) Publisher**
- **Social Media Poster**
- **Meet-a-Member Writer**
- **Branch Directory Collation and Currency** (including updates to the National roster)
- **Branch Marketing & Advertising Creator**



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The **College/University Representative** will serve as a member of the membership committee, and as the liaison of AAUW to retain and develop potential college/university memberships. The position facilitates and assists with the renewal of C/U affiliation annually, and will communicate the concerns of the college/university representatives to the Branch Board of Directors.

Each member of the board of directors should be prepared to sign a Conflict of Interest policy, annually

The **Financial Review Chair** conducts an annual financial review of the VP Finance records for the previous fiscal year. This Chair is a Board member, and the review will include additional Branch members. This review will occur in the Fall succeeding the close of the previous fiscal year.

The **Archivist** is responsible for gathering and delivering our documents to the Archives at SCSU on a yearly basis (generally after the end of the previous fiscal year on June 30th, and once the annual Financial Review has been conducted). Items to be included for each fiscal year's package:

- All Board Minutes* (secured from the **Recording Secretary**)
- List of Board Members (secured from the **Recording Secretary**)
- All Monthly News Bulletins* (secured from the **Vice President of Communications**)
- Major project documents – summarized and dated including any pictures, fliers, brochures, etc. (secured from the **Committee Chairs** for each event)
- Financial Summary for the year (secured from the Vice President for Finance)
- Directory or Branch Roster (secured from the **Vice President of Communications**)

*Items marked with an asterisk can be digital and stored on a thumb drive.

Non-Voting Members of the AAUW Saint Cloud Branch Board of Directors Job Descriptions



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The following persons attend meetings of the Branch Board of Directors and provide timely reports, but are non-voting positions. They are held as Committee Chairwomen, in order to facilitate and support the events and programs sponsored and funded by the AAUW Saint Cloud Area Branch. These crucial positions are meant to be leaders who do not hold sole responsibility for the event. The positions are:

- **Tech Savvy Event Chair**
- **Director of Annual Fundraiser**
- **Chair of Social Justice, Equity, Diversity and Inclusion (JEDI)**
(This position was newly-created last May, to focus on offering opportunities to a variety of young women through existing and new AAUW programs. This person also performs as chairwoman for the AAUW-sponsored annual Eighth-grade Graduation Program for area students.)
- **NCCWSL Event Chair**
- **Scholarships for Young Leaders Chairs (one for each C/U affiliate)**
- **Flash Funds Chairwoman**
- **Start Smart Event Chairs (one for each C/U affiliate)**