

JOHNSTOWN BRANCH OFFICER AND COMMITTEE RESPONSIBILITIES

I. DUTIES OF OFFICERS

A. PRESIDENT – The President of the Branch shall:

1. be the official representative of the Branch in the activities of the Association on all levels;
2. submit a list of the incoming and continuing Branch officers and chairs to the president of the State and to the Executive Director at the Educational Center no later than June 1;
3. submit an annual report of the Branch to the persons designated on forms provided by the Association no later than June 1; perform the following duties:
 - a. preside at all meetings of the Branch, the board of directors and the Executive Committee;
 - b. maintain contact with all officers;
 - c. call special meetings of the Branch in accordance with provisions of the by-laws;
 - d. serve as ex-officio member of all committees except the Nominating Committee;
 - e. appoint, with the approval of the Board of Directors, the chairs of all committees except the Nominating Committee and any additional officers authorized by Branch by-laws.
 - f. notify the Board of Directors and Executive Board members of meetings;

B. FIRST VICE PRESIDENT – The First Vice President shall serve as chair of the Committee on Program Development and shall also perform the following duties:

1. preside at meetings in the absence of the President and act in the absence or disability of the President;
2. perform such other duties as are requested by the President or by the Board of Directors;
3. see that program information for each meeting is submitted to the newsletter editor
4. see that program information for the year is given to the second vice president for inclusion in the Branch directory.
5. in cooperation with the hospitality chair, contact and reserve locations for Branch meetings.

C. SECOND VICE PRESIDENT – The Second Vice President shall serve as chair of the Membership Committee and perform the following duties:

1. keep the membership rolls up to date through communication and cooperation with the treasurer;
2. recruit new members and maintain present membership through techniques such as letters and phone calls;

3. remind members to pay dues by June 30 in time for the Treasurer to submit names to National office;
4. work with Treasurer to compile a membership list for yearly directory and submit to the printer the assembled directory each July;
5. appoint telephone committee to call members to remind them of meetings and events;
6. bring name tags to each meeting as well as introduce new members and guests;
7. submit news articles to newsletter for each issue
8. preside at meetings in the absence of the President and First Vice President;
9. perform such other duties as are requested by the President of by the Board of Directors.

D. SECRETARY – The Recording Secretary shall:

1. record and keep in custody the minutes of all meetings of the Branch, of the Board of Directors, and of the Executive Committee;
2. each five years shall arrange to have minutes bound in permanent form and turn them over to the historian;
3. have available for reference at all meetings a copy of the Branch by-laws, a list of its officers, a list of its representatives of areas of interest, committee chairs and members;
4. send a copy of minutes to President and newsletter editor as soon as possible for their use.
5. provide to the historian any correspondence of an historical nature
6. keep on file all communications received and copies of all letters sent for a 4-year period.

F. TREASURER – The Treasurer, with an assistant if necessary, shall:

1. be responsible for collection of all annual dues;
2. forward all dues collected for Association members and the Association publications for associate members to the AAUW treasurer, and all State dues to the State treasurer; dues of continuing members shall be postmarked no later than July 1;
3. transmit to the AAUW treasurer all applications, with dues, made to the Branch by graduates who qualify for membership in the Association under the AAUW Charter and Bylaws;
4. perform the following duties:
 - a. receive all monies due the Branch;
 - b. pay all bills provided for in the budget or verified by the President;
 - c. keep a proper set of books;
 - d. render a financial report at the annual meeting of the Branch and at such other times as requested by the Board of Directors;
 - e. serve on the budget committee;
 - f. present the books for an annual audit;
 - g. remit to State Association for the Educational Foundation a \$15.00 memorial upon the death of a member;

- h. remit to the State Association for the Educational Foundation a \$1.00 contribution per member from dues;
- i. pay the monthly rental fee due to meeting sites for Branch meetings;
- j. maintain a safety deposit box for the Branch containing important financial documents of the Branch;
- k. carry liability insurance and be bonded;
- l. work with the President and Second Vice President in preparation of the yearly directory.
- m. provide copies of financial records to the historian

II. COMMITTEE STRUCTURE

AUDIT COMMITTEE. The Chair of the Audit Committee shall in cooperation with her committee meet with the treasurer, examine the books of the organization and present a written report of the committee findings to the Board of Directors and to the Branch. Chair and members of the committee are appointed by the President.

BOOK SALE COMMITTEE. The Book Sale Chair has the following responsibilities:

1. to serve as a member of the Board of Directors and as a member of the Used Book Sale Fund Disbursement Committee;
2. to reserve the site and set the dates for the sale (generally done a year in advance);
3. to appoint key committee chairs to organize and conduct the sale (collection, store preparation, sorting and pricing, scheduling, store managers and clean-up);
4. to supervise all phases of book sale activity;
5. to assist the Treasurer by maintaining financial records for sale (deposits, donations, receipts for expenditures, etc.).

BOOK SALE DISBURSEMENT COMMITTEE: The Book Sale Disbursement Committee will follow the following procedures:

1. After money has been set aside for a Used Book Sale Operating fund for the next year, the profits are to be divided as follows: 25% Transfer to Operations, 5% Membership Sustaining Fund, 5% Discretionary Fund, \$500 for Educational Foundations and \$1000 for High School Scholarship Program and the remainder to be used locally for community educational needs..
 - a. Branch members should submit detailed proposals for spending local funds to a screening committee. (See attached form.)
 - b. The screening committee shall be composed of the following members: the Community Area Representative (who chairs the committee), the Used Book Sale Chair, the Treasurer and a member-at-large (appointed by the president).
 - c. The screening committee shall review all proposals and submit a recommendation to the Board of Directors, which in turn upon its approval shall submit it to the Branch.

- d. Proposals not in the recommendation brought to the Branch may be presented from the floor only with the approval of two-thirds of the members present. Such proposals shall be adopted only upon a vote of three-fourths of the members present.
- e. A committee, appointed by the President, shall meet every three years to re-examine the percentages for distribution and give recommended changes to the Board of Directors for adoption.
- f. In considering requests for funds, the committee shall take into consideration Association policy that cautions Branches against raising funds to support projects of other organizations or those supported mainly by tax money. The Association further recommends that since Branch members give to the support of local and national charitable organizations such as United Way, Red Cross, Cancer Society, etc. Branch funds should not be contributed to them.

BYLAWS COMMITTEE. The Bylaws Chair has the responsibility to:

1. bring the Branch bylaws into conformity with the AAUW Charter and Bylaws and submit them for review to the chair of the State Committee on Bylaws by December 1 following the biennial Association convention;
2. bring the Branch bylaws into conformity with the State bylaws after a state convention.

COMMUNICATIONS. The Communications Chair has the responsibility to:

1. contact/send news releases to the appropriate media to publicize regular monthly meetings, special projects, appointment and installation of officers and pertinent information received from State or Association;
2. the Communications Chair will serve on the Board of Directors
3. Members of the Communications Committee will also include:

Newsletter Editor. The Newsletter Editor shall

 - a. serve as a member of the Board of Directors;
 - b. produce 5 newsletters annually (September/October, November/December, February/March, April/May, June).

EDUCATION COMMITTEE – The Education Committee shall

1. maintain regular contact with teachers/professors in all fields of education;
2. inform educators about the mission of the Association, State and Branch as related to education and equity for women and girls;
3. coordinate the educational efforts of the Branch by recommending action to be taken, implementing the plan in a cooperative effort with other members.
4. the Education Committee Chair will serve on the Board of Directors

EDUCATIONAL FOUNDATION COMMITTEE. The Chair of the Educational Foundation shall:

1. select and present the Named Gift Award to a deserving Branch member annually

2. work with treasurer to send Branch contributions of memorial gifts, \$1.00 per member portion of dues and allocation from the Used Book Sale profits to State AAUW
3. keep the membership informed of the various types of fellowships and programs of EF on the Association level, serve on the Board of Directors
4. have charge of such correspondence related to notes of sympathy to the family of a deceased member and preparation of a resolution in memory of the member to be presented at the next Branch meeting and also sent to the family

HISTORIAN. The Branch Historian shall

1. preserve all publicity that affects the Branch and collect materials pertaining to Branch activities;
2. keep on file the following items:
 - n. minutes of Branch and Board meetings;
 - o. yearbooks, newsletters and scrapbooks;
 - p. branch bylaws and policies;
 - q. written Branch histories;
 - r. correspondence that may have historical value;
 - s. financial records for the past 10 years.

NOMINATING COMMITTEE. The Nominating Committee will be appointed by the President and shall:

1. identify nominees for elected offices;
2. in partnership with the newsletter editor, nominees shall be published in the newsletter at least thirty (30) days prior to the annual meeting.

PROGRAM COMMITTEE. The Program Committee shall

1. the Program Committee Chair is appointed by and reports to the Program Vice President.
2. the Program Committee will also utilize members to perform the following duties at scheduled programs:
 - a. Hospitality coordinator- name an individual chair to provide hospitality for each monthly meeting, contacting her prior to the meeting to confirm arrangements; select her own committee to prepare and serve the refreshments for a specific Branch meeting. A budget of \$25.00 has been allowed for hospitality for each meeting; submit an itemized bill for the committee expenses at the time of the meeting. (Expense for the use of the meeting place is paid by the treasurer and is not the responsibility of this committee.)
 - a. Program coordinator- when asked, contact a prospective speaker for a Branch meeting and make appropriate arrangements for the program; take the responsibility for contacting the speaker prior to the meeting and making arrangements to introduce the speaker to the group; write a note on behalf of the organization thanking the speaker for the program.

PUBLIC POLICY COMMITTEE. The Public Policy Chair shall:

1. keep members informed of important legislative actions on Branch, State and Association levels;
2. participate in cooperation with the State and the Association in activities which are appropriate to influence legislation favorable to the welfare of AAUW members;
3. work in cooperation with other members to keep in touch with local legislators to determine their positions on legislation.
4. serve on the Board of Directors and as a member of the Program Committee

SCHOLARSHIP COMMITTEE. The Student Scholarship Chair reports to the Education Chair and shall:

1. contact the appropriate schools to have them select the recipient(s)
2. work with treasurer to send check for the award to college of student's choice once verification of enrollment is received;
3. the Scholarship Committee Chair will serve on the Board of Directors