

## **President - Leadership Skills Helpful to the Position**

A good candidate will be skilled at planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, public speaking, orientation, training, consensus building, intercultural sensitivity and understanding, dealing with the media, and fundraising.

### **From the NYS Bylaws:**

#### **Section 1. President**

##### **a. AAUW responsibilities as official representative of the state:**

- (1) Act as the official channel of communication between AAUW and AAUW-NYS.
- (2) Present an annual report at the AAUW-NYS Convention.
- (3) File the names and addresses of incoming and continuing elected officers and appointed directors and chairs with the AAUW Membership Records office no later than June 1. This list shall include the name of a person other than the president and treasurer who will record and make available upon request the minutes of each meeting and board meeting.
- (4) Ensure that the AAUW-NYS bylaws are brought into conformity with the Bylaws of the AAUW after each AAUW Convention.
- (5) Visit a petitioning group desiring to form a branch and discuss the program of the AAUW and their desirability of organizing a branch. The President may designate an official representative to act in the president's stead. After advising the existing branch or branches in the area from which the petitioning group may draw membership, the AAUW-NYS President shall make a recommendation to the AAUW-NYS Board of Directors.
  - (a) When the AAUW-NYS board approval is given, the AAUW-NYS President shall notify the Membership office at AAUW and direct the AAUW-NYS Membership Vice President to continue organizing activities with the petitioning group, including the preparation of bylaws.
  - (b) In the event that the AAUW-NYS Board of Directors fails to give approval to the petitioning group of graduates qualified to organize a branch, the AAUW-NYS President shall send a written report to AAUW.
- (6) Notify a branch, which appears to have forfeited the right to continue as a branch, requesting it to present its reason for existence in writing to the AAUW-NYS board of directors at its next meeting.

##### **b. State Responsibilities**

- (1) Preside at all meetings of the AAUW New York State Board of Directors and the Executive Committee.
- (2) Appoint, after consultation with the Executive Committee, directors of areas of interest, chairs of all task forces and committees except the nominating committee and those otherwise provided for in these bylaws.
- (3) Represent AAUW-NYS in all work with other organizations and at meetings and conferences, as the official representative of AAUW-NYS.
- (4) Serve in an advisory capacity to of all task forces and committees except the Nominating Committee.
- (5) Perform all other duties usually pertaining to the office.

(6) Notify a branch, which appears to have forfeited the right to continue as a branch, requesting it to present its reason for existence in writing to the AAUW-NYS board of directors at its next meeting.

### **From the NYS Working Rules:**

#### **B. State President**

- 1) Responsibilities to AAUW National  
Serve as State representative to National Conventions.
- 2) Responsibilities to State
  - a. Serve as Chair of the Executive Committee.
  - b. Plan and distribute agendas for all State Board meetings to Board members.
  - c. Appoint all non-elected members of the State Board in consultation with the Executive Committee.
  - d. Represent the State in activities outside AAUW.
  - e. Appoint chair of ad hoc committees/task forces.
  - f. Appoint Resolutions committee as needed, in conjunction with the Public Policy Director.
  - g. Approve expenditures over the budgeted amounts.
  - h. Appoint an audit committee consisting of an experienced treasurer, current president, and one Board/branch member appointed by the President.
  - i. Appoint an individual to compile the State Directory and ensure everyone listed in the directory has a copy, including past NYS presidents who are still members of AAUW.
  - j. Work with the District Director to prepare a list of District nominees to the Nominating Committee. Direct the election of District alternates to the Nominating Committee at the convention.
  - k. Assist Historian to identify those materials suitable to be sent to the official AAUW NYS Archives, housed at the Dept. of Rare Books, University of Rochester Library, Rochester, NY 14267.
  - l. Serve on the State Board for one year immediately following term of office and perform such duties as are delegated by the President.
  - m. Serve as an advisory member of all committees except the Nominating Committee and the Finance Committees.
- 3) Responsibilities to branches
  - a. Communicate at least four times a year with all branch presidents to explain and promote AAUW National and State projects, actions, and plans through branch visits, correspondence, FOCUS, and State and district meetings.
  - b. Develop and implement the program for an annual summer leadership conference.
  - c. Assist branches in the solution of problems through all appropriate means.
  - d. Promote the State Leader on Loan program.
  - e. Encourage branch participation in AAUW National and State meetings and conferences.
  - f. Encourage branches to keep State Board members informed about successful programs and projects.
- 4) Administer the State Leader on Loan program.
  - a. Receive prior notification from Board members for all State Leader on Loan engagements.
  - b. Approve vouchers submitted by Board members for expenses incurred
  - c. Report to the Board a summary of all visits at the pre-Convention Board meeting.