



AMERICAN
ASSOCIATION OF
UNIVERSITY
WOMEN

New York State AAUW-NYS Board Officers

If you are elected to an AAUW NYS office the following will be your general responsibilities to the Board of Directors.

See the specific “Job Overview” for more individual information on the position you are interested in.

Officers of the AAUW NYS Board: General Skills and Characteristics

All officers need to prepare articles for the AAUW NYS *Focus* and counterpart communications and occasionally give oral reports at branch, district or board meetings, so:

- Evidence of good written communication and public speaking skills
- Passion for AAUW and personal integrity

Attendance at three state board meetings and occasionally branch or district meetings, so:

- A history of attendance at branch meetings, district meetings/AAUW NYS conventions.
- A good problem solver, creative thinker

Elected officers need to have experience as an officer or on the board in some organization, so:

- Be an experienced officer or board member of an AAUW branch/other organization or chairman of a major event committee.
- Ability to work co-operatively

Most officers need to report with accuracy to the Association, the board and/or the membership, so:

- Good record keeping skills, detail oriented
- Meets deadlines
- Adequate computer skills

From the AAUW NYS Working Rules – 2007 Edition

V. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

General Duties and Responsibilities

1. Attend Fall/Winter, Summer (July), and pre-Convention Board meetings.
2. Attend State Convention and carry out responsibilities assigned by the President and Program commit.
3. Participate in the Leader on Loan program and submit to the Administrative Director requests to travel to speak.
4. Send copies of ALL official correspondence, both inside and outside the organization, to the State President.
5. Contribute articles to AAUW NYS publications and the state website on area topics, produce branch newsletter article and counterpart mailings four times per year.
6. Prepare an annual report to be sent to the State President.
7. Maintain a complete file of materials and correspondence to be passed to your successor.
8. Carry out additional duties as requested by the President and/or Board of Directors.
9. Send historical materials (according to the guidelines) to the State Historians.
10. Update their portion of the AAUW NYS website semi-annually.
11. All officers and board members must relinquish possession of AAUW NYS egroups upon leaving their board positions.

New York State AAUW President Job Overview

AAUW-NYS President

Overview of the position: Develop, implement, and oversee all AAUW activities in the state; conduct the business of AAUW in the state; and serve as the primary AAUW liaison to the Middle Atlantic Region, Association, and external communities.

Overall responsibilities:

- Appoint and convene a state board of directors to plan, implement, and monitor AAUW activities in the state; lead in developing a state strategic plan that supports AAUW's current priorities through mission-based programming.
- Encourage collaboration and teamwork
- Link membership development and programming, including diversity
- Support board officers in carrying out the strategic plan and achieving its measurable goals and objectives.
- Participate in state coalitions that advance AAUW's mission.
- Carry out AAUW business through the state board, state conventions, regional conferences, and the national convention, in accordance with state and Association bylaws.
- Serve as AAUW's state spokesperson internally and externally.
- Serve as an Ex-officio member of all committees.



Characteristics and skills of President: Enjoys working with people, has the ability to be creative and the skill to gently lead. One who listens, cares and shares. Thus someone with:

- Leadership skills displayed by being a branch president and being on the NYS Board.
- Communication skills are essential-must be able to effectively transmit relevant information and ideas clearly and concisely
- Ability to facilitate Board meetings with skill
- Develops positive outcomes and meets challenges
- Creative ideas and the fortitude to follow through on them
- Dedication to AAUW and willing to expend time and effort to meet the mission
- Good listening and effective problem solving skills
- Diplomacy in situations requiring a personal touch
- Knowledge/ willingness to seek resources to meet members' needs.
- Vision, yet the ability to see the necessity of details for the present
- Personal commitment and dedication to the job
- Love of AAUW

New York State AAUW Program Vice President Job Overview

AAUW-NYS Program Vice President

Overview of the position: to promote mission-based programming at the state and branch levels.

Overall responsibilities:

- Guide branches into mission-based programs.
- Work with other state officers and committees to round out full programming ideas.
- Communicate with branch counterparts on a regular basis to assist with ideas and individual questions.
- Plan and implement the annual convention program, including speakers, workshops, chat - rooms, logistics.
- Assist in selection of location for convention.
- Distribute, collect and evaluate NYS awards applications to be presented at the annual state convention.
- Share successful mission based programming
- Serves on the Executive and Chair of Convention Planning Committee



Characteristics and skills of Program Vice President:

- Good communication skills required in contacting potential speakers for convention workshops and presentations
- Organized and able to manage detailed programming aspects of the convention
- Flexible enough to consider and modify aspects of the award and application process as needed
- Ability to look objectively at award applications and evaluate in an impartial way the merits of each
- Visionary in developing programming branch or state projects
- Familiarity with some form of record keeping computer program and access to machinery to copy reports helpful but not essential

New York State
AAUW Membership Vice President
Job Overview

AAUW-NYS Membership Vice President

Overview of the position: Oversee efforts to recruit and sustain a diverse, active membership in the state.

Overall responsibilities:

- Develop and implement state's membership activities.
- Work with other state officers and committees to integrate membership with other state priorities including diversity, program, public policy, Voter Education Campaign, LAF, Education Foundation, leadership, and visibility.
- Report on state membership statistics and trends as requested by the board and at convention.
- Reconcile membership figures with the treasurer as needed and prepare state reports for the Association.
- Communicate state membership goals to branches and support their membership development efforts.
- Support branch and state recruitment efforts and recognize branches for growth, retention, diversity, and significant anniversaries.
- Serve as a member of the executive and convention planning teams.



Characteristics and skills of Membership VP:

- Is computer literate and uses Word, Excel Spreadsheets, the Internet, electronic messaging and PowerPoint programs
- Follows through without reminders
- Listens and is gracious
- Appreciates the labors of members
- Has presentation and communication skills
- Believes in the value of public relations
- Has experience providing positive suggestions for membership growth
- Is encouraging and sensitive to volunteer vs. paid investment of time by members
- Has leadership skills and values contributing as a member of a team (board, executive and program)
- Has time to communicate on a daily basis or as often as necessary with Association, state, and branch members
- Is familiar with the Association and AAUW NYS websites

New York State
AAUW Educational Foundation
Job Overview

**AAUW-NYS Educational Foundation Vice
President**

Overview of the position: Promote the AAUW Educational Foundation's mission, research, and programs and oversee Foundation fundraising activity in the state.

Overall responsibilities:

- Encourage branches and individuals to support the Foundation's research and programs and to give generously to ensure that these efforts continue.
- Work with other state officers and committees to integrate Foundation research, programs, and fundraising efforts with other state priorities as appropriate.
- Serve as a consultant to branch EF chairs in the areas of fundraising, planning and goal setting, and contributions management.
- Submit in a timely manner all contributions received from individuals and branches.
- Keep state and branch records of all contributions to the EF and inform branches of their status.
- Act as liaison with EF Fellows in the state; help to recruit potential fellows and identify potential donors.
- Develop and oversee the state Foundation budget.
- Serve on the Executive and Convention Planning committees.



Characteristics and skills of the EF VP:

- History of personal commitment to the Foundation through monetary contributions and through branch service as EF chair.
- Access to machinery to copy checks and data reports, preferably without per-page fees.
- Familiarity with some form of record keeping spreadsheet computer program. Microsoft EXCEL is user friendly and is compatible with the system used at the Association / Foundation.
- Must have sufficient time (about 8 hours per week) to answer e-mail requests and questions.
- Time during the months of November and December because of the deadline for contributions (Dec. 30). Many Branches need to be reminded often of their responsibility to the Foundation.
- Securing a speaker for Convention is essential. If the VP has never attended a function at which a Grant Recipient has spoken, she may lack experience in selecting a good possible speaker and will have to seek guidance and suggestions.
- Good interpersonal skills, meeting grant recipients, making introductions, speaking at convention.

New York State
AAUW Legal Advocacy Fund
Job Overview

AAUW-NYS Legal Advocacy Fund Vice President

Overview of the position: Promote the AAUW Legal Advocacy Fund's mission, case support, and programs and oversee LAF fundraising activity in the state.

Overall responsibilities:

- Encourage branches and individuals to support LAF programs and to give generously.
- Work with other state officers and committees to integrate LAF case support and programs with other state priorities as appropriate.
- Evaluate previous state LAF fundraising efforts and identify opportunities for fundraising growth.
- Work with branch LAF counterparts in the state to develop a state fundraising action plan with measurable goals and objectives.
- Serve as a consultant to branch LAF counterparts in the areas of fundraising, planning and goal setting, and contributions management.
- Manage all LAF contributions received by branches and individuals.
- Develop and oversee the state LAF budget.
- Serve on the executive and convention planning committee



Characteristics and skills of LAF VP: requires someone that has the skills of a treasurer, a secretary and a public speaker. Thus someone with a:

- Highly developed understanding of LAF and passionate desire to promote its importance
- Ability to keep accurate records of donations and who will forward information to the Association in a timely manner
- Computer skills and access to a copier for e-mailing and correspondence.
- Understanding of Excel could be beneficial but not necessary
- Ability to write plaintiff travel grants, informative articles, and quarterly/monthly newsletter articles
- Comfort with preparation for and presentation of oral communications at board meetings and conventions
- Organizational skills for handling a large fundraising project
- Willingness to put aside the time required to do the job well. March, April, May, and December are particularly demanding.

New York State AAUW Secretary/Bylaws Job Overview

Overview of the position: Provide accurate minutes of the AAUW NYS Board and serve as the State bylaws Chair.

Overall Responsibilities:

- Keep succinct and accurate minutes of all board meetings.
- Distribute draft copies of minutes and distribute final versions as requested by the President
- Keep a file of all NYS records and have them available for reference at meetings.
- Send copies of minutes to be archived.
- Review and suggest needed changes in state working rules and policy sheet
- Add enacted policy to the policy sheet after each board meeting
- Review state bylaws and prepare bylaws amendments as needed.
- Prepare articles on bylaws amendment in the appropriate publications
- Present state bylaws amendments at the state convention
- Call for branch bylaws changes when required by the association
- Assist branches in questions of bylaws
- Collect and verify branch bylaws compliance to the association
- Serve on the Executive committee and chair the Bylaws committee



Characteristics and skills of Secretary/Bylaws:

- Owns or can obtain a laptop computer that can be taken to board meeting for accurate recording of minutes
- Adequate time available after board meetings to prepare minutes (5-10pgs.) three times per year
- Desirable - Experience with organizational bylaws and Robert's Rules (or interest in learning)
- Ability to listen and take notes as well as participate in the discussion at hand
- Detail oriented but not compulsive
- Writes succinct reports with necessary detail and brevity
- Has opinions and is not afraid to express them
- Anticipates the needs of others
- Takes criticism well
- Is flexible and patient

New York State
AAUW Treasurer
Job Overview

AAUW-NYS Treasurer

Overview of the position: Oversees the fiscal operations of AAUW-NYS.

Overall responsibilities:

- Supervise the preparation of the annual budget that supports the programs and activities described in the state's strategic plan. Present the budget for approval at the summer board meeting.
- Establish and maintain bank accounts for checking and savings and investments and establish authorized check signers.
- Collect state dues and all other moneys and disburse these funds upon the order of the Board and/or the President.
- Prepare a detailed financial report at each Board meeting and present an interim financial report at the Convention business meeting.
- Close the state's financial records and prepare for the annual audit of business by June 30 of each year.
- Prepare the Federal and State income tax return according to federal regulations.
- Secure bonding and liability insurance for state functions.
- Serve on the Executive and Finance Committees.



Characteristics and Skills of Treasurer:

- Proficiency in QuickBooks software for financial reports
- Knowledge of Excel (or other spreadsheet) for membership reports
- Budget skills and experience
- Familiarity with preparing and filing IRS Form 990 desirable.
- Available to acknowledge receipt of dues in a timely manner via email. Most Branch Dues Reports (BDRs) arrive in June, July & August. Additional Dues Reports (ADRs) arrive nearly every day throughout the year.
- Access to a scanner or copy machine is helpful for making copies of dues checks and documents
- Make frequent deposits of incoming dues checks
- Time to communicate with branch treasurers advising them of timely news, upcoming dues rate changes
- Ability to process expense vouchers, pay bills
- Give written and oral reports on financial status and membership at Convention and board meetings
- Present financial records for audit at summer board meeting and assist the audit committee