

AAUW Greater Naples Branch
Board of Directors
General Information

Members

1. The President, Vice President/Program, and Secretary are elected by the membership, at the annual meeting, for a two-year term, or until successor is elected, in even numbered years.
2. The Directors for Membership, Finance, and Communications are elected by the membership, at the annual meeting, for a two-year term, or until successor is elected, in odd numbered years.
3. Appointed Officers are appointed by the President, with board or executive committee approval, for 2 years.
4. All elected and appointed officers and the immediate past president serve, as voting members, on the Board of Directors.
5. The President, Vice President/Program, Secretary, Director for Finance, and Director for Membership, and any additional directors designated by the board (currently the Director for Communications), serve as voting members, on the Executive Committee.

Duties and Responsibilities of the Board

6. All power and authority of the Branch shall be vested exclusively in the Board of Directors, which shall manage and direct the affairs of the branch in accordance with AAUW bylaws and policies, the branch bylaws and policies, applicable laws and regulations, and the decisions of the members at the Annual Meeting.
7. The duties of the Board of Directors, shall include, without limitation:
 - a. establishing such policies as may be necessary to ensure the financial health of the Branch, and ensure its compliance with all applicable laws, regulations, policies and ethical standards, including laws and regulations enforced by the IRS.
 - b. ensuring that records of all branch's acts and financial transactions are kept.
 - c. approving budgets, financial plans and financial statements, and monitoring and ensuring the integrity of the branch's financial reporting processes.
 - d. reviewing and approving material expenditures and transactions.
 - e. overseeing the branch's activities and committees and taking whatever other action is necessary to manage the affairs of the Branch, including evaluating and amending its strategic plan.
 - f. promoting and supporting the mission of AAUW and the activities of the Branch.
 - g. establishing task forces and committees.
 - h. determining governance practices.
 - i. actively recruiting new members and engaging and encouraging existing members to be part of branch activities.
 - j. approval of the branch Public Policy initiatives.
 - k. be knowledgeable of the AAUW national fundraising and scholarship policies (AAUW Policies 501,502, and 600) and ensuring that the branch complies with AAUW national bylaws and policies, branch bylaws and policies, and applicable laws and regulations, including IRS regulations.
 - l. approval of fundraising events and projects for the branch.

- m. appointing two branch members to serve on the nominating committee with the immediate past president.
- n. Secure meeting space for the branch meetings.

Individual Board Member Responsibilities

- 8. All board members are expected to attend all board meetings. Regrets should be sent to the President.
- 9. All board members are expected to submit monthly reports to the board in advance of monthly board meetings.
- 10. All board members should submit an annual report to the President in April.
- 11. All board members should submit their budget proposal to Director for Finance by January 15.
- 12. All board members should submit necessary calendar information to Director of Communications by August 15.
- 13. All board members are encouraged to attend AAUW and AAUW Florida meetings/conventions/conferences.
- 14. All board members should have access to electronic communication.

2018

AAUW Greater Naples Branch
President

The President shall:

1. Promote AAUW's mission and serve as the official representative of the branch in activities of the AAUW, the region, the state and at any other meetings and functions where a branch presence is required.
2. Serve as the official channel of communication between AAUW, AAUW Florida and the branch and approve all communications to the membership at large.
3. Have lead responsibility for compliance with AAUW policies and agreements and timely submit to AAUW and AAUW Florida all such reports, forms and information as presidents of branches are required to submit.
4. As provided in the bylaws, with the approval of the board or the executive committee, appoint appointive branch officers.
5. Appoint special interest group Leaders and chairs of committees, and serve ex officio on all committees, except the nominating and financial review committees.
6. With the board, develop and implement a strategic plan that advances AAUW's mission.
7. With the board, develop and implement plans for the branch's fiscal health, monitor the branch's finances, and sign off on expenditures as appropriate.
8. Sign, with the secretary or other officer authorized by the board, any legal documents the board has authorized to be executed.
9. Have responsibility with the Director of Finance for the branch's annual IRS Form 990 (or any version or successor form) and for compliance with any other applicable federal, state or local laws. Help prepare the branch budget.
10. Help prepare the branch budget.
11. Prepare the agendas and preside at all meetings of the board, executive committee and branch.
12. Make arrangements for space for meetings of the Board of Directors and for telephonic participation in such meetings.

The President may, with the authorization of the Board or Executive Committee, delegate any of these duties to the Vice President.

2018

AAUW Greater Naples Branch
Vice President/Program

The Vice President/Program shall:

1. Chair the program committee and recruit committee members.
2. Have responsibility for developing and implementing the programs at the branch meetings.
3. Arrange for AV needs at the meeting.
4. Have the responsibility for developing and implementing the *Talks & Tours* programs.
5. Act as assistant to the president.
6. Perform the duties of the President in all cases in which the president is unable to serve, and perform such further duties as the president may direct, with the approval of the executive committee or board. The Vice President shall assume the office of the president in the event of a vacancy in that office.
7. May serve as a member of any committee, whenever designated by the president.

2018

AAUW Greater Naples Branch
Secretary

The Secretary shall:

1. Keep accurate minutes and records of the meetings and actions (including any actions taken without a meeting, such as action taken via electronic means or unanimous written consent) of the branch meetings, the board, and the executive committee, and keep up-to-date minute books.
2. Submit the minutes for review and send final minutes to appropriate recipients.
3. Submit final minutes for posting on the website.
4. Have available at all such meetings a copy of the minutes of all meetings of the current and previous year, as well as a list of branch officers, chairs and members.
5. Have custody of the organizational documents of the branch, and its bylaws, policies and authenticate branch records.
6. Ensure that the required notice of each meeting is given and that a quorum is present.
7. Sign with the president or another director specifically authorized by board resolution, in the name and on behalf of the branch, any contracts or agreements authorized by the board.
8. Perform all other duties incident to the office of secretary as may be assigned to her by the board.

The secretary may nominate an assistant secretary to take and transcribe meeting minutes from time to time who shall be appointed by the president with the approval of the board or the executive committee.

2018

AAUW Greater Naples Branch
Director for Membership

The Director for Membership shall:

1. Have responsibility for developing and maintaining branch membership in compliance with AAUW membership policies.
2. Shall chair a membership committee and recruit committee members to assist in planning and implementing recruitment and retention strategies, and in analyzing data on branch membership renewals, recruitment, and reasons for non-renewal. Develop a membership action plan with specific and measurable goals, with the overarching goal that every member and prospective member perceive that they are welcomed and valued.
3. Develop and manage a process for the integration and orientation of new members.
4. Seek out opportunities to promote AAUW membership at branch and community events.
5. Maintain (or cause to be maintained) a membership book (directory) containing, in alphabetical order, the names, addresses and telephone numbers of all members and shall maintain a version of the membership book retaining the names and addresses of former members.
6. Promptly inform the Directors for Finance and Communications all changes in members' contact information.
7. Coordinate with the Directors for Communications, Program and Public Policy to promote member development and engagement.
8. Coordinate with the Director of Finance to ensure proper collection and processing of membership applications and dues.
9. Promptly deliver to the Director of Finance all membership dues received and all member information required to be submitted to AAUW and AAUW Florida.
10. Have responsibility with the Director for Finance for notifying members of dues payable and delinquent, and keep the Director for Finance informed on a timely basis of all new and terminated members.
11. Submit to AAUW and AAUW Florida all membership reports and information required by AAUW to be submitted by the membership officer.
12. Maintain copies of all communications issued by her or on her behalf to all members.
13. Attend and participate in membership and leadership trainings via webinars, workshops, and conventions/conferences.
14. Perform all other duties incident to the office as the board may prescribe from time to time.

The Director for Membership may nominate one or more assistants (such as Directory Chair, Recruitment Chair, Retention Chair, Hospitality Chair, and/or Member Relations Chair) who may be appointed by the president with the approval of the board or the executive committee. If assistants are appointed, the Director for Membership may delegate to such assistants any of her duties specified herein, with the prior approval of the board or executive committee.

AAUW Greater Naples Branch
Director for Finance

The Director for Finance shall:

1. Serve as chief financial officer of the branch.
2. Chair the Finance Committee and recruit committee members, which shall prepare the annual budget for approval by the board and the membership.
3. Submit the proposed budget, as approved by the Board, to the Director for Communications for publication to the membership in advance of the meeting at which the membership is to vote on the budget.
4. Appoint a Financial Review committee after the books are closed on June 30. The committee shall consist of at least two branch members and shall complete its review by August 31.
5. Arrange with the board to establish authorized check signers.
6. Deposit to accounts authorized by the board all funds received.
7. Timely remit to AAUW and AAUW Florida, in accordance with applicable AAUW rules, all AAUW and state dues received and reports required to be submitted by branch financial officers.
8. Process and submit AAUW contributions in compliance with proper financial accounting procedures and Internal Revenue Service regulations.
9. Timely pay all bills approved in the budget or otherwise authorized by the board. Payments of \$1000 or more shall be co-signed by or otherwise expressly approved in advance by the president.
10. Retain in good order all financial statements, IRS forms and correspondence, tax certificates, a letter in good standing or tax determination letters, paid checks, deposits, and supporting documents, communications to all members issued or authorized, and submit the financial records of the branch for inspection by persons authorized by the board or by law.
11. Have responsibility with the Director for Membership for notifying members of dues payable and delinquent, and keep the Director for Membership informed on a timely basis of all dues payments and non-payments by branch members.
12. Have lead responsibility with the president for the branch's annual IRS Form 990 or any version or successor form and for any other tax or other filings required by federal, state or local governments.
13. Prepare regular monthly and annual branch financial reports analyzing actual performance against budget, and submit them to the members and the board.
14. Make recommendations to the board regarding insurance coverage and the financial health of the branch.
15. Maintain a key to the branch post office box and check for mail received on a weekly basis.

The Director for Finance may nominate a Treasurer to be appointed by the president with the approval of the board or the executive committee. If a Treasurer is appointed, the Director for Finance may delegate to the Treasurer any of her duties specified herein, with the prior approval of the board or executive committee.

2018

AAUW Greater Naples Branch
Director for Communications

The Director for Communications shall:

1. Have overall responsibility for internal and external communications and for publications originating in the Branch.
2. Chair the communications committee that may include assistants, such as a newsletter editor, web manager, social media chair and/or publicity chair. The Director for Communications will recruit the committee members, but they must be appointed by the president with the approval of the board or the executive committee.
3. Develop a communications action plan with specific and measurable goals.
4. Be responsible for:
 - a. Updating on a timely basis the branch website.
 - b. Publishing or distributing board and branch meeting minutes to the members.
 - c. Issuing regular newsletters for the members.
 - d. Issuing public communications advertising the public meetings and other activities of the branch.
5. Maintain records of all communications issued by her and her assistants to the general membership.

AAUW Greater Naples Branch
Past President

The Past President shall:

1. Support the president with counsel, experience and contacts, as the president deems necessary.
2. Perform such duties as the president of the branch shall direct.
3. Serve on the nominating committee with two other branch members.
4. Serve as liaison to the special interest groups.
5. Assist in recognizing, coaching, and mentoring new leaders.

2018

AAUW Greater Naples Branch
Director for Development

The Development Officer shall:

1. Plan and develop fundraising events and activities to raise money for the branch budget and for the Greater Naples AAUW Charitable Foundation, Inc.
2. Be knowledgeable of the AAUW national fundraising Policy 501.
3. Be knowledgeable about AAUW programs that can help meet fundraising goals.
4. Ensure the intent of donors is honored.
5. Obtain approval from the Branch Board for all fundraising activities and events benefiting the branch or AAUW and the approval of the branch president for all printed communications relating to same.
6. Obtain approval from the Greater Naples AAUW Charitable Foundation, Inc. Board for all fundraising activities and events benefiting the Foundation and for all communications relating to same.
7. Understand the budget needs of the branch and Foundation and the fundraising goals of each.
8. Work with the Communications Director to promote these goals and needs on the website, newsletter, and at branch meetings.
9. Promptly submit any donations received to the Branch Finance Officer (donations to the Branch or AAUW) or Foundation Treasurer (donations to the Foundation) as appropriate.
10. Work with other branch officers and committees to integrate fundraising with other priorities
11. Participate in fundraising trainings such as AAUW webinars, AAUW workshops, or opportunities provided by other professional outlets as practicable.

2018

AAUW Greater Naples Branch
Director for Public Policy

The Director for Public Policy shall:

1. Chair a non-partisan public policy committee, and recruit committee members, to develop a branch public policy program consistent with the AAUW Mission, using the AAUW Public Policy Priorities as a guide. The annual legislative and social action issues for branch action must be approved by the board.
2. Advocate for AAUW priorities to policy makers, elected and appointed officials, AAUW members, and, if requested to do so by the president, to the public and the media.
3. Lead AAUW voter education and turnout campaigns for the branch.
4. Maintain regular contact with the AAUW Florida Public Policy chair to keep the branch members informed and to share successful branch strategies with state leaders.
5. Provide current information on national, state, and local legislative/social action issues through regular reports at board and branch meetings, and in the branch newsletter.
6. Keep informed on Legal Advocacy Fund cases and provide current information through reports at branch meetings.

2018

AAUW Greater Naples Branch
Director for School & Community Relations

The Director for School & Community shall:

1. Develop and formulate school and community programs and make recommendations concerning implementation of programs based on support by branch members.
2. In consultation with the president, make necessary chair appointments to carry out the functions of the school/community relations programs:
 - a. *STEM Girls Count Conference* for fifth grade girls, and their parents/guardians, in the Collier County Public Schools.
 - b. *Reading is Fun* in the Collier County Public Schools.
 - c. *Scholar Bowl* in the Collier County Public Schools
 - d. AAUW Salary Negotiation Workshops – *Start Smart* and *Work Smart*.
3. Support and oversee the program chairs to ensure good follow through, making sure publicity and news are timely, and encouraging branch member backing.
4. Facilitate communication between the chairs and the Collier County School Districts in support of the branch school & community programs.
5. Report to the branch relevant Collier County School Board decisions that impact the above programs.
6. Annually report to the membership the names of the current recipients of the branch's endowments:
 - #4243 Greater Naples (FL) Branch American Fellowship*
 - #4031 Frances Pew Hayes/Greater Naples (FL) Branch Community Action Grant.*

AAUW Greater Naples Branch
Parliamentarian

The Parliamentarian shall:

1. Assure that AAUW Greater Naples Branch meetings are conducted in accordance with AAUW Bylaws and Policies and AAUW Greater Naples Branch Bylaws and Policies, along with *Robert's Rules of Order Newly Revised*.
2. Have on-hand a copy of the AAUW Greater Naples Branch Bylaws and Policies and a copy of the *Robert's Rules of Order Newly Revised* at every meeting.
3. Provide advice and counsel to the president or presiding officer regarding bylaws, policies, and parliamentary procedure.

2018

AAUW Greater Naples Branch
Bylaws/Policies Chair

The Bylaws and Policies Chair shall:

1. Chair the Bylaws/Policies Committee and recruit committee members.
2. Update the branch bylaws as requested by AAUW.
3. Receive proposed amendments to the branch bylaws and policies from the board and branch members.
4. Propose amendments to bylaws and policies to conform to best practices.
5. Submit amended bylaws to the AAUW Florida Bylaws chair to be forwarded to AAUW.
6. Insure that branch activities are in conformity with the branch bylaws and policies.
7. At the end of each board position term, insure job description is up-to-date.

2018

AAUW Greater Naples Branch
Historian

Job Description in process.