

**AAUW of 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. Be encouraged to attend any National or 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 newsletter editor and the website manager, 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. Become familiar with files and materials related to the office.
  - b. Purge materials no longer pertinent to the office.
  - c. Forward any appropriate items to the State Archivist.
  - d. Pass 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. Contribute to the state's strategic planning process.
11. Assume specific duties and responsibilities at the discretion of the President.
12. Make the time commitment to complete the responsibilities assigned to the position as well as the time to serve on the state Board of Directors and other committees as assigned.

## **AAUW of 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. The President will update (with information from branch presidents) and maintain directories for the members of the state Board of Directors, state committees, Interbranch Council and branch leaders. These directories will be posted on AAUW Colorado website.
2. Convene a state Board of Directors to plan, implement and monitor AAUW activities in the state.
3. Work with the board to evaluate previous state efforts and develop a state strategic plan that supports AAUW's current priorities.
4. 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.
5. Encourage collaboration and teamwork, link membership development to all programming, including diversity.
6. Participate in state coalitions that advance AAUW's mission.
7. Carry out AAUW business through the state board and state conventions and any national or regional conferences, in accordance with state and AAUW bylaws.
8. Serve as AAUW's state spokesperson internally and externally. 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 bi-annual communication plan, in conjunction with the Communications Chair and the Interbranch Council, to ensure that local efforts are consistent with AAUW's mission and goals, and that successful branch programs and activities are shared among branches. The plan should cover the state's newsletter, website, and social media tools available as well as publication names, schedules, and topics to be covered.
11. Encourage state board and branches to support national initiatives and programs. Keep AAUW informed of activities in your state.
12. Select all appointed officers and chairs with the advice and approval of the Executive Committee.
13. Serve as an ex-officio member of all committees, except the Nominating Committee.
14. Review and recommend, along with the Bylaws Chair, updates to the bylaws.

## **AAUW of 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. Serve 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. Attend state conventions and state board meetings. Attendance at national and regional conferences is strongly recommended.

**AAUW of Colorado**  
**Immediate Past President**

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

Responsibilities:

1. Serve 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. Attend state conventions and board meetings. Attendance at national or regional conferences is strongly recommended.

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

The Program Development 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.

Responsibilities:

1. Serve for a two-year term as a member of the Executive Committee and state Board.  
May be elected as Co-Vice Presidents.
2. Plan and implement AAUW programs, in coordination with the Executive Committee, or other state education and equity programs and projects.
3. Evaluate previous program efforts and assess state program needs.
4. Oversee the planning of the annual state Convention, in coordination with the President, the Program Committee and the Local Arrangements Chair and Committee.
5. Establish a communications schedule with branch program vice presidents.  
Share successful program among branches.
6. Serve as the chair(s) of the state Program Committee.
7. Serve on the Membership Committee.
8. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
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.
10. Attend state conventions and board meetings. Attendance at national or regional conferences is strongly recommended.

## **AAUW of 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. Work with branches to maintain and increase branch membership.
2. Work with the Treasurer to ensure accurate membership records.
3. Seek out opportunities to promote membership and facilitate membership recruitment at community events.
4. Recruit national members in the state and encourage them to become branch members when possible.
5. Encourage usage of social media to recruit and retain members.
6. Serve as the chair(s) of the state Membership Committee.
7. Serve on the Program Development Committee.
8. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
9. Serve as the presiding officer in the absence of the President when the President-Elect and/or the President are not available.
10. Attend and participate in membership and leadership training via webinars, workshops, and other opportunities provided by the national office and other outlets.
11. 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.
12. Attend state conventions and board meetings. Attendance at national or regional conferences is strongly recommended.

**AAUW of 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 of Directors.

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. Mail 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. Attend state conventions, state Board meetings, and Executive Committee meetings. Attendance at national or regional conferences is strongly recommended.

## **AAUW of Colorado**

### **Interbranch Council Chair**

The Chair of the Interbranch Council (IBC) Chair, elected every July, is the branch representative to the state Board of Directors. IBC is a channel of communication for and among Colorado branch presidents/administrators for leadership development and the sharing of ideas and interests.

#### Responsibilities:

1. Alerts branch presidents to issues that may require local and/or state action under the AAUW name by way of email or teleconference communications and at IBC meetings.
2. Prepare for and preside over IBC meetings to be held at Fall Leadership Conference, state Convention and Public Policy Day.
3. Attend all state board meetings.

## **AAUW of Colorado**

### **Treasurer**

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. Assure retention of financial documents for seven years. Shred or otherwise securely dispose of records that have exceeded the retention period.
14. Attend state conventions and state Board and Executive Committee meetings. Attendance at national or regional conferences is strongly recommended.

## **AAUW of 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 newsletter 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. Attendance at state conventions, Board meetings, national or regional conferences is strongly recommended.

## **AAUW of 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. Attend state conventions and Board meetings. Attendance at national or regional conferences is strongly recommended.

## **AAUW of Colorado**

### **Communications Committee Chair**

The Communications Committee Chair chairs the Communications Committee and assists state officers and branches in communications and marketing efforts.

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

#### **Responsibilities:**

1. Oversee and ensure that the state newsletter, website, and social media are effective tools for sharing information recruiting and retaining membership and increasing visibility.
2. Recommend members of the Communications Committee for the President's appointment.
3. Convene meetings of the Communications Committee, fulfilling responsibilities as assigned.
4. Serve as an appointed member of the state Board.
5. Prepare and present reports for state board meetings and the annual meeting based on the state's strategic plan.
6. Attendance at state conventions, board meetings, national or regional conferences is strongly recommended.

## **AAUW of 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 state bylaws or reports on them as required by National.
7. Responsible for notification of proposed state bylaws and policy amendments to the board.
8. Attendance at state conventions, board meetings, national or regional conferences is strongly recommended.

### **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 of Colorado**

### **Nominating Committee Chair**

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

#### 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 newsletter, 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 of Directors and for the newsletter.
10. Present the Nominating Committee report at the state Convention Business Meeting.
11. Attendance at state conventions, board meetings, national or regional conferences is strongly recommended.

## **AAUW of Colorado**

### **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. AAUW Funds Director
6. STEM Coordinator
7. 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. Specific convention guidelines can be found in the Program Development files.
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**

1. Program Co-Vice Presidents (See Position Description)
2. STEM Coordinator
  - a. Identify STEM projects and activities that are being carried out by branches.
  - b. Coordinate branch and state STEM projects and activities.
  - c. Serve as a consultant for branch STEM projects and activities.
  - d. Promote branch involvement in STEM projects and activities
  - e. Share successful STEM projects and activities with branches.

### 3. Host Branch Convention Chair

- a. Arrange for meeting place or places, guest accommodations and group meals, and negotiates all necessary contracts.
- b. 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.
- c. 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.
- d. 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.)
- e. Appoint tellers and timekeepers for state Business Meetings.
- f. 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.
- g. Ensure preparation of name tags and all signage.
- h. Refer to the convention planning manual for detailed information.
- i. Maintain an orderly set of records that will be helpful to the next branch host.
- j. Appoints teams, chairs, and local arrangements for convention. May invite other branches to assist. May invite local dignitary to give welcome address.
- k. Design and present invitations to the state Convention at state meetings.
- l. Communicate with local hotel, entertainment, and other arrangements, as needed.

## **AAUW of 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. Committee 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 of Colorado**

### **Membership Committee**

#### **A. 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**

1. Membership Vice President(s) (See Position Description)
2. 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 of Colorado**

### **Communications Committee**

#### **A. Members:**

1. Communications Committee Chair(s)
2. Newsletter Editor
3. Website and Social Media Managers
4. Archivist/Historian
5. At least two representatives from the general membership or as special skill sets require.

#### **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, as necessary.
3. Ensure the publication of the newsletter and operation of the state website and social media accounts.
4. Regularly evaluate the newsletter, website, and social media to ensure that they are effective tools for sharing information, increasing visibility, and recruiting and retaining membership. This should include input from the membership.
5. Serve as a resource to branches on newsletters, websites, social media, and other communications.

#### **C. Duties of:**

1. Communications Committee Chair (See Position Description)
2. Newsletter Editor
  - a. Publish at least 3 newsletters annually.
  - b. Set specific newsletter publication deadlines. Solicit news items from the

state membership, branches, state officers and chairs.

- c. Work closely with the President and Communications Committee Chair to include accurate and pertinent information to members, including dates of upcoming meetings.
  - d. Make decisions, along with the President and Communications Committee chair concerning technical aspects, production, and distribution of the newsletter.
  - e. Implement annual feedback from the Communications Committee regarding the effectiveness and format of the newsletter.
  - f. Work with committee members and President regarding distribution to members and with Website Manager regarding posting on the state website.
3. Social Media Manager(s)
- a. Administer account by posting original content, sharing content from AAUW and other relevant sources, interacting with similar presences, and optimizing channels for maximum exposure. Track usage and report to committee.
  - b. Social media channels include Facebook, YouTube, Tumblr, and/or such accounts as approved by the Communications Committee.
4. Website Manager
- a. With the assistance of AAUW Site Resources staff as needed, post AAUW Colorado and AAUW Colorado-sponsored events, along with any applicable agendas and registration materials.
  - b. Rotate lead info on home page.
  - c. Keep Advocacy page up-to-date with latest calls to action.
  - d. Update branch events calendar at request of branch leaders.
  - e. Update members only section with latest AAUW Colorado materials.
  - f. Post the latest newsletter to the website at the time of its publication.
  - g. Update other pages as applicable.



5. Archivist/Historian (Positions may be served by two different people.)
  - a. Serve as the liaison for the state archives held in the Denver Public Library.
  - b. Serve as consultant to the state and branches on archival materials and research data as requested.
  - c. Promote the safe retention of material which will be of use to state and branch organizations and to researchers.
  - d. Collect archival material at state meetings and from state and branch officers for inclusion in the archival holdings.
  - e. Solicit branch newsletters and member rosters.
  - f. File historical data as directed by the President and/or the Board of Directors.
  - g. Monitor the collection on Denver Public Library's website to make certain donated material is properly catalogued.