



Loreen Ginnitti
Secretary/Bylaws Chair
loreen@fairpoint.net
716-326-4270

NEW LEADERSHIP MODELS
AAUW-NYS 2015 Summer Meeting
Saturday, July 25th, 3:00-4:30 p.m.

AAUW Timeline for President's Duties - EXAMPLE ONLY

- July:** Get the work started on the Directory. Ask members to update their information regarding addresses, phone numbers, etc. Get the newsletter article deadlines, pub dates.
Get year-end figures from Treasurer. Books for last fiscal year should be audited.
- August:** Plan first board meeting.
How is the Directory progressing?
Ask Leadership Conference attendees to present information from the Conference to the board.
Program planning?
- September:** Board should decide how we are giving away free memberships.
How we earn free memberships: The branch can earn up to five free memberships in one fiscal year for every two new members who join at an event.
Start promoting District meeting to members and board.
- October:** Continue district meeting prep and publicity
- November:** EOF/LAF Funds are due at the end of December. These funds are reported on an annual basis (not by fiscal year). Get the Fund VPs to do the Funds paperwork to submit to the NY State with the help of the Treasurer.
- December:** Board to nominate and vote on Emerging Leader and EOF Honorees (if Branch has nominated \$500/honoree)
Have the EOF and LAF fund reports/checks been submitted to the State?
- January:** Start working on AAUW State awards for state convention.
Submit Award nominations to State for EOF honorees and Emerging Leader
Send State Convention information to Branch members to encourage attendance at the April convention.
Begin planning Pay Equity Day
- February:** Appoint nominating committee and get it started with recruiting next year's officers.
Continue working on AAUW State awards.



Loreen Ginnitti
Secretary/Bylaws Chair
loreen@fairpoint.net
716-326-4270

- March:** Finalize Branch AAUW State Awards application and submit by deadline.
Finalize list of State convention attendees. Board to decide on delegates and vote on monies to pay for members registration fees.
If the Branch is responsible for the next District meeting, create a committee and develop ideas that we can take to the state convention when we meet with our other District Branches.
Check in with Nominating Committee. What is progress?
What are the plans for Pay Equity Day? Progress of committee?
Decide on incentive – free memberships for early renewal?
- April:** Check in with the Membership VP: Membership renewal letters should go out May 1st.
Check in with Nominating Committee about presenting the slate of new Officers
Begin to ask current Chairs if they will continue in their current positions.
If someone has to be replaced, begin the search, so the current chair can begin mentoring.
- May:** Ask the Treasurer to develop a budget for the next fiscal year by first forecasting the current year's final results and then recommending the expenses and membership income for the next fiscal year.
Mid-to late May find someone to produce the next year's Directory.
Leadership Conference: publicize conference to members. If there are funds the Board agrees to pay all or a portion of the registration fee for attendees.
Find someone to install new officers at annual dinner
Another renewal reminder
- June:** Present next fiscal year's budget to the board. Send the budget ahead of time so the board can be prepared. Review the expenses and explain rationale behind the membership numbers and expenses.
Start planning for next fiscal year: board meeting dates
Update National/State/Website with new officers.
How is the Program for next year developing? Check in.