

## **JOHNSTOWN BRANCH OFFICER AND COMMITTEE RESPONSIBILITIES**

### **I. DUTIES OF OFFICERS**

#### **A. PRESIDENT** – The President of the Branch shall:

1. be the official representative of the Branch in the activities of the Association on all levels;
2. submit a list of the incoming and continuing Branch officers and chairs to the president of the State and update the Member Services Directory no later than June 1;
3. submit an annual report of the Branch to the persons designated on forms provided by the Association no later than June 1; perform the following duties:
  - a. preside at all meetings of the Branch, the board of directors and the Executive Committee;
  - b. maintain contact with all officers;
  - c. call special meetings of the Branch in accordance with provisions of the by-laws;
  - d. serve as ex-officio member of all committees except the Nominating Committee;
  - e. appoint, with the approval of the Board of Directors, the chairs of all committees except the Nominating Committee and any additional officers authorized by Branch by-laws.
  - f. notify the Board of Directors and Executive Board members of meetings;

#### **B. VICE PRESIDENT- PROGRAM** – The Vice President of Program shall serve as chair of the Committee on Program Development and shall also perform the following duties:

1. preside at meetings in the absence of the President and act in the absence or disability of the President;
2. perform such other duties as are requested by the President or by the Board of Directors;
3. see that program information for each meeting is submitted to the newsletter editor
4. see that program information for the year is given to the second vice president for inclusion in the Branch directory.
5. contact and reserve locations for Branch meetings and designate members as hostesses for meetings.

#### **C. VICE PRESIDENT-MEMBERSHIP** – The Vice President of Membership shall serve as chair of the Membership Committee and perform the following duties:

1. keep the membership rolls up to date through communication and cooperation with the treasurer;
2. recruit new members and maintain present membership through techniques such as letters and phone calls;

3. remind members to pay dues by June 30 in time for the Treasurer to submit names to National office;
4. work with Treasurer to compile a membership list for yearly directory and submit to the printer the assembled directory each July;
5. provide name tags at each meeting as well as introduce new members and guests;
6. submit news articles to newsletter for each issue
7. preside at meetings in the absence of the President and Vice President-Program;
8. perform such other duties as are requested by the President or by the Board of Directors.

**D. VICE PRESIDENT-FUND RAISING** – The Vice President of Fund Raising shall serve perform the following duties:

1. identify opportunities for fund-raising programs and;
2. organize and promote those opportunities;

**E. SECRETARY** – The Secretary shall:

1. record and keep in custody the minutes of all business meetings of the Branch, of the Board of Directors, and of the Executive Committee;
2. send a copy of approved minutes to President and webmaster as soon as possible for posting.
3. write sympathy resolutions when a member of the branch passes away.

**F. TREASURER** – The Treasurer shall:

1. be responsible for collection of all annual dues;
2. forward all dues collected for Association members and the Association publications for associate members to the AAUW treasurer, and all State dues to the State treasurer; dues of continuing members shall be postmarked no later than July 1;
3. perform the following duties:
  - a. receive all monies due the Branch;
  - b. pay all bills provided for in the budget or verified by the President;
  - c. maintain an accurate accounting of all Branch funds;
  - d. render a financial report at the annual meeting of the Branch and at such other times as requested by the Board of Directors;
  - e. serve on the budget committee;
  - f. present the financial records to non-branch personnel for verification;
  - g. remit to State Association for the Educational Foundation a \$15.00 memorial upon the death of a member;
  - h. remit to the State Association for the Educational Foundation a \$1.00 contribution per member from dues;
  - i. carry liability insurance and be bonded;
  - j. work with the President and Vice President-Membership in preparation of the yearly directory.
  - k. provide copies of financial records to the historian

## II. COMMITTEE STRUCTURE

**BOOK SALE COMMITTEE.** The Book Sale Co-Chairs have the following responsibilities:

1. to serve as members of the Board of Directors;
2. to reserve the site and set the dates for the sale (generally done a year in advance);
3. to organize and conduct the sale (collection, store preparation, sorting and pricing, scheduling, store managers and clean-up;
4. to supervise all phases of book sale activity;
5. to assist the Treasurer by maintaining financial records for sale (deposits, donations, receipts for expenditures, etc.).

**BYLAWS COMMITTEE.** The Bylaws Chair has the responsibility to:

1. bring the Branch bylaws into conformity with the AAUW Charter and Bylaws and submit them for review to the chair of the State Committee on Bylaws by December 1 following the biennial Association convention;
2. bring the Branch bylaws into conformity with the State bylaws after a state convention.

**COMMUNICATIONS.** The Communications Chair has the responsibility to:

1. contact/send news releases to the appropriate media to publicize regular monthly meetings, special projects, appointment and installation of officers and pertinent information received from State or Association;
2. the Communications Chair will serve on the Board of Directors
3. Members of the Communications Committee will also include:  
Newsletter Editor. The Newsletter Editor shall produce six newsletters annually (January/February, March/April, May/June, July/August, September/October, November/December).

**EDUCATION COMMITTEE** – The Education Committee shall

1. coordinate the educational efforts of the Branch by recommending action to be taken, implementing the plan in a cooperative effort with other members.
2. the Education Committee Chair will serve on the Board of Directors

**SCHOLARSHIP COMMITTEE.** The Student Scholarship Chair reports to the Education Chair and shall:

1. contact the appropriate schools to have them select the recipient(s)
2. work with treasurer to send check for the award to college of student's choice once verification of enrollment is received
3. organize the annual awards dinner

**AAUW FUNDS COMMITTEE.** The Chair of the AAUW Funds Committee shall:

1. select and present the Named Gift Award to a deserving Branch member annually
2. work with treasurer to send Branch contributions of memorial gifts, \$1.00 per member portion of dues
3. keep the membership informed of the various types of fellowships and programs of EF on the Association level, serve on the Board of Directors
4. have charge of such correspondence related to notes of sympathy to the family of a deceased member and preparation of a resolution in memory of the member to be presented at the next Branch meeting and also sent to the family

**HISTORIAN.** The Branch Historian shall

1. preserve all publicity that affects the Branch and collect materials pertaining to Branch activities;
2. keep on file the following items:
  - a. minutes of Branch and Board meetings;
  - b. yearbooks, newsletters and scrapbooks;
  - c. branch bylaws and policies;
  - d. written Branch histories;
  - e. correspondence that may have historical value;
  - f. financial records for the past 10 years.

**NOMINATING COMMITTEE.** The Nominating Committee will be appointed by the President and shall:

1. identify nominees for elected offices;
2. provide the newsletter editor with the names of nominees to be published in the newsletter at least thirty (30) days prior to the annual meeting.

**PROGRAM COMMITTEE.** The Program Committee shall

1. report to the Program Vice President and assist the Vice President in contacting speakers and organizing programs.
2. also make available to the members opportunities for social interactions

**PUBLIC POLICY COMMITTEE.** The Public Policy Chair shall:

1. keep members informed of important legislative actions on Branch, State and Association levels;
2. participate in cooperation with the State and the Association in activities which are appropriate to influence legislation favorable to the welfare of AAUW members;
3. work in cooperation with other members to keep in touch with local legislators to determine their positions on legislation.
4. serve on the Board of Directors.