

# BUFFALO BRANCH AAUW INC. POSITION DESCRIPTIONS

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**Note – any position may be held by two people.**

## **COMMON BOARD DUTIES**

1. The actions of all board members must be in compliance with the bylaws and policies of the Buffalo Branch of AAUW.
2. An annual report should be given to the president and the historian by June 30 each year. An interim summary should be given to the president at least one week prior to the annual meeting.
3. Budget requests for the following year for each area of responsibility are to be given to the Chief Financial Officer by April 1 each year. Each year's budget should reflect realistic costs, so requests should take into consideration items/monies which may have been contributed by the board member.
4. Any board member with material or information on the branch website is responsible for assuring that it is current. Requests for removal of outdated web content should be directed to the web manager.

# PRESIDENT

Term – two years

Elected by the general membership at the annual meeting in the odd-numbered years.

## DUTIES

1. Be the official representative of the branch (or designate an alternate) in the activities of the branch on all levels.
2. Executive –
  - a. Preside at all meetings of the branch, the Board of Directors, and the Executive Committee.
    - Arrange for board information (agenda, previous minutes, reports, anything which will require a vote) to be sent to the board members at least three days prior to each scheduled board meeting.
  - b. Call special meetings of the branch, Board of Directors and the Executive Committee as needed in accordance with provisions of the branch bylaws.
  - c. Appoint, after consultation with the executive committee, any representatives of areas of interest, the chairs of all committees except the nominating committee and those otherwise provided for by election, and any additional leaders authorized by the branch bylaws.
  - d. Serve as ex-officio member of all committees except the Nominating Committee.
  - e. If desired, appoint a member to assist with the administrative duties of the office.
3. Administrative –
  - a. Assure that all board members have read the policies and confirmed in writing that they understand them.
  - b. Submit a list of the incoming and continuing elected and appointed board members to the AAUW-NYS president and the national records office no later than June 1.
  - c. Submit reports of the branch to the national and/or state organizations as required.
  - d. Submit applications for state and national awards as appropriate.
  - e. Be responsible for bringing the branch bylaws into conformity with the AAUW Charter and Bylaws after each national convention and for submitting revised bylaws for approval to the chair of the state committee on bylaws by the December 1 following the biennial national convention.
  - f. Be responsible for bringing the branch bylaws into conformity with the NYS bylaws after a State Convention.
  - g. Bring any bylaws changes to the attention of the membership.
  - h. Arrange for an annual Board orientation/leadership training session.
  - i. Arrange for at least weekly pickup of mail at the official branch post office box and a timely distribution of such mail to the appropriate person(s).
  - j. Arrange for at least weekly checking of the branch voicemail and timely forwarding of any information or questions received.

- k. Arrange for at least weekly checking of the branch website email and timely forwarding of any information or questions received.
- l. Review and revise job descriptions as needed.
4. Give all historical documents and papers not in active use to the Historian for the archives.
5. Officially welcome all new members with a letter, e-mail, or phone call.
6. Annual Meeting/Awards Luncheon responsibilities –
  - a. Work with the annual meeting chair to develop the agenda.
  - b. Prepare and present an annual report to the branch.
  - c. Appoint and chair a committee which selects the Achievement Award Winner, arranges for purchase of the award, and presents the award at the branch annual Meeting.
  - d. Arrange for a dignitary (traditionally an AAUW-NYS state board member) to install the new officers at the annual meeting.
7. After her term, serves as advisor to the incoming President(s).

# **PROGRAM VICE-PRESIDENT (1<sup>st</sup> VP)**

Term – Two years

Elected by the general membership in the odd-numbered years

## **DUTIES**

1. Preside at meetings in the absence of the President.
2. Perform such other duties as delegated by the President.
3. Serve as Chair of the Program Development Committee which consists of the membership vice presidents, the public policy chair, plus other interested members. As such, she is responsible for the total program of the branch, which includes study and action to develop the goals of the national AAUW.
4. Hold meetings of the Program Development Committee in the spring to plan the following year's programs. Tentative budget requests shall be presented to the chief financial officer by April 1. If mutually agreeable, an incoming Program VP and an outgoing Program VP may work together on plans for the following year.
5. Present the plans for the following year, for Board approval, at the June meeting of the Board of Directors. Report at each Board meeting thereafter on the more detailed plans for future programs.
6. Arrange for the creation and printing of the program plans for the year, including the general programs, meetings on special issues, and other activities for carrying out the total program.
7. Preside at branch programs and introduce the Chair of the program, if any.
8. Arrange for the chair/coordinator of each program to follow the planning process (see separate program coordinator position description at the end of this document).
9. Assure that program information is provided to the newsletter, website, social media and publicity committees by the appropriate deadline. This should include an article on the program plus registration information.
10. Share successful mission-based programming through communication with AAUW-NYS and National Program Vice President.
11. Encourage partnerships with other groups and coalitions that will promote the AAUW program agenda.
12. Arrange for and present tribute to outgoing President at the Annual Meeting.
13. Assist the president in the preparation of applications for NYS and/or national awards involving branch programming.

# MEMBERSHIP RECRUITMENT VICE-PRESIDENT (2<sup>nd</sup> VP)

Term – Two Years

Elected by the general membership in the even numbered years

## DUTIES

1. Preside at meetings in the absence of the President and First Vice President.
2. Perform such other duties as delegated by the President and/or as defined in the policy book.
3. Learn and understand the various membership incentive promotions which may be available from the national and state organizations including any forms which may be necessary for those promotions.
  - a. National information is available on their website – [aauw.org](http://aauw.org). Contact them with questions at [connect@aauw.org](mailto:connect@aauw.org) or 202.785.7700 or 800.326.2289.
  - b. State dues information is available from the AAUW-NYS Treasurer.
4. Compile a list of prospective members and contact them with help of a committee which she establishes. Sources of the list may include:
  - a. Names submitted by members.
  - b. Inquiries in reply to publicity.
  - c. Names submitted by State and National.
5. Prepare and distribute packets of membership materials.
  - a. Order application forms, publications, and other necessary materials from State and National if available.
  - b. Prepare and arrange for the printing of locally oriented materials pertinent to membership recruitment. This includes new member brochures and special brochures for “open to the public” events if discounts apply.
  - c. Purchase supplies, as needed, within budget.
6. Devise means of attracting members such as:
  - a. At programs, have recruitment materials available.
  - b. Place posters and/or brochures in appropriate locations (libraries, etc).
  - c. Media publicity, organized in concert with the public relations committee.
  - d. Encourage members to bring guests to programs.
  - e. Encourage members to welcome guests.
7. Maintain files of:
  - a. Prospective members.
  - b. Those who have received packets and applications.
  - c. New (current year) members.
8. Process prospective members’ requests for information.
  - a. Send an introductory letter or e-mail along with a copy of the most recent newsletter.
  - b. Send the contact information to the branch database coordinator so that the name can be added to the mailing list for two additional issues of the newsletter.

- c. Send information on any possible specific interests to the appropriate branch member(s).
  - d. Continue to follow up on those who have received membership packets.
9. Process new members' applications for membership.
- a. Receive application information online or via a paper membership form.
  - b. Verify eligibility if a question arises.
  - c. Distribute application information to all Board members and committee interest group chairs.
  - d. send the information to the newsletter editor so new member can be listed.
  - e. send the information to the database manager so they can enter the new member in the data base.
  - f. send the check and the information to the branch treasurer so she can deposit the check.
  - g. Assure that the appropriate materials are sent to the national and state organizations.
  - h. send the information to the Membership Retention Vice President so she can send a roster to the new member.

# **MEMBERSHIP RETENTION VICE-PRESIDENT (3<sup>rd</sup> VP)**

Term – Two years

Elected by the general membership in the odd-numbered years

## **DUTIES**

1. Preside at meetings in the absence of the President and the First and Second Vice Presidents.
2. Perform other duties as delegated by the President and/or as defined in the policy book.
3. Devise and implement means of retaining members through:
  - a. Submit occasional articles to the newsletter on our renewal process.
  - b. Send renewal letters.
  - c. Contact members who have not renewed within two weeks of their renewal date and again in the following month if necessary.
4. Work with Operations Treasurer, Membership Recruitment VP (2nd VP) and database manager to maintain accurate up-to date membership files.
5. With the database manager, arrange for the preparation and distribution of the annual roster to renewing members.
6. Send the roster, with a welcome letter from the president, to new members.
7. With the database manager, determine Honorary Life Recipients and twenty-five-year members and verify their eligibility. Present any appropriate “longevity” recognitions at the annual meeting (25 and 50-yr members plus others if desired). Request 50-year certificates from the national office and assure that applications have been submitted for honorary life memberships.
8. Attempt to determine reasons for membership loss and report correctible situations to the board.
9. Work with Second Vice President (Membership Recruitment VP) to maintain frequent contact with first-year members.
10. Prepare monthly reports for the board on retention efforts as well as an annual report.

# SECRETARY/PARLIAMENTARIAN

Term – two years.

Elected by the general membership in the even-numbered years

## DUTIES

1. Record minutes of all meetings of the branch, including the Spring Achievement Award/Annual Meeting Luncheon, the Board of Directors, and the Executive Committee. Minutes should be limited to motions and their disposal plus any topics vital to branch record.
2. Highlight [in the minutes] motions of important action taken by the board and summarize these annually.
3. Serve as custodian of the minutes.
4. Prompt the president concerning necessary action; e.g. when the minutes call for action on a tabled motion.
5. Have available for reference a copy of the branch bylaws and Robert's Rules of Order and a list of the branch's officers, committee chairs, and committee members.
6. Provide copies of minutes for distribution to Board members three days prior to the next Board meeting.
7. Check attendance and inform the president of a quorum at board and branch business meetings.
8. Submit an abstract of the Board minutes to the branch newsletter each month.
9. Compile and distribute to the board a list of the board of directors and chairs/representatives of each committee including each name and contact information.
10. Send notices requested by the president and such correspondence of the branch as is delegated to her by the president or board. Assist with such work as is requested by president.
11. Receive all reports e-mailed by board members up to one week prior to each board meeting and mail printed copies of them to all board members who do not use e-mail.
12. Keep on file all important communications received and copies of all business letters sent out.
13. Send notes of congratulations, condolence, get well wishes, etc. to members or their families as appropriate and as directed by the president. The secretary's budget line should include funds for cards, etc.
14. Purchase and distribute stationery and envelopes as necessary. This may take the form of word processing documents which may be modified.

# CHIEF FINANCIAL OFFICER (CFO)

Term – Two years

Elected by the general membership in the even-numbered years

## DUTIES

1. Manage the investment account
  - a. Meet annually with the bank representatives and the branch president to review performance and restate the overall investment policy
  - b. Report to the board monthly the performance of the account and the fund balances. Note – there is an ongoing Excel spreadsheet with formulas and instructions. If necessary, an assistant could be appointed to create the report monthly.
  - c. Arrange for the electronic transfer of funds as needed into the branch checking accounts.
  - d. Deposit any incoming funds (usually just the booksale proceeds) into the account.
2. Arrange for tax preparation and NYS paperwork to be done.
  - a. Annually (early fall) gather the organized paperwork from the treasurers and deliver it to the accountant who does the tax returns and the necessary NYS paperwork.
  - b. Along with the president, facilitate getting answers to any questions from the accountant.
  - c. When it is complete, retrieve and return the materials to the treasurers.
  - d. The tax accountant invoices for each account. Assure that the invoices are delivered to the appropriate treasurers. Also arrange for appropriate signatures on the papers and a check for the NYS process, then mail those to NYS.
3. Facilitate the budget process.
  - a. Remind the board to turn in budget requests to the treasurers (Operations and EAP) by April.
  - b. Review/help prepare the proposed budgets with the treasurers and present them to the board for voting at the May or June board meeting.
4. Oversee the treasurers.
  - a. Each checking account should have as signers the appropriate treasurer, the CFO and the president. The CFO is responsible for facilitating this when officers change.
  - b. Each account should be periodically audited by a committee convened by the CFO.
5. Serve as general advisor to the board on financial affairs.

## **BRANCH TREASURER**

**(Treasurer for the operating funds of the branch)**

Term – two years

Elected by the general membership in the odd-numbered years

### **DUTIES**

1. Maintain accurate records of all spending and receipts.
2. Reconcile accounts on a monthly basis.
3. Manage the deposit and recording of dues.
  - a. Receive dues from the database manager and/or membership recruitment vice president for new and continuing branch members, student affiliates and friends.
  - b. Send to the National and State Treasurers all updated membership information and dues for those eligible for AAUW membership or student affiliate status by the established deadlines.
  - c. Update national membership database as needed.
  - d. Work with the membership vice presidents and database coordinator in preparation of the branch roster.
4. Pay all bills for operational expenses when properly verified and approved, and maintain a file of those expenses.
5. Ensure that a voucher and/or invoice is provided for each payment and is kept as a backup record. Write the check number and date on the documentation.
6. Deposit all monies received in the appropriate account upon receipt of same.
7. Provide monthly treasurer's reports for distribution at Board meetings and maintain file of same. The report should outline income and expenses for the month as well as the balance in the branch bank account.
8. Prepare and submit an annual report to the branch.
9. Assure that all necessary insurance for the branch and its board is current.
10. Work with the CFO in preparation of tax forms, reports, etc. as needed. Include the detailed categorization of all income received and checks written during the year.
11. Attend budget/finance committee meetings.
12. Arrange for all checks drawn on the branch treasury to be signed by herself, the president, or the CFO.
13. Initiate updating of the bank signature cards and online access as appropriate, including viewing access for the president and CFO.
14. Assist the CFO in providing for such audit and control of funds as necessary to assure safekeeping and complete accounting.
15. Assist in preparing the budget for the coming year.

# CHAMBERLIN LOAN FUND & FUNDS FOR EDUCATION TREASURER

Term: Two years

Elected by the general membership in the odd-numbered years

## DUTIES

1. Receive all monies due the Chamberlin Loan Fund and the Funds for Education Fund.
2. Pay all bills when properly verified by the President.
3. Keep an accurate set of books and report to the board monthly the totals for various incomes and disbursements for the month.
4. Be the custodian of all securities and business papers pertaining to the Chamberlin Loan Fund and Funds for Education Fund.
5. Maintain the Post Office box (397, Amherst), retain one key and give one key to the Chair of the Chamberlin Committee. Mail which arrives for anyone other than the Chair of the Chamberlin Committee is distributed by the treasurer.
6. Collect mail from the post office a minimum of twice a month and distribute as appropriate.
7. Maintain separate bank accounts for the Chamberlin Fund and Funds for Education.
8. Pay expenses pertaining to either fund. All bills must be documented.
9. Maintain files on each loan recipient and to record and summarize on a ledger sheet activities pertaining to each file.
10. Record and deposit reimbursements from loan recipients. Deposit slips listing each check must be secured to the back of bank statements each month.
11. Maintain a current General Ledger.
12. Write checks for supplies, printing, etc. for either loan fund.
13. Work with the Chamberlin/FFE Chair and to respond to queries about past loans held by an applicant.
14. Take custody of new loan folders on each award prepared by the Chamberlin Chair
  - a. verify the completeness of the applicant's file
  - b. write checks to awardees after receiving a notarized promissory note from each awardee
  - c. mail checks with a cover letter and copy of the terms of the award.
15. Serve on the interview committee and briefly explain the rules of the award to each applicant at the interview.
16. Maintain contact with each awardee yearly and initiate written correspondence by July of each year if a status report is not voluntarily submitted.
17. Maintain annual contact with the Chamberlin Trust Officer.
18. Review delinquent accounts twice yearly through the use of the Chamberlin Loan Tally Sheet and present the information to the board.

Note – Please refer to Buffalo Branch Policies and  
Procedures Effective October 2025

19. Assist in the preparation of articles for publicity.
20. Take discharged records to the archives.
21. Initiate updating of the bank signature cards and online access as appropriate, including viewing access for the president and CFO.
22. At each board meeting provide an itemized accounting of checks written and a summary of loan payments received during the prior month.
23. Prepare materials for the accountant after June 30 of each year. This must include a summary of the accounts receivable and the various account balances as of June 30 plus a categorized list of all income and expenses through the year.
24. Attend budget/finance committee meetings.
25. Assist the CFO in providing for such audit and control of funds as necessary to assure safekeeping and complete accounting.

# **EDUCATION ACCOUNTS AND PROGRAM (EAP) TREASURER**

**(Treasurer for scholarships/grants, national funds, program, and projects of the branch)**

Term – two years.

Elected by the general membership in the even-numbered years

## **OVERVIEW**

Serves as treasurer of the scholarship/grants funds other than the Chamberlin Fund and Funds for Education and funds for programs and projects of the branch.

## **DUTIES**

1. Maintain accurate records of all spending and receipts.
2. Reconcile accounts on a monthly basis.
3. Be bonded by a recognized surety company.
4. Administer the local philanthropic fund.
5. Ensure that the EAP budget reflects AAUW priorities.
6. Maintain the philanthropic fund checking account.
7. Support budget/finance committee by submitting budget and other information as requested and by attending meetings.
8. Work with the committee or chair of any fund-raising event or special project.
9. Ensure that a voucher is provided for each payment and is kept as a backup record.
10. Submit in a timely manner all national Fund contributions with appropriate report forms received from individuals (other than those submitted with dues) and raised through branch events and other initiatives.
11. Initiate updating of the bank signature cards and online access as appropriate, including viewing access for the president and CFO.
12. Provide monthly treasurer's reports for distribution at Board meetings and maintain file of same. The report should outline income and expenses for the month as well as the balance in the EAP bank account.
13. Work with the CFO in preparation of tax forms, reports, etc. as needed. Include the detailed categorization of all income received and checks written during the year.
14. Assist the CFO in providing for such audit and control of funds as necessary to assure safekeeping and complete accounting.

# FUND RAISING TREASURER

Term – two years.

Elected by the general membership in the even-numbered years

## OVERVIEW

Serves as treasurer for any fund-raising activities managed by the branch, including the booksale.

1. Maintain accurate records of all spending and receipts.
2. Reconcile accounts on a monthly basis.
3. Present monthly to the board directly or through the CFO a report that reconciles to the monthly statements and indicates how funds were spent.
4. Keep a record of all donations/donors and present them to the appropriate chair.
5. Assure that the treasury process for any fund-raiser is properly staffed and implemented.
6. Ensure that a voucher is provided for each payment and is kept as a backup record.
7. Initiate updating of the bank signature cards and online access as appropriate, including viewing access for the president and CFO.
8. Work with the CFO in preparation of tax forms, reports, etc. as needed. Include the detailed categorization of all income received and checks written during the year.
9. Assist the CFO in providing for such audit and control of funds as necessary to assure safekeeping and complete accounting.

# **SCHOLARSHIP DIRECTOR**

Term – two years.

Elected by the general membership in the even-numbered years

## **OVERVIEW**

Oversees and coordinates all scholarships, grants and loan programs sponsored by the branch

1. With the various scholarship and grants chairs review all the scholarship processes and programs annually and submit a report to the board.
2. Assure that the educational assistance and community service grants sponsored by the branch are diverse in their scope and are in line with the mission and strategies of AAUW.
3. Act as liaison between the board and the various scholarship/grant/loan committees.
4. Work with the web manager, public relations chair and various scholarship/grant/loan committees to ensure that all public information is up-to-date and that appropriate publicity is given to the available scholarship/grants and loans.
5. Convene a committee to recommend the use of any new endowments.
6. Attend Finance Committee meetings.

# NOMINATING COMMITTEE CHAIR and COMMITTEE

## Term: One year

The board will choose members of the nominating committee at the first board meeting of each fiscal year. If possible, there shall be representation by a past president, a current board member, and a branch member who is not on the board. The nominating committee shall choose its own chair.

## DUTIES

1. (Chair) Call meetings as early in the year as feasible or by February 1 at the latest, to begin preparation of slate of nominees for office as indicated below. Nominees must be provided a copy of the policies and job description and agree in writing to serve before names can become part of the slate.
2. Assure that the nominating committee is represented at the monthly branch board meetings to evaluate board members as possible officer candidates and to observe the needs of the branch.
3. Seek out members who may be interested in an office in the future. These members shall be encouraged to “shadow” current office holders to learn the practical aspects of each position.
4. Assure that each candidate has a minimum basic knowledge of computers and can handle e-mail and word processing. Specific positions may require more expertise.
5. Seek candidate(s) for president and vice-presidents who has/have had board experience.
6. Submit the prepared slate to the Board at a meeting one month prior to election and to the branch in writing through the newsletter at least two weeks before the election.
7. Present the slate verbally at the annual meeting.
8. Remind the outgoing officer of her responsibility to assure a smooth transition by discussing ongoing issues and transferring complete files.

## Nominations are made for offices as follows:

### Even Numbered Years

Second Vice-President (Membership Recruitment)

Secretary

Chief Financial Officer

Treasurer for fund-raising

Education Funds and Program Treasurer

Scholarship Director

### Odd Numbered Years

President

First Vice-President (Program)

Third Vice-President (Membership Retention)

Branch Treasurer

Chamberlin Loan Fund and Funds for Education Treasurer

**SPECIAL PROJECTS TREASURER**  
**(Treasurer for any large special projects managed by the branch)**

Term: as needed.

Appointed by the president with the approval of two thirds of the board of directors.

**DUTIES**

1. Maintain accurate records of all spending and receipts.
2. Reconcile accounts on a monthly basis.
3. Present monthly to the board directly or through the CFO a report that balances to the monthly statements indicating how funds were spent.
4. Keep a record of all donations/donors and presents them to the appropriate chair.
5. Ensure that a voucher is filled out for each payment received and is kept as a backup record.
6. At the end of the program, balance all accounts and transfer appropriate records to the CFO in a format appropriate for submission to the board selected tax accountant.
7. Initiate updating of the bank signature cards and online access as appropriate, including viewing access for the president and CFO.
8. Provide at each board meeting an itemized accounting of checks written during the prior month
9. If a separate checking account is created, set up the event chair, CFO, and president with viewing access to the account.
10. Assist the CFO in providing for such audit and control of funds as necessary to assure safekeeping and complete accounting.

# **PUBLIC POLICY CHAIR**

Term – Two years

Appointed in the even-numbered years

## **DUTIES**

1. Appoint a Public Policy Committee and serve as Chair.
2. Distribute copies of the AAUW Biennial Public Policy programs to the membership as appropriate.
3. Keep informed of the AAUW Public Policy program and bring to the Board and general membership recommendations on matters requiring attention or action.
4. When so instructed by the Board, send letters or e-mails to government officials stating the branch's position on legislation.
5. Subscribe to national public policy alerts and distribute copies to interested members of the branch.
6. Work with other board members such as the Program Chair and International Relations Chair and collaborate with other community organizations when appropriate.
7. Strictly adhere to "Use of Name" provisions as stated in the national bylaws; make others aware of same when necessary.

## CHAIRS OF SPECIFIC SCHOLARSHIPS AND GRANTS

Term: One year  
Appointed annually

### OVERVIEW/ DUTIES

The primary responsibility of these chairs is to ensure the equitable distribution of the available monies in each scholarship fund. The Individual Scholarship Chair must work closely with the Scholarship Director.

1. Review the application process with the scholarship director and revise the procedures (with board approval) as needed. Work with the web manager to assure that the online application form is updated if necessary.
2. Work with the Scholarship Director and/or Branch Public Relations Director to determine the best avenues for publicity – local public and private school message lists (“ponies”), college financial assistance offices, local newspapers, etc. Create press releases and/or flyers as appropriate.
3. Ensure that all necessary publicity is accomplished, including an announcement for the newsletter and the website.
4. Keep files of the current candidates. An Excel sheet with all completed applicants’ names, phone numbers and email addresses needs to be compiled and sent to the Scholarship Director.
5. Ensure that the applications are accurately reviewed for completion so that only complete applications are reviewed for potential selection.
6. With the help of the Scholarship Director, set up and chair the selection committee.
7. With the committee, set up a process to determine which applicants to recommend.
8. Report the selection committee recommendations to the board.
9. Notify all applicants of their status within seven business days after the board has made the final decision.
10. If awards are to be formally presented at a branch program, include the information regarding that event. Each winner and two guests are invited to attend that event at no charge.

# AAUW FUNDS CHAIR

Term: Two years

Appointed in the odd-numbered years

Serves as chair of the funds raised for the benefit of the national AAUW. This includes Educational Opportunities Funds (EOF) and Legal Advocacy Funds (LAF) as well as other national funds.

Liaison between the Buffalo branch and the State/National Funds Chairs. As such, the AAUW Funds chair is to promote the national funds and solicit contributions to them

## DUTIES

1. Serve as liaison between the Association, State, and branch regarding the various AAUW Funds.
2. Provide information and encouragement to branch members and others interested in contributing to or applying for AAUW Funds.
3. Request and distribute promotional materials from the national and state Funds chairs.
4. Forward the names being honored through EOF contributions to the state EOF Chair.
5. Write and forward to the newsletter editor articles about EOF and LAF as appropriate.
6. Set up display of EOF and LAF materials at branch meetings, conferences, and conventions as appropriate.
7. Maintain on-going inventory of promotional materials. (These may be copies from AAUW website or obtained from National / State offices.)
8. Distribute information to the branch concerning any AAUW Scholars and Fellows and/or LAF litigants in the area.
9. Attend Program Development meetings.

## **FUNDRAISING CHAIR**

### **DEVELOPMENT/FUNDRAISING CHAIR**

Term: Two years  
Appointed as needed

1. Form a committee, at the direction of the president, to develop a Fundraising Project(s).
2. Secure approval of the AAUW branch board for the Fundraising Project(s).
3. Develop a projected timeline for completion of the Project(s). Assign tasks to committee members. Expand the committee if necessary.
4. Update the AAUW Branch Board members at monthly meetings for the duration of the Project(s).
5. Ensure that the Project(s) is publicized in the newsletter and in other venues. The chair should work closely with the Branch Public Relations Chair.
6. Follow the Directions for the Coordinator of each monthly program as it applies to the Fundraiser(s) if the Fundraiser is an event or a series of single events,

# **DIVERSITY CHAIR**

Term – Two years

Appointed in the even-numbered years

## **OVERVIEW**

Promote and expand diversity initiatives in all branch activities

## **DUTIES**

1. Recruit a branch diversity resource team to plan and implement diversity and social justice initiatives in the branch.
2. Develop a diversity action plan with specific and measurable goals for the branch.
3. Ensure that the diversity statement is printed in branch materials.
4. Work with other branch officers and committees to integrate diversity goals with other branch priorities.
5. Cultivate a diverse group of branch leaders.
6. Identify and address diversity training needs and resources.
7. Seek opportunities to promote AAUW membership and programs to underrepresented groups and make connections with a broad range of potential coalition partners.
8. Ensure that the branch provides special assistance as needed at programs and events. Encourage the use of handicapped-accessible facilities whenever practical and assure that menus accommodate the various cultural differences.
9. Serve on the Program Development Committee.

## **SPECIAL INTEREST REPRESENTATIVES**

Term – Two years

Appointed as follows:

Community – even numbered years

Cultural Interests – even numbered years

International Relations – odd numbered years

Education – odd numbered years

### **DUTIES**

1. Serve as a member of the Program Development Committee.
2. Solicit members to form a working committee when needed.
3. Keep informed concerning developments in the area of interest.
4. Serve as a member of the Public Policy Committee when appropriate.
5. Represent the branch in civic and community programs related to the area and take action on community problems when approved by the Board.
6. Keep members informed of current issues in each specific area via such means as regular articles in the branch newsletter.

## **NEWSLETTER EDITOR/PUBLISHER** **(currently *Buffalo Branch Advocate*)**

Term – Two years

Appointed in the odd-numbered years

### **DUTIES**

1. Prepare newsletter for branch to be issued monthly from September through June or as directed by the Board.
2. Assure that the newsletter contains notices of all programs of the branch in addition to meetings of the Board of Directors, study/interest groups and committees as well as items of interest to the membership. State and national events should also be noted as appropriate.
3. Investigate various methods of publication and mailing, periodically reassessing established procedures to determine the most economical and/or feasible methods and implement such methods.
4. Establish regulations and deadlines for publication and communicate same to the appropriate members.
5. Appoint assistant(s) and/or a committee to assist with proofreading, preparation, and mailing.
6. If desired, the April and/or May newsletter may include a general dues renewal notice in cooperation with the 3<sup>rd</sup> Vice-President (Membership Retention). It may not include specific member information due to the regulations for non-profit postal bulk rate.

# HISTORIAN

Term – One year  
Appointed annually

## DUTIES

1. Advise officers of AAUW Buffalo branch on “matters of historical fact.”
2. Work with the University at Buffalo archives department and use standard archival guidelines to determine the significance of various materials and add the appropriate materials to the existing collection.
3. Be aware of the contents of the Buffalo Branch archives.
4. Maintain Buffalo Branch Articles of Incorporation.

The records may consist of:

- Bylaws, current and previous
- Articles of Incorporation
- Tax Exempt letter
- Newsletters
- Scrapbooks
- Membership lists
- Programs
- Histories
- Correspondence
- Financial Records
- Photographs (with names)
- Other related materials such as newspaper articles
- All documents pertaining to legal changes in the status of the branch

# **WEB MANAGER**

Term – Two years

Appointed in the odd-numbered years

## **DUTIES**

1. Design, maintain and update the branch website according to board instructions in order to provide information/publicity/outreach for the branch as well as information for members.
2. Work with the web provider to assure continuous and comprehensive service.
3. Be aware of privacy concerns and assure that information is not displayed inappropriately.
4. Provide up-to-date online forms for purposes of scholarship applications, membership applications and, upon request, registrations for conferences and programs.
5. Assure that content other than that provided by board members is approved by the board.
6. Remind members of their responsibility to check content and request that expired content be removed.
7. At her discretion, remove obviously dated material.
8. Maintain, or appoint another member to maintain, any social media accounts held by the branch.

# ANNUAL MEETING/AWARDS LUNCHEON CHAIR

Term – One year  
Appointed annually

## DUTIES

1. Form a committee to help plan and assist with the various duties.
2. Set the menu, keeping in mind the diversity of the group. Determine cost per person to come close to breaking even based on reasonable attendance expectations. Determine necessary reservations deadline.
3. Select and contract for entertainment if desired.
4. Select and purchase flowers, both decorations and corsages as appropriate.
5. Select and purchase a keepsake favor if desired.
6. Remind the president of her responsibility for choosing a branch member to be honored and an achievement award honoree, and asking a state board member or other AAUW dignitary to perform the installation of officers.
7. Obtain from the membership retention vice president a list of the members to be honored and/or listed due to length of membership. Obtain from the AAUW Funds Chair a list of the people who are EOF named gift honorees. Obtain from the Scholarship Chair a list of the scholarship winners to be honored. Assure that all honorees are invited by the appropriate person.
8. Develop and distribute a timeline for the event. The participants will usually be the president, the AAUW Funds Chair and/or scholarship chairs, the nominating chair, the incoming officers and the installing officer.
9. Arrange for reservations/registration, greeters, decorations setup, hostesses for honored guests, and printing of the program.
10. Work with branch PR chair to arrange for publicity.
11. Place meeting notices in the two branch newsletters prior to the luncheon.
12. Select and contract for a location for the following year's event.

# **PUBLIC RELATIONS CHAIR**

Term – One year  
Appointed annually

## **DUTIES**

1. Establish and maintain a good working relationship with the press and other media.
2. Work with the program VP, interest groups chair, scholarship chair, and special events chairs to develop a plan for effective publicity for all facets of the branch program.
3. Furnish the press and other news media with such articles and notices of programs, conferences and special events as may be authorized by the president or the board.
4. Keep a record of all such publicity together with all press clippings. Assure that the historian receives such documents for the branch archives.
5. Contact the chair of each program at least two months ahead to prepare publicity releases.
6. Periodically publicize special interests or activities beyond programs which are designed to make the community aware of national or state activities, e.g., history, involvement with coalitions, legislative priorities, etc.
7. Submit items when feasible to state and national for AAUW publication.
8. Work with the web manager and newsletter editor to assure that accurate information is always available.
9. Explore other avenues for publicity.

# INTEREST/STUDY GROUP COORDINATOR

Term – Two years

Appointed in the odd-numbered years

## DUTIES

1. Correspond with Study/ Interest Group coordinators at the beginning of each year.
2. Coordinate displays from each group for the September meeting.
3. Prepare a list of the Study/ Interest groups, coordinators, and meeting times to be included in the annual branch roster.
4. Forward information to the newsletter editor each month concerning the Study/ Interest Group meeting times by the deadline set by the editor.
5. Review the Guidelines for Study/Interest Groups (below) annually and provide each group with a copy.
6. Recommend to the Board the establishment of new groups.
7. Assure that a representative of each study/interest group contacts any new member who has an expressed interest in that group.

## GUIDELINES FOR STUDY/ INTEREST GROUPS

### Presentation at September AAUW Event

Tables will be available for each group to display a poster about their purpose and activities as well as flyers for members advertising activities for the year. A representative from each study group should be prepared to talk briefly about the group and invite others to join.

At this time, submit any changes in the AAUW Directory listing of the various study groups and coordinators before the annual printing.

### Procedures Throughout the Year

Attendance at Study/Interest Group sessions requires AAUW membership. Guests will be welcome for up to three sessions.

Submit information for the AAUW newsletter to the Study Group Coordinator by the 5<sup>h</sup> of each month to be included in the next issue.

Goal for the year for each group should be to increase membership by at least two people.

### Formation of a New Group

Submit a written proposal to the Board. State the purpose and expectations of the group as well as the approximate number of people interested (at least 5).

### Annual Report

Submit to the Study Group Coordinator a written year end evaluation of your group, including the number of new participants. Make recommendations for the coming year.

# COLLEGE/UNIVERSITY RELATIONS CHAIR

Term – Two years

Appointed in the odd-numbered years

## DUTIES

1. Act as liaison between the college/university reps from the Buffalo area and the Buffalo Branch; where there are no reps, seek current branch members from the school to make contact.
2. Act as the liaison between the branch and the state AAUW on matters relating to college/university relations.
3. Encourage all local colleges, universities, and community colleges to join the Buffalo Branch of AAUW as college/university members; secure information on current status of corporate membership from national and state AAUW.
4. Maintain a current listing of eligible colleges, universities, and community colleges, along with a list of any designated representatives of that institution to the branch.
5. Work with college/university representatives to increase the visibility of AAUW on the campuses by meeting with them periodically, sending materials when appropriate, and by encouraging them to participate in branch activities.
6. Provide at least an annual news release to student or college papers giving information on branch memberships with special appeal to faculty and graduate students.

# **BOOK SALE CHAIR/COMMITTEE**

Term – One year

Appointed annually. The chair, or a member of the committee, will represent the committee as a member of the board.

## **OVERVIEW**

Coordinate all book sale activities

## **DUTIES**

1. Arrange for site.
  - a. Negotiate lease with landlord.
  - b. Arrange for utilities.
  - c. Assure that proper insurance is in place.
  - d. Obtain appropriate number of tables and arrange for the layout when delivered.
  - e. Determine the number of volunteers required.
2. Work with the fundraising treasurer who will maintain a checking account.
3. Arrange for temporary storage of books.
4. Contact volunteers and arrange for staffing for both sorting period and the book sale.
5. Coordinate activities for retrieving books from donors and storage sites.
6. Arrange for year-round publicity.
7. Arrange for printing of bookmarks, postcards, flyers, signs, etc.
8. Transmit the book sale proceeds after all major bills have been paid to the branch investment account.

# **LIAISON POSITIONS**

Term – as required  
Appointed as needed

## **OVERVIEW**

The purpose of these positions is to represent Buffalo Branch in community organizations and coalitions which share goals with the Branch and AAUW. No affiliation is possible if any of the purposes of the coalition are in opposition to any of AAUW stated policies.

## **DUTIES**

1. Determine that goals and objectives of AAUW are not compromised in the coalition, and that use of the AAUW name shall be consistent with its public policies.
2. Attend meetings of the coalition to be informed of current activities.
3. Publicize activities of the coalition within AAUW by reporting at board meetings and by writing for the branch newsletter.
4. Coordinate participation in joint activities, as approved by the Board of Directors.

# **DATABASE COORDINATOR**

Term: One year  
Appointed annually

## **OVERVIEW**

The primary responsibility of this position is to maintain a database of the current branch membership.

## **DUTIES**

1. Receive information on new members from the membership recruitment vice president and enter it into the database.
2. Work with the membership vice presidents to assure that an annual membership roster is produced.
3. Work with the membership retention vice president to develop a membership renewal plan in the spring and generate personalized renewal forms for all existing members.
4. Receive, record, and forward annual renewal and AAUW Funds payments to the branch treasurer.
5. Create a label file each month for the members who receive printed copies of the newsletter and send it to the newsletter person who oversees distribution.
6. Periodically check with the national database to assure accuracy in both systems.
7. Send contact correction information to both the branch treasurer and the keeper of the branch email list. Maintain and share list of members' preferred distribution method.
8. Provide lists of members whose interests and skills may be needed by other members of the board, such as interest groups, book sale, pot luck dinner, etc.
9. Keep the branch database accurate, up to date, and available for board members and for association reports.

# Program Planning Guidelines

## I. Participants' Arrangements:

A. **Invite** the speakers, moderators, etc. as far in advance as possible.

B. **Give the participant(s)** the following information:

1. **purpose**/goal of the program
2. program **title** (This might be a joint decision.)
3. program **format** (sole speaker; panel; forum; dinner speaker, etc.)
4. **amount of time** available for each part of the program
5. **date** (snow date also if you plan one)
6. **schedule** (Will he/she be first on program, etc.)
7. **location** (include directions and a map if needed)
8. your name, position in AAUW, address, telephone number, email

C. **Request the following information** from the participant(s):

1. **name** by which he/she wishes to be introduced
2. postal **address**, **telephone** number, and **email**
3. **current position** (if relevant)
4. **educational** background (if relevant)
5. **professional** and **volunteer** background (if relevant)
6. **equipment** needed (lectern, table, screen, projector, etc.)
7. preferred **room arrangement** (rows, circle, etc.)
8. **fee** or honorarium required

a. Contact the treasurer about the amount budgeted.

b. **Note:**

- 1) Some speakers represent a business or government agency and don't receive fees.
- 2) Some represent community groups who appreciate a donation.
- 3) Some speak for a living and must be paid.

c. If a fee/donation will be paid:

- 1) Ask to whom the check should be made out.
- 2) Get the check from the treasurer before the meeting.

d. Be sure to cover any travel expenses and meals. If a speaker does not require a fee and the meeting does not include a meal, invite the speaker(s) to lunch or dinner.

- 1) Invite other members.
- 2) Make reservations.
- 3) Inform the speaker(s) of the dinner arrangements.
- 4) Arrive early to make payment arrangements in advance.
- 5) Let the guest(s) know if dessert and coffee will be served at the meeting.

D. **At the meeting:**

1. Greet speaker(s), offer refreshments, and introduce them to members.
2. Introduction: title of program, name of speaker, background
3. Thank speaker and make positive comments.
4. Event chairs shall recognize new/prospective members at an event and make sure they are greeted and made to feel welcome.

E. **Send a personal thank you note** the next day.

PLANNING MEETINGS:

II. Information from Speaker(s):

A. Name(s) by which they wish to be introduced:

\_\_\_\_\_

B. Postal address:

\_\_\_\_\_

C. Telephone (home): \_\_\_\_\_ (work): \_\_\_\_\_

D. Email: \_\_\_\_\_

E. Current position:

\_\_\_\_\_

\_\_\_\_\_

F. Educational background:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Professional and Volunteer background:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. Equipment needed:

\_\_\_\_\_

\_\_\_\_\_

I. Room arrangement requested:

\_\_\_\_\_

\_\_\_\_\_

J. Speaker's **fee** OR charitable **donation**:

**Amount:** \_\_\_\_\_ **Check made out to:** \_\_\_\_\_

. OR if hospitality outside the meeting is offered, time available for **lunch/dinner**:

\_\_\_\_\_

PLANNING MEETINGS:

III. Room Reservation Requirements:

A. Title of Program: \_\_\_\_\_

B. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

C. Place: Address: \_\_\_\_\_

Building: \_\_\_\_\_ Room \_\_\_\_\_

D. Directions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Number of people expected to attend: \_\_\_\_\_

F. Special needs (Check appropriate spaces):

- podium                     screen                     compact disk player
- microphone                 television                 audio cassette player
- table/chairs                 dvd player                 video cassette player
- water for speakers         extension cord         slide projector
- display table                 easel                         power point
- place to change             newsprint                 smart board
- refrigeration                 cooking facilities         refreshment table

\_\_\_\_ other: \_\_\_\_\_

G. Choice of room arrangement:

speaker in front facing rows of chairs

chairs in a circle

chairs in groups of \_\_\_\_\_

\_\_\_\_ other: \_\_\_\_\_

H. Rental cost (if any) \_\_\_\_\_

(Check with treasurer in advance about budgeted amount.)

I. Refreshments:

1. If a meal is included, the cost per person: \_\_\_\_\_

    If the meal is being subsidized,

    or if it is a fundraiser, amount you will charge: \_\_\_\_\_

2. Describe the menu:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If the membership is bringing refreshments:

a. Who: (board? interest groups? everyone?) \_\_\_\_\_

b. What: (appetizers? desserts?) \_\_\_\_\_

## PLANNING MEETINGS:

### IV. Internal and External Publicity:

#### A. To the membership:

1. Send article(s) to **newsletter** editor 2 or 3 months before the event.
  - a. Know deadlines and space available.
  - b. Submit “save the date” notices to earlier issues.
  - c. Main article:
    - (1) who, what, when, where, why
    - (2) brief description of the event
    - (3) information about the speaker(s)
    - (4) reservation information (if relevant)
    - (5) directions (if relevant)
2. **Announce** your upcoming event at as many meetings as possible.
3. Use **phone trees** or **email reminders** for major events or last minute cancellations.

#### B. To the community:

1. Contact **neighboring branches, coalition partners, and local community organizations** with an interest in your topic. Ask if they would:
  - a. announce your event
  - b. print your article
  - c. put up posters
2. Print **posters** and place them in locations frequented by your target audience.
3. Post your event on your **web site** and **blog**.
4. Send a **press release** to local newspapers.
  - a. Include:
    - (1) who, what, when, where, why
    - (2) brief description of the event
    - (3) name, phone number, and email of the contact person
  - b. Most newspapers like to be notified of an upcoming event one week in advance. The newspaper uses the press release to write a preview of the event and plan coverage of it.
  - c. Pitch story ideas to appropriate editors (food, education, etc.).
  - d. Learn the name of the **photo editor** and submit a request for photographic coverage of an event one week in advance.
5. Use the free vehicles for visibility in the newspaper:
  - a. **letters to the editor**
  - b. **guest columns/editorials**
  - c. **calendar listings** of monthly meetings
  - d. **meeting reports** (called into the newspaper immediately following the meeting)
6. Contact your local **radio** and **television** stations. Possible results:
  - a. announcements
  - b. interviews
  - c. coverage

# Approximate Timetable of Operations Treasurer Job Duties

July – Continue to process membership renewals

August - Close books and prepare info for CFO to give accountants for tax preparation.

September

October

1. Voice mail – bill comes
2. Commercial Crime Liability Insurance - 3 year policy – bill comes or contact Carol Rohde at AHT

November

1. Printing Roster – bill comes
2. Liability Insurance – bill comes or contact Carol Rohde at AHT

December

1. Send AAUW Fund donations from members to National AAUW – no bill – keep track of donations when processing memberships
2. Accountant fee – bill comes
3. Tax Filing Fee – bill comes

January

1. Post Office Box Annual Fee – bill comes
2. Post Office Bulk Mail Permit – bill comes. We have not needed to do this the past two years.

February - Ad in State Conference Program. Board will approve this before payment.

March

April

May

1. Accident Insurance Policy for Volunteers. Bill may come or contact Tracy Wolf at AHT
2. Board/Officers Liability Insurance. Bill comes or contact Carol Rohde at AHT.
3. Process membership renewals.

June - Continue to process membership renewals.

## **Regular Year- Round Duties**

Pay any vouchers given to you by members.

Keep track of spending on a spreadsheet and in the checkbook.

Prepare a monthly report for the Board meetings.

Deposit checks at the bank.

Balance checking account.

Keep records of all memberships.

Enter new National members into the National database.

Keep track of bulk mailing expenses.

Send check to Post Office for bulk mail account as needed.

Send check to Post Office returned mail account as needed.

Request liability insurance certificates as needed.

## President's Checklist

When	What	With Whom	Direct Responsibility
June	Understand Budgets	CFO	Each Treasurer
June	Update Natl MSD with officers. Send list to AAUW-NYS President.	Outgoing Pres	Outgoing Pres
May-June	Schedule/reserve board mtg locations		Pres
May-June-July	Recruit/Appoint Board and other chairs - specify whether or not board member	Exec Committee	Pres
May-June-July	Update Natl MSD with rest of leadership team		Pres
June	Sign up for NYS Summer Conference	Other Bd Members	All
June-July	Write welcome letter for membership recruitment VP to send to new members. Send her a signed electronic version.	Membership recruitment VP	Pres
July-Aug	Board packets, including policies and "read" confirmation to sign		Pres
July-Aug	Program finalization	Board	Program VP
July-Aug	Gather tax materials for accountant	CFO	CFO, treasurers
Aug	Info for roster, print/mail the roster	Membership Retention	Database Manager. Note - Betty P has been doing this. PrintKing is the printer.
Aug-Sep	Make sure there are current brochures (scholarship and membership) available and that the branch display is up-to-date	Membership Recruitment VP, Scholarship Director, PR Director	Membership Recruitment VP, Scholarship Director, PR Director
Sep	fall dinner - location, reservations/nametags, program, certificates for scholarship winners, scholarship winner invitations, college group invitations, scholarship checks	Program VP	Program VP, scholarship chairs, c/u rep, EAP treasurer, booksale treasurer
Nov-Dec	get dates of Buffalo scholarship fairs & set up representation	Scholarship Director	Scholarship Director
Dec-Feb	selection of AAUW-NYS Emerging Leader per NYS guidelines	Board	Board
Dec-Feb	selection of national named gift honorees per NYS guidelines	Board	Funds Director
Dec-Mar	check for AAUW-NYS awards criteria, work on applications per NYS guidelines	Program, Membership, Public Policy, Funds, Newsletter, Website, PR	Program, Membership, Public Policy, Funds, Newsletter, Website, PR
Dec-May	Achievement Award process	Committee	Pres
Feb-May	Annual Meeting preparation	Luncheon Chair, Program VP, Scholarship Director	Pres

Note – Please refer to Buffalo Branch Policies and Procedures Effective October 2025

<b>When</b>	<b>What</b>	<b>With Whom</b>	<b>Direct Responsibility</b>
Monthly Aug- May	newsletter "dates to remember", president's perspective, national/state updates	Newsletter Editor	Pres
Monthly	prepare board agenda, send out relevant information	secretary, treasurers, other board members	Pres and/or Secretary and/or Admin Assistant
Monthly	board meeting		Board
Ongoing	Collect mail, check voicemail & email	Volunteers	Pres
Ongoing	Update website, Facebook, Twitter	web manager, PR chair	Pres