

AAUW Colorado
State Board Position and Committee Descriptions

State Board Member Responsibilities

Every member of the AAUW Colorado Board of Directors shall:

1. Promote the mission of the American Association of University Women.
2. Be informed and knowledgeable about AAUW and AAUW Colorado, including information regarding bylaws, policies, forms, news, etc. as posted on the National and AAUW Colorado website.
3. Attend all state board meetings and state conventions. Encouraged to attend National Conventions and Regional Conferences.
4. Inform the Executive Committee, State Board, branches and/or membership about National activities related to the office.
5. Submit information relevant to the office to the State Bulletin editor and the website editor as necessary.
6. Serve in an advisory capacity to the branch officer counterparts, assisting them through training meetings, seminars, workshops, individual communications, and branch visits.
7. Maintain adequate files and records of the office.
 - a. Becoming familiar with files and materials related to the office.
 - b. Purging materials no longer pertinent to the office.
 - c. Forwarding any appropriate items to the State Archivist.
 - d. Passing on the file by the end of June in the year the term of office expires.
8. Submit requested reports by the established deadlines, including an Annual Report for the State Convention.
9. Recommend changes in the position description of the office as necessary.
10. Assume specific duties and responsibilities at the discretion of the President.

AAUW Colorado State President

The state president develops, implements, and oversees all AAUW activities in the state, conducts the business of AAUW in the state and serves as the primary AAUW liaison to the state, national office, and external communications.

This position is elected for a two-year term as president. The President serves a one-year term as President-Elect prior to serving as president and then serves a one-year term as Past President following the two-year term as president.

Responsibilities:

1. Convene a state board of directors to plan, implement and monitor AAUW activities in the state.
2. Work with the board to evaluate previous state efforts and develop a state strategic plan that supports AAUW's current priorities.
3. Support board officers in carrying out the strategic plan and achieving its measurable goals and objectives, including but not limited to membership recruitment and retention, public policy and voter education, diversity, AAUW Legal Advocacy Fund initiatives, fellowships and grants, and leadership programs.
4. Encourage collaboration and teamwork, link membership development to all programming, including diversity.
5. Participate in state coalitions that advance AAUW's mission.
6. Carry out AAUW business through the state board, state conventions and the national convention, in accordance with state and AAUW bylaws.
7. Serve as AAUW's state spokesperson internally and externally,
8. Review and monitor the state's fiscal health and sign off on expenditures as appropriate.
9. Oversees, along with the Vice President, Membership:
 - a. The organization of a new branch,
 - b. The dissolution of a branch,
 - c. The loss of branch recognition,
 - d. The request for a change by name of a branch.
10. Establish a communications schedule with branch presidents, ensure that local efforts are consistent with AAUW's mission and goals. Share successful branch programs among branches.
11. Encourage state board and branches to support national initiatives and programs. Keep AAUW informed of activities in your state.
12. Selects all appointed officers and chairs with the advice and approval of the Executive Committee.
13. Serves as an ex-officio member of all committees, except the Nominating Committee.
14. Reviews and recommends, along with the Bylaws Chair, updates to the bylaws, particularly following each National Convention.

Time Commitment: Along with the time necessary to accomplish the above responsibilities, this position requires the time to serve on the state board of directors and other committees as assigned. Attendance at state conventions, board meetings, regional conferences and National Convention is required.

AAUW Colorado President-Elect

This position is elected for a one-year term, followed by a two year term as state President and a one year term as Past President.

Responsibilities:

1. Serves one year as a voting member of the Executive Committee and Board of Directors.
2. Assume the duties of the President in the President's absence or inability to serve.
3. Maintain close contact with the President to keep informed of current State and National issues.
4. Begin personal orientation to National and State policies, procedures, programs and direction.
5. Begin personal orientation to offices and committees, as well as skills and talents of members throughout the state, in preparation for making appointments when assuming the office of President.
6. Receive communications from Board officers and chairs.
7. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and state board meetings, regional conferences and the National Convention is required.

**AAUW Colorado
Immediate Past President**

This position serves a one-year term, after serving as State President.

Responsibilities:

1. Serves one year as a voting member of the Executive Committee and Board of Directors.
2. Serve in an advisory capacity to the President and Board of Directors.
3. Assist the president in the following ways:
 - a. Represent AAUW at meetings of other organizations and groups,
 - b. Help with the organization of new branches.
 - c. Serve as an advisor or consultant to branches as called upon by the President.
 - d. Assist retiring Board officers/chairs in the orientation of incoming officers/chairs,
 - e. Assume leadership for special state projects under the direction of the president.
4. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and state board meetings is required.

**AAUW Colorado
Program Development Vice President(s)**

The program vice president(s) assist state officers and branches in advocating for women and girls through the development and implementation of programs and other projects that promote education and equity.

This position is elected for a two year term and serves as a member of the Executive Committee and State Board. May be elected as Co-Vice Presidents.

1. With the committee plan and implement AAUW programs or other state education and equity programs and projects.
2. Evaluate previous program efforts and assess state program needs.
3. Oversee the planning of the annual state convention, in coordination with the President, the Program Committee and the Local Arrangements Chair and Committee.
4. Establish a communications schedule with branch program vice presidents. Share successful program among branches.
5. Serve as the chair(s) of the State Program Committee.
6. Serve on the Membership Committee.
7. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
8. Contribute to the state's strategic planning process.
9. Assume the duties of the President in the President's absence or inability to serve in the year when there is not a President-elect.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions, state board meetings and executive committee meetings is required unless excused by the President.

AAUW Colorado Membership Vice President(s)

The state membership vice president(s) oversee efforts to recruit and sustain a diverse, active membership in the state.

This position is elected for a two year term and serves as a member of the Executive Committee and State Board. May be elected as Co-Vice Presidents

Responsibilities:

1. Oversee, along with the President, all matters related to membership, including:
 - a. The organization of a new branch,
 - b. The dissolution of a branch,
 - c. The loss of branch recognition,
 - d. The request for a change of name by a branch.
2. Work with branches to maintain and increase branch membership.
3. Work with the Treasurer to ensure accurate membership records.
4. Seek out opportunities to promote membership and facilitate membership recruitment at community events.
5. Recruit national members in the state and encourage them to become branch members when possible.
6. Encourage usage of social media to recruit and retain members.
7. Serve as the chair(s) of the State Membership Committee.
8. Serve on the Program Development Committee
9. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
10. Contribute to the state's strategic planning process.
11. Serve as the presiding officer in the absence of the President when the President –elect and/or the President are not available.

Time Commitment: The time necessary to accomplish the above responsibilities. The position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state board meetings, executive committee meetings and state convention is required, unless excused by the President.

AAUW Colorado Secretary

The state secretary is responsible for maintaining a record of the proceedings of the state, of the board of directors and the executive committee.

This position is elected for a two year term and serves as a member of the Executive Committee and State Board.

Responsibilities:

1. Record minutes of meetings of the Executive Committee, the Board of Directors, and the State Convention Business meeting.
2. Give a report of the preceding Executive Committee meeting at each Board of Directors meeting.
3. Send minutes of the Executive Committee meetings to Executive Committee and Parliamentarian.
4. Send minutes of the Board of Directors meetings and Convention Business Meeting to the President and to the respective Reading Committee members for review and approval.
5. Send corrected and approved minutes of the Board of Directors meetings and the Convention Business Sessions to the President.
6. Report correspondence at Executive Committee meetings, Board of Directors meetings and State Convention Business meeting and administer correspondence as directed by the President.
7. Keep on file all written reports presented at state meetings, including all agendas, motions, tellers' reports, credentials committee reports, and other committee reports.
8. Provide for reference at each meeting the minutes of all meetings held within the last year. Forward after four (4) years, documents (minutes etc.) to the State Archivist.
9. Collect and mail materials to branches not in attendance at state meetings. May be sent electronically.
10. Compile official attendance records at Board of Directors meetings, making same available to the Treasurer for verification of travel vouchers.
11. Contribute to the State's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions, state board meetings and executive committee meetings is required unless excused by the President.

AAUW Colorado Treasurer Position Description

The state treasurer oversees the fiscal and financial operations of AAUW Colorado.

This position is elected for a two year term and serves as a member of the Executive Committee and State Board.

Responsibilities:

1. Chair the state Finance Committee and work with the state board to develop a budget that supports the programs and activities of the state.
2. With the finance committee and state board evaluates the health and stability of the state organization's finances.
3. Responsible for the collection of all state dues and funds due the state.
4. Serve as custodian of all funds, securities and business papers.
5. Maintain checking and savings accounts at a federally insured bank. The President shall be a co-signer on the accounts, only one signature is required for checks. Securities such as certificates of deposit for reserve funds may also be maintained.
6. Maintain an itemized account of all receipts and disbursements. Disburses funds/payments only upon receipt of President's approval.
7. Provide regular state financial reports analyzing actual performance against budget.
8. Serve as a resource to branches on financial matters.
9. Protect the assets of the state by securing adequate insurance coverage.
10. Work with Membership Vice President(s) and AAUW Funds Director to assure accurate records related to membership and contributions. Completes forms and transactions as necessary.
11. File necessary forms with the Internal Revenue Service and keeps informed of state and federal tax regulations.
12. Support the state financial review process by cooperating with members assigned to this task.
13. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and state board meetings and executive committee meetings is required unless excused by the President.

AAUW Colorado Public Policy Director(s)

The Public Policy Director(s) assist state officers and branches in advocating for and representing AAUW's public policy priorities.

This position is elected for a two year term and serves as a member of the State Board. May be elected as Co-Chairs.

Responsibilities:

1. Coordinate and direct procedures for implementation of the AAUW public policy program, including Public Policy Day.
2. Inform the membership of the current AAUW public policy program through the state bulletin and website.
3. Send to each branch general information and procedural details of a public policy nature, and such specific information as is sent to the public policy director(s) by AAUW for distribution to branches.
4. Provide information on current legislation when requested by a branch.
5. Act as official spokespersons for AAUW Colorado on public policy matters
6. Serve as liaisons to the AAUW Public Policy Committee.
7. Maintain a communications system to distribute state public policy action alerts.
8. Prepares and presents reports for state board meetings and the annual meeting based on the state's strategic plan.
9. Chair the Public Policy Committee.
10. Serve on the Program Development Committee
11. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and state board meetings is required unless excused by the President.

AAUW Colorado
AAUW Funds Director

The AAUW Funds Director assists state officers and branches in promoting AAUW Funds philanthropic programs.

This position is elected for a two year term and serves as a member of the State Board.

Responsibilities:

1. Promote the mission and objectives of AAUW Funds philanthropic programs.
2. Understand all facets of AAUW Funds philanthropic programs, fund names and numbers.
3. Serve as a resource to branch AAUW Funds chairs regarding philanthropic structure, objectives and contributions management.
4. Disseminate information about various AAUW Funds to members and branches through articles in state and branch newsletters and presentations at state meetings.
5. Distribute quarterly Funds contributions reports to branch AAUW Funds Chairs and/or Branch Presidents/Administrators.
6. Serve on the Program Development Committee
7. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
8. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and state board meetings is required unless excused by the President.

**AAUW Colorado
Communications Committee Chair**

The Communications Committee Chair assists State Officers and branches in communications and marketing efforts.

This position is an appointed for a one-year term and serves on the State Board of Directors. May be appointed as Co-Chairs

Responsibilities:

1. Develop and implement statewide communications and marketing plans and strategies for both internal and external audiences.
2. Oversee and regularly evaluate the publication of the state newsletter, operation of the state web site and social media;
3. Ensure that the state newsletter, web site, and social media are effective tools for sharing information as well as recruitment and retention of membership and increasing visibility.
4. Serve as a resource for branch newsletter editors, branch website managers and social media coordinators.
5. Serve as an appointed member of the State Board.
6. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
7. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires the time to serve on the state board and other committees as assigned. Attendance at state board meetings and conventions is required unless excused by the President.

AAUW Colorado Bylaws Chair

This position is an appointed for a one-year term and serves on the State Board of Directors. May be appointed as Co-Chairs.

Responsibilities:

1. Chair the bylaws committee.
2. Update state bylaws with all changes mandated by National or the state.
3. Notify branch presidents of changes to branch bylaws mandated by National or the state.
4. Receive updated branch bylaws, or verification that all mandatory changes have been made.
5. Assist branches in preparation of bylaws as needed.
6. Transmit copies of branch and state bylaws or reports on them as required by National.
7. Responsible for notification of proposed state bylaws and policy amendments to the board.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires the time to serve on the state board and other committees as assigned. Attendance at state board meetings and conventions is required.

Parliamentarian

This position is appointed for a one-year term and serves as a member of the Bylaws Committee.

Responsibilities:

1. Advise the president, when necessary or requested, on matters of parliamentary procedure and law.
2. Attend all Executive Committee, Board of Directors, and State Business meetings.

AAUW Colorado Nominating Committee Chair

This position is selected in accordance with the State Bylaws and serves as an appointed member of the State Board.

Responsibilities:

1. Convene the Nominating Committee
2. Consult with President, President-elect and other members of the board of directors regarding suggested nominees.
3. Make vita forms available to branch presidents, members of the Board of Directors and persons suggested for office.
4. Receive completed vita forms and distributes copies to other nominating committee members.
5. Affirm acceptance by nominees.
6. Inform anyone whose bid for office is unsuccessful.
7. Prepare articles to appear in the State Bulletin, including information on offices to be filled and how to submit a vita.
8. Prepare announcement of candidates for Public Policy Day.
9. Prepare Nominating Committee report for State Board and for State Bulletin.
10. Present the Nominating Committee report at the State Convention Business Meeting.
11. Contribute to the state's strategic planning process.

Time Commitment: Time necessary to accomplish the above responsibilities. This position also requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and state board meetings is required unless excused by the President.

**AAUW Colorado
Program Development Committee**

- I. Program Development Committee
 - A. Members
 1. Program Co-Vice Presidents
 2. Membership Vice President
 3. Public Policy Co-Director
 4. Host Branch Convention Chair
 5. Archivist/Historian
 6. AAUW Funds Director
 7. STEM Coordinator
 8. At least two additional members from the general membership.
 - B. Committee Responsibilities
 1. Plan and implement AAUW programs or other state education and equity programs and projects.
 2. Evaluate previous program efforts and assess state program needs.
 3. Oversee the planning of the annual state convention.
 4. Establish a communications schedule with branch program vice presidents.
 5. Share successful program among branches.
 6. Identify, support and share STEM projects being carried out by branches.
 - C. Duties of Program Co-Vice Presidents
(See position description)
- II. Archivist/Historian
 1. Serve as the liaison for the state archives held in the Auraria Library in Denver.
 2. Serve as consultant to the state and branches on archival materials and researches data as requested.
 3. Promote the safe retention of material which will be of use to state and branch organizations and to the researchers.
 4. Collect archival material at state meetings, from state and branch officers for inclusion in the archival holdings.
 5. Solicit branch newsletters and member rosters.
 6. File historical data as directed by the President and/or the Board of Directors.
 7. Monitor the collection on Auraria's website to make certain donated material is property catalogued.
- III. STEM Coordinator
 1. Identify STEM projects and activities that are being carried out by branches

2. Coordinate branch and state STEM projects and activities.
 3. Serve as a consultant for branch STEM projects and activities.
 4. Promote branch involvement in STEM projects and activities
 5. Share successful STEM projects and activities with branches.
- IV. State Convention
- Oversee the planning of the annual state convention, in coordination with the President, the Program Development Committee, and the Local Arrangements Chair and Committee. Specific convention guidelines can be found in the Program Development Files. Also see position description for Host Branch Convention Chair.
- V. Host Branch Convention Chair
1. Arrange for meeting place or places, guest accommodations and group meals, and negotiates all necessary contracts.
 2. Appoint a convention treasurer who will handle all convention finances, maintain an orderly record of all income and expenses, and make a final report to the state financial officer with repayment of any advance funds and transferal of any remaining funds in the convention bank account.
 3. Prepare a convention budget, in consultation with the President and the Vice-President(s) for Program Development that includes all anticipated expenses, and established the registration fee and cost of meals based on that budget. Establish cutoff dates for registration surcharge and “no refunds after” date.
 4. Appoint a convention credentials chair who will consult with the Treasurer and the Parliamentarian to establish the number of voting members present and to establish that a quorum is present. (Refer to Bylaws, Colorado AAUW, Article XIII, Section 5 and Section 6.)
 5. Appoint tellers and time keepers for State Business Meetings.
 6. May serve as liaison to work with National representative(s), making the room reservations and consulting with on meal choices. May arrange for a gift basket to be sent to the room.
 7. Ensure preparation of name tags and all signage.
 8. Refer to the convention planning manual for detailed information.
 9. Maintain an orderly set of records that will be helpful to the next branch host.
 10. Appoints teams, chairs and local arrangements for convention. May invite other branches to assist. May invite local dignitary to give welcome address.
 11. Design and present invitations to the State Convention at state meetings.
 12. Communicate with local hotel, entertainment and other arrangements as needed.

Expenses may include: rental fees for space and equipment, postage, printing supplies, favors, gifts, decorations, guest meals, coffee, etc.

**AAUW Colorado
Membership Committee**

- I. Committee
 - A. Committee Members
 - 1. Membership Vice-President(s)
 - 2. Program Development Vice-President(s)
 - 3. College/University Relations Chair
 - 4. Three to four members from the general membership
 - B. Committee Responsibilities
 - 1. Develop a state membership plan that supports and recognizes branch and state recruitment efforts and recognizes branches for growth, retention, diversity and significant anniversaries.
 - 2. Seek out opportunities to promote membership, sponsor membership events and facilitate membership recruitment at community activities.
 - 3. Promote the formation of branches and satellites in the state.
 - 4. Evaluate previous state membership development efforts, assess current membership and state demographics and identify underrepresented groups that could be recruited.
 - 5. Serve as a resource to branch membership officers.
 - 6. Through the College/University Relations Chair serve as a link between AAUW and the higher education community to recruit and retain AAUW college /university partner members in the state and to increase AAUW's visibility on campuses.
 - C. Duties of Membership Vice President(s)
(See Position Description)
- II. College/University Relations
 - A. Plan, coordinate, implement and report efforts to recruit and retain college/university members.
 - B. Promote a mutually beneficial relationship between the state and the higher education community.
 - C. Work to increase AAUW's visibility on college and university campuses.
 - D. Assist the Membership Vice President(s) in promoting individual AAUW memberships to graduating seniors, graduate students, faculty, administrators, staff and other potential AAUW members on campus.
 - E. Promote the e-student affiliate program of undergraduate students at current C/U partner-member institutions.

**AAUW Colorado
Finance Committee**

A. Members

1. Treasurer, also serves as chair
2. President
3. Past-President or President-Elect
4. Two – three additional members from the general membership.

B. Responsibilities

1. Make recommendations regarding the fiscal affairs of the state.
2. Solicit input from State officers regarding budgetary needs.
3. Prepare an annual budget that supports the goals and objectives of the state.
4. Present the proposed budget for approval to the Board of Directors at the Fall Conference.
5. File a copy of the budget with the secretary.
6. Evaluate the health and stability of the state organization's finances.
7. Review regular state financial reports, analyzing actual performance against budget.

AAUW Colorado Communications Committee

- I. Communications Committee:
 - A. Members
 1. Communications Committee Chair
 2. State Bulletin Editor
 3. Website, social media and data base managers
 4. Two representatives from the general membership recommended by the Communications Committee Chair and appointed by the president.
 - B. Committee Responsibilities:
 1. Develop and implement statewide communications and marketing plans for both internal and external audiences.
 2. Coordinate the distribution of AAUW information among the state, branches, and members;
 3. Ensure the publication of the state newsletter and operation of the state web site and social media
 4. Regularly evaluates the state newsletter, website and social media to ensure that they are effective tools for sharing information as well as recruitment and retention of membership and increasing visibility
 5. Serve as a resource to branches on newsletters, websites and social media and other communications
- II. Duties of Communications Committee Members
 - A. Chair

See Communications Committee Chair position description.
 - B. Bulletin Editor
 1. Serve as a member of the state communications committee.
 2. Publish 3 newsletters annually.
 3. Solicit news items from the state membership and sets deadlines for receiving materials for the Bulletin from branches, state officers and chairs, including details of any upcoming meetings, well in advance of the dates.
 4. Work closely with the President and Communications Committee Chair to assure the release of accurate and pertinent information to members.
 5. Make decisions, along with the President and Communications Committee Chair concerning technical aspects, production and distribution of the Bulletin.
 6. With the Communications Committee regularly evaluates the effectiveness and format of the Bulletin.
 7. Work with committee members and President regarding distribution of Bulletin to members and Website Manager regarding posting on the state website.

C. Social Media Manager(s)

1. Administer Facebook page by posting original content. Share content from AAUW and other Applicable presences, Like pages and post of other applicable presences and comments on post of other applicable presences.
2. Administer YouTube account by posting videos at AAUW Colorado or AAUW Colorado-sponsored events. Optimize vide info for maximum viewing. Use videos as applicable on other social media as part of advocacy calls to action.
3. Administer Twitter account to tweet, retweet, follow, etc. AAUW-organized tweetstorms and live tweeting of applicable events.
4. Administer Flickr account by posting pictures from AAUW Colorado and AAUW Colorado-sponsored events. Add captions to said photos that explain the image and link to additional AAUW resources.

D. Website Manager

1. With state president and AAUW Site Resources staff post AAUW Colorado and AAUW Colorado-sponsored events, along with any applicable agendas and registrations materials.
 - a. Rotate lead info on home page.
 - b. Keep Advocacy page up-to-date with latest calls to action
 - c. Update branch events calendar at request of branch leaders
 - d. Update members only section with latest AAUW Colorado materials
 - e. Upload latest state bulletin to News section
 - f. Update other pages as applicable.