

2/12/2023, by Carole Farina

4/2/2023 Chris Panero updated from Carole's red-line

## **PRESIDENT**

### **Job Description :**

- The President is responsible for all actions taken in the name of the Branch.
- Familiarity with Branch, CA-AAUW, and Association Bylaws and other leadership materials is essential.
- For a formal description of the President's duties, refer to the AAUW-National website: <https://www.aauw.org/resources/member/governance-tools/state-branch/volunteer-leader-position-descriptions/>

### **Expected actions:**

1. Preside at Board and General Meetings.
2. Convene Executive Bd meeting in summer to set objectives, define strategic goals, and plan for Sept general meeting.
3. Proofread Directory in summer, each Triad, and public announcements.
4. Update branch officer list at State and National websites.
5. Approve branch emails that go to all membership.
6. Appoint ad hoc committees as needed.
7. Attend or send representative to Interbranch Council (IBC).
8. Read emails from State and National (Board to Board, CA Connection).
9. Answer questions.

### **Good-to-do actions:**

1. Welcome new members by phone, email, or in person.
2. Write monthly column for Triad.
3. Convene meetings and forward information as needed to assist officers with their duties.
4. Suggest or help with activities or projects for the branch.
5. Attend State and National webinars.
6. Look for ways to further AAUW mission.
7. Seek other organizations to work with that have similar goals and interests as our branch and/or interest sections.

### **Dates:**

Summer

- Meet with former or new president; with Executive Board to plan direction; with Program VPs to identify topics and virtual/in-person status.

July

- Proofread Directory and plan delivery.
- Update the branch officer lists for State and National.

- August: Remind officers and chairs of Aug 15 Triad deadline. Proofread Triad.

#### September/October

- Ask Board if all are receiving the regular “Board to Board” email from State.
- Advise Board and Hospitality about how refreshments will be provided for the September Event general meeting.
- Convene meeting of chairs as needed (Neighborhoods or Sections, Funds or other who need advice or ideas.).
- Attend IBC meeting.
- See that publicity about the Oct-Nov Fund recipient virtual speeches are in Triad and note a few likely April speakers.

#### November

- Remind Board that Triad for Dec-Jan is a single issue.
- Remind Membership that Dec & Jan are for Neighborhood parties.

#### January/February

- Attend IBC meeting.
- Convene Nominating Com.
- Issue updated Jan-June calendar and list of new members, June-Jan, as needed.
- Set date and select AAUW Fund speaker for April.).
- Decide action for Women’s Day or Equal Pay Day with Board.

March: Submit name(s) for AAUW Fund Named Gift recipient(s).

#### April and May:

- Set date and details for Installation.
- Select Nominating Committee (five members) for next year.
- Attend IBC meeting.

June: Convene joint old-new Board meeting and transfer of materials. Install new officers.

#### Member of:

Board (Executive Committee), as President

All committees.