

Table of Contents

Introduction	1
Board of Directors	3
Meetings and Business	3
Responsibilities	4
Administrative Calendar	5
Budget/Finance	5
Budget Manager	5
Branch Donations	5
Membership Dues	6
Contributions	6
Membership	6
Meetings/Programs/Interest Groups	6
Outside Organizations	6
Publications	7
Appendix A: Board Composition	7
Elected Officers/Board	7
Appointed Positions/Project Managers	7
Appointed Off-Board Positions	7

Appendix B: Core Values and Guiding Principles	8
Code of Conduct	8
Appendix C: Elected Officers Job Descriptions	9
Executive Board	10
Finance Vice President(s)	10
Program Vice Presidents(s)	10
Membership Vice President(s)	11
Communications Vice President(s)	13
Secretary(s)	13
Dream Builders (formerly resource development vice president(s))	13
Appendix D - Appointed Project Managers	14
Newsletter Editor	14
Public Policy Chair	15
Appendix E - Appointed Off-Board Positions	15
Scholarship Program Chair	15
Mentor Program Chair	16
Appendix F - Committee Jobs	16
Nominating Committee	16
By-Laws Committee	17

Introduction

This handbook shall be reviewed by the Executive Committee and the Board of Directors as needed for relevancy.

The policies and procedures of the Branch may be amended or revised by a majority vote of the Board when a quorum is present.

All policies and procedures approved by the Board must be contained in a Master Policies and Procedures Handbook and posted on the Branch web site. The Master Policies and Procedures Handbook will be posted to the Branch web site within 30 days of the Board's approval. The master Policies and Procedures Handbook must contain the date of publication of each page. To save publication expenses, changes to the master copy of the handbook may be maintained by the Executive Committee and published as directed by the Board of Directors.

Board of Directors

MEETINGS & BUSINESS

1. Meetings of the Board of Directors are open to all Branch members. Dates and locations of Board Meetings shall be published in the Branch newsletter and on the Branch web site.
2. Any Branch member may bring a proposal to the Board of Directors for discussion and action at its regular meeting by requesting in writing to include the proposal and expected outcome as an agenda item at least **three days** before the agenda is published. If the member wishes to appear at the Board Meeting to speak to the proposal, that request should also be included.
3. Voting by email between meetings is authorized in accordance with the Bylaws to expedite decisions that have been discussed at previous meetings or to handle emergency, time-sensitive business. Email Voting shall also use the procedure.
4. The email message calling for a vote must present the motion and allow at least 24 hours for discussion after a motion is made and seconded.
5. During the discussion period, standard parliamentary procedures will apply, including the ability to amend the motion. Should there be an amendment to the original motion, the executive board must allow a minimum of 24 hours from that time to allow the amendment to be seconded and discussed, before a vote is called.
6. All email discussion must be sent to ALL the Board, not just email replies sent only to the Executive Committee,
7. If a vote of the board is required, each Board member's vote (YES, NO, ABSTAIN) must be emailed to the entire board.

8. If immediate action on a program or policy question is necessary, and if it has not been discussed at a regularly scheduled Board meeting within the previous two months, a three-fourths vote of the Board shall constitute the action of the Board of Directors.
9. A summary of key Board actions at regularly scheduled or emergency Board meetings shall be written by the secretary
10. A Board-to-Board planning meeting shall be held after the Branch elections, at which time outgoing Board members will turn over the files to their successors. The date and location of this meeting shall be determined by the outgoing incoming executive committee.

RESPONSIBILITIES

The Board has the general power to administer the affairs of the Branch and to carry out its programs and its policies and shall accept responsibilities delegated by National AAUW. The Board of Directors priorities shall be to:

1. Read and be familiar with the Bylaws and this Policies and Procedures Handbook, including Core Values and Guiding Principles. (Appendix B)
2. Contribute to the growth and advancement of AAUW.
3. Participate in the development and promotion of AAUW's mission through Branch programs, projects, and public policy advocacy.
4. Support Branch needs and promote positive change in the community.
5. Cooperate in AAUW work at all levels.
6. Act for the Branch between membership meetings and have fiscal responsibility as outlined in the Bylaws and Section 5.5 of this handbook.
7. Establish committees as needed to conduct the programs and projects of the Branch. (See Appendix E of this Handbook for committee job descriptions.)
8. Plan for the annual meeting and Branch elections.
9. Set the date of the annual meeting in accordance with Branch Bylaws.
10. Appoint the nominating committee at least 30 days before the annual meeting.
11. Report of the nominating committee must be sent to the membership **two weeks (less time?)** before the annual meeting.
12. Nominations may be made from the floor at the time of the elections, provided consent of the nominee has been obtained.
13. Attend Board of Directors meetings and general meetings. Notify the Executive Board if unable to attend and provide a report if requested.
14. Report to the Board of Directors on activities and concerns of the position.
15. The recognition of any individual, either member or non-member, or any organization, requires Board approval.
16. **Positions on the Board shall be, when possible, co-positions ie., membership co-chair, finance co-chair, secretary co-chair, membership co-chair, communications co-chair, "Dream Builders" formerly resource-development co-chair, programs co-chair, public policy co chair.**

ADMINISTRATIVE CALENDAR

1. The Branch fiscal and membership year begins July 1, but Board of Directors members may begin planning as soon as they are elected.
2. The Board sets annual goals and objectives by fall of each year.
3. The Board approves budget at the March Board Meeting.
4. Committees are appointed by July 30th.
5. Elections are held and reports by the Board of Directors to the Branch membership are presented at the April Business Meeting.
6. The Membership committee sends renewal informations to members two weeks prior to the due date.

Budget/Finance

BUDGET MANAGEMENT

1. The finance co-chairs will review budget requests and develop recommendations for inclusion in the budget.
2. The proposed budget will be presented to the Board of Directors for approval no later than the March Board Meeting.
3. Branch financial records must be reviewed annually. The executive board will work with the Finance Chairperson to identify a CPA, auditor, or qualified individual who will perform this service.
4. The financial review shall be conducted after the fiscal year's books have been closed by the Co-Chairpersons. A report shall be submitted no later than the October Board Meeting unless the Board approves an extension.
5. All expenditures will follow the Financial Control Policies and Procedures.
6. In the case when the Executive Committee attend National AAUW meetings or conventions, the reimbursement available will be split equally between them.
7. Recognizing that many members make in-kind donations, such expenditures shall be reported so that there is an accurate picture of expenses.

BRANCH DONATIONS/CONTRIBUTIONS

The Branch may not contribute money nor anything of material value to candidates for elective office, partisan and non-partisan, nor accept their paid political announcements for inclusion in AAUW publications.

Membership

A member may be suspended or dropped from membership for any conduct that tends to injure AAUW or to adversely affect its reputation or that is contrary to or destructive of

its mission according to these policies and procedures. The Board of Directors will make the final determination.

MEMBERSHIP DUES

1. Full Membership dues consists of AAUW National dues and AAUW Branch dues. Students pay only Branch dues. Auxiliary Membership shall be open to those who support the mission of AAUW.
2. Lifetime members of AAUW are exempt from AAUW National dues **as well as branch dues.**
3. Fifty-year Honor Members are exempt from AAUW National dues but are responsible for Branch dues.
4. Branch dues may be changed by 2/3 vote of the membership present and voting upon recommendation of the Branch Board of Directors. **(was something different decided on this?)** Branch members must be notified a minimum of 30 days before a Branch vote is taken on the proposed change, in accordance with Branch Bylaws.

Meetings/Programs/Interest Groups

1. Prospective members may attend three functions (general meetings, interest groups, etc.) before being expected to join.
2. Dates of all meetings including interest group meetings, must be cleared with the Branch calendar.
3. No general or special meetings of the Branch shall be scheduled on the dates of National AAUW conventions or annual meetings.
4. No meetings shall be scheduled on Monday through Thursday through Easter, Rosh Hashanah (2 days), Yom Kippur, the evening preceding the first day of Passover, Christmas, or any major holiday of significant religious or ethnic groups. (All Jewish holidays begin at sundown the day before.) This is in accordance with the AAUW Diversity Statement.
5. All Branch general meetings, special meetings, and events will be accessible to persons with disabilities, and all publicity about such meetings will carry accessibility information. Members will do everything possible to help handicapped members to attend events in private homes.
6. With the permission of the Board of Directors, any member may form a new interest group providing that it is open to all members and providing that its meetings will not conflict with other scheduled general and interest group meetings.

Outside Organizations

1. The Branch will neither raise funds for nor donate funds to any outside organization.
2. No outside organization shall be allowed to promote its fund-raising activities or sell tickets at Branch meetings.

- 3, The Branch directory shall not be made available to outside organizations for recruiting or solicitation.
4. Information concerning any organizations other than AAUW shall not be published in the monthly newsletter without the Board of Directors approval.
5. When joining with other organization in a coalition, the Branch must retain control of the use of the name AAUW. The objectives of the coalition must not conflict with the AAUW Mission Statement. Financial support can include dues or a commitment to participate in the on-going financial support of the common objective. The decision to join the coalition and the amount of financial support must be approved by the Board of Directors.

Publications

All publications of the Branch shall be in accord with the AAUW “Use of Name” Bylaw, which provides that any such publication shall not conflict with the policies and programs of AAUW.

Appendix A - Board Composition

The Board consists of elected officers, appointed positions, and off-Board appointed positions as needed. Each Elected Office has ONE vote, including associate members who are serving on the board.

ELECTED OFFICERS - BOARD

- Executive Board
- Finance Vice-President(s)
- Program Vice-President(s)
- Membership Vice-President(s)
- Communications Vice-President(s)
- Secretary(s)
- Dream Builders (Resource Development Vice-Presidents)

APPOINTED POSITIONS – PROJECT MANAGERS

- Public Policy Chair
- Corresponding Secretary
- Newsletter Editor
- Others as deemed necessary

APPOINTED OFF BOARD POSITIONS -- AS NEEDED

- Scholarship Program Chair
- Mentor Program Chair

- Fundraising Event Chair

Appendix B - Core Values & Guiding Principles?Code of Conduct

Members of the Board of Directors are expected to exemplify the Branch's core values: Honesty; Integrity; Teamwork; Sense of Community; Social Contributions, Accomplishment; Accountability; and Respectful Communications

Adhere to and model the following Guiding Principles:

1. All of our actions reflect our mission to advance equity for women and girls through advocacy, education, philanthropy and research, and to accomplish related charitable and educational purposes.
2. All of our actions are ethical, honest, respectful and professional.
3. We implement effective programs and projects that attract a diverse membership, are supported by our community, and make a positive impact.
4. We challenge our thinking on contemporary issues through stimulating discussions and activities.
5. We foster an environment built on respect and diversity of opinion.
6. We support each other and celebrate our unique gifts.
7. We resolve issues, face to face whenever possible and avoid triangulation.
8. When conflicts surface, we seek solutions rather than blame, and if needed, we ask for assistance.
9. We hold each other responsible and accountable for exemplifying our guiding principles and fulfilling our individual responsibilities as board members.
10. We believe AAUW St. George Branch members approach issues and decisions with good intentions.
11. We support Board decisions after input, active discussion, and debate.
12. Avoid all conflicts of interest that might be detrimental to the organizations.

Code of Conduct

Our organization exists to educate, empower, and support women and girls.

We are dedicated to maintaining a welcoming, inclusive, and respectful environment that supports the education and betterment of women. All participants, volunteers, and leaders are expected to act with integrity, kindness, and accountability. Discrimination, harassment, or disrespectful behavior is not tolerated. We value diverse perspectives and work together to uplift, educate, and empower one another.

Leaders are expected to model high level tone and conduct that demonstrates kind, sophisticated professionalism at all times.

By participating in our organization, all members agree to uphold this Code of Conduct and contribute to a positive, supportive community.

My agreement and compliance will continue until I am no longer a member of the board or a revised code is written and approved.

Name:

Date:

Appendix C- Elected Officers Job Descriptions

Executive Board Responsibilities

The Executive Committee, consisting of 2-4 women, serve as the chief executives of the Branch when a president and vice-president are not elected by the branch. The Executive Committee shall officially represent the Branch in all its activities. They shall preside at all branch meetings and shall be responsible for submitting such reports and forms as required by National AAUW.

The Executive Committee provides leadership and oversight for the organization.

Responsibilities Include:

1. Represents the St. George Branch of AAUW to the community on issues that promote the organizational mission.
2. Serve as official spokesperson to the community and media.
3. Stay informed about National and Branch programs and activities.
4. Encourage member participation in Branch luncheons, programs and projects.
5. Implement a planning process to develop goals that further the mission of AAUW.
6. Supports Board members by staying in touch and problem-solving to facilitate the achievement of goals.
7. Presides at all Branch Board meetings and other meetings specified in the bylaws, including the Annual Meeting.
8. Creates an agenda for all Board meetings, and the Annual Meeting.
9. Participates with Program leads to create agendas for all luncheon meetings.
10. Build consensus around policy development.
11. Creates a harmonious climate for positive and productive interaction among all Board Members.
12. Upholds the bylaws, policies and procedures of the Branch
13. Ensures that liability insurance is in place for the branch and its leadership.
14. Submits a "president's/executive board message" for each newsletter.
15. Represents the Branch at AAUW Conventions, events and other meetings to the extent possible, reporting the highlights of the meetings to the Board and membership.
16. Plans an annual AAUW Board orientation for newly elected board members and appointed chairs and committee leads.

17. Submit an Annual Report of the Branch Status to National by June 1 each year. **Is this sufficient time? Perhaps after July 1?)**
- 18.. Responds to all State requests regarding the AAUW Convention and other state events, if needed.
19. Performs other duties requested by the Board.
20. Reserves meeting room for all Board Meetings
21. Maintains and updates Policies and Procedures Handbook.
22. Coordinates and handles the process of selecting of the AAUW Annual Distinguished Woman of the Year Award.
23. Submits the names of the incoming and continuing Branch officers and Committee Chairs to National by June 1 using online forms.
24. Maintains communication with Committee Chairs and reports relevant information to the board.
25. Performs other duties requested as needed.
25. Maintains communication with Committee Chairs and reports relevant information to the board.

FINANCE VICE PRESIDENT(s)

The Finance Vice President(s) are responsible for the management of branch finances.

Responsibilities include:

1. Maintains all financial transactions in Quick Books software, and establishes, communicates, and maintains financial protocols.
- 2, Maintains copies of all backup information for all financial transactions of the Branch.
3. Produces financial statements for the Board and oversees postings of financials on website.
4. Alerts the Board of any financial difficulties.
5. Deposits all incoming revenues in bank and pays bills.
6. Prepares summaries of income and expenses for special programs and fundraising events.
7. Prepares an annual budget, with the assistance of the Executive Board and program and special event chairs.
8. Presents proposed annual budget to the Board in March for review and recommendation.
9. Presents proposed, board recommended budget to membership at the April Annual Meeting.
10. Purchases liability insurance, directors' and officers' insurance, and arranges for special event insurance when needed; contacts the insurance broker for liability forms when needed.
11. Manages funds for optimal return.
12. Processes reservations for monthly membership luncheons.
13. Submits lunch reservation count to the Program Vice President.

14. Records payment of Membership dues in QuickBooks, deposits checks and notifies the Executive board to transfer payment made through STRIPE to the appropriate account.
15. Sends list of paid members to Membership VP for processing the Basic Dues Report (BDR).
16. After receiving the BDR from the Membership VP, mails the BDR and appropriate checks to the AAUW National Treasurer.
17. Sends contributions for Education Opportunities Fund (EOF) and Legal Advocacy Fund (LAF) donations to AAUW National.
18. Oversees the preparation and submittal of the federal form 990-EZ.
19. Updates forms (such as reimbursement) and distributes forms to board and program chairs.
20. Sends scholarship contributions to designated post-secondary institutions **or other recipients as designated by the Board of Directors.**
21. Performs other duties requested by the Executive Committee or Board of Directors.

PROGRAM VICE PRESIDENT(s)

The Program Vice President is responsible for programs presented at membership luncheon,

Responsibilities Include:

1. Builds Branch programming around AAUW mission “to advance gender equity for women and girls through research, education, and advocacy.”
2. Solicits program ideas from membership and brainstorms additional ideas with the Executive Board and Branch Leadership.
3. Selects, secures, & schedules presenters for each program topic.
4. Presents programming recommendations to the board for approval, followed by a confirmed schedule of programming approved by the board.
5. Creates a calendar list of Branch Programs to be distributed via the newsletter.
6. Provides program information to the Communications Vice President(s) to be used for luncheon invites via Constant Contact and Website publication.
7. Submits program description and other relevant information to Branch Leadership, newsletter editor and communications.
8. Serves as the liaison with the luncheon and board venues.
9. Builds a working relationship with venue coordinators.
10. Presides over meetings in coordination with Branch Leadership.
11. Works with Branch Leadership in planning and convening the Annual Branch Business Meeting in April of each fiscal year.
12. Trains the in-coming Chairperson(s) as needed
13. Submits a report about programming to Branch Leadership to be included in the annual Branch Report.
14. Works together with the Board to create an informative, transparent, and communicative experiences for all membership experience for all membership.
15. Monthly responsibilities:

- Confirms arrangements with contracted venues for luncheons, board meetings, and other activities under programming.
- Confirms programming and arranges for speaker's equipment needs.
- Confirms needed numbers & details to venues within the contracted contracted times (including, but not limited to, linen requests, table set-ups, additional tables, menu selections, vegetarian options, et all)
- Creates Power Point presentation for luncheon meeting
- Leads the luncheon meeting in coordination with Branch Leadership
- Send thank-you note(s) to presenter(s) after luncheon
- Place any Branch information in the Branch Google Drive

MEMBERSHIP VICE PRESIDENT(S)

The Membership Vice Presidents are responsible for recruiting new members and sustaining a diverse and engaged membership.

Responsibilities include:

1. Creates and chairs the standing committee of membership to plan and implement strategies for identifying , recruiting, and retaining members.
2. Oversees a membership database.
3. Works with other Board members to promote membership at branch and community activities.
4. Manages membership recruitment, which includes identifying and contacting eligible members, receiving applications, coordinating member profiles, maintaining referral records, and analyzing data on branch membership renewals, recruitment rates, and reasons for non-renewal.
5. Manages membership retention by maintaining member contact on a year-round basis and encouraging member participation in programs and activities.
6. Provides information to members for ordering AAUW name tags.
7. Oversees a membership database.
8. Organizes Open House and New Member Orientation.
9. Identifies and solves any problems that might occur in the updating and maintenance of the national membership database.
10. Adheres to all National membership policies to compile and submit membership reports to National upon request.
11. Presides at membership committee meetings and at Board meetings in the absence of the Executive Committee and the Program VPs.
12. Completes reports and sends all copies of the "Basic Dues Report" (BDR) and "Additional Dues Report" (ADR) and sent with payment to National.
13. On a monthly basis, reviews membership reports and advices members if membership is expiring.
14. Updates the board monthly on membership numbers and issues.
15. Report on monthly review when payment is made.
16. Maintains a database for incoming annual renewal dues and new membersdues, identifying the amount for National, the classification, and the date.

17. Sends renewal notices to members two months prior to the due date, updates the “renewal dues” form as needed.
18. Provides a membership reports at Board Meetings as needed.
19. Submits a report to the Executive Committee to be included in the annual report.
20. Provides other duties requested by the Board.

COMMUNICATIONS VICE PRESIDENT(s)

The Vice Presidents for communications oversees communications of the Branch to the membership and the community.

Responsibilities include:

1. Stays abreast of upcoming branch activities, programs and membership.
2. Oversees the development of communications regarding branch luncheon speakers, programs and projects.
3. Oversees the development and maintenance of the Branch website.
4. Oversees the development of the Branch newsletter and works with the Membership VP to ensure that members without email are mailed a newsletter through the postal service.
5. Works with Membership VP to ensure new members are added to the membership database.
6. Maintains the branch calendar.
7. Ensures that Branch communication networks are used only for Branch purposes.
8. Performs other duties requested by the Executive Committee.

SECRETARY(s)

The Secretaries are the custodian of the organizations records (Minutes and Bylaws) and are responsible for updating documents as necessary and ensuring that all documents are safely stored and readily accessible.

Responsibilities include:

1. Takes minutes and sends draft of the minutes to the Executive Committee for review and update as necessary.
2. Sends approved set of minutes with any corrections to the Executive Committee.
3. Saves an electronic copy of each month’s minutes in a folder in the Branch’s drop box.
4. Takes minutes at the Annual Meeting.
5. Performs other duties requested by the Executive Committee or the Board.

DREAM BUILDERS formerly the RESOURCE DEVELOPMENT VICE PRESIDENT(s)

Dream Builders spearhead development efforts as AAUW St George Branch continues to grow.

Responsibilities include:

1. Annually identifies the fundraising goal in conjunction with the Board.
2. Recruits a Chairperson and small committee to develop and execute an annual fundraising plan for AAUW St. George Branch. Fundraising events can include a gala or Giving Without Going online fundraising.
3. Secures financial support from individuals, foundations, and corporations, and finds businesses to sponsor luncheon programs.
4. Develops a task list and timeline that can be used for fundraising events.
5. Provides oversight and guidance for annual Fundraising Events.
6. Works closely with Finance and Communication VPs to analyze the logistics of fundraising events to determine successful strategies.
7. Works closely with Finance VPs to ensure compliance with sound financial procedures.
8. Works closely with Communications VPs to plan and implement a communication/marketing plan for annual fundraising events.
9. Develops and maintains ongoing relationships with major donors.
10. Develops a list of funding sources, i.e. grants, businesses, cooperations, foundations..
11. Submits a report to the Executive Board to be included in the annual report.
12. Performs other duties requested by the Executive Board or the Board.

Appendix D - Appointed Project Managers

Appointed by the Executive Board and the Board, all positions are two-year terms that may be renewed for an additional two years or longer with the approval of the Board.

NEWSLETTER EDITOR

The Newsletter Editor produces and distributes the monthly newsletter that features articles, announcements, schedules, and artwork contributed by members.

Responsibilities include:

1. Stays abreast of upcoming branch activities, programs, and membership.
2. Designs format for the newsletter
3. Gathers information from Committee Chairs and Board Members.
4. Publishes Branch Newsletter ten times per year.

5. Emails newsletter to membership.
6. Posts and archives newsletters on the Branch website.
7. Prepares relevant email blasts for membership to inform or remind about selected upcoming events and to ask for its participation and/or action.
8. Performs other duties requested by the Communications VP and the Executive Board.

PUBLIC POLICY CHAIR

The Public Policy Chair disseminates information about issues, advocacy actions, and legislative deadlines to the membership and the larger community. The role of advocacy is central to the AAUW mission of promoting equity and education for all women and girls.

Responsibilities include:

1. Becomes familiar with issues that impact women, specifically AAUW advocacy priorities.
2. Contributes to the Branch newsletter to keep members updated on advocacy efforts.
3. Communicates actionable information from National to the membership in a timely manner.
4. Encourages members to use the Two-Minute Activist to communicate with elected officials.
5. Ensures that public policy priorities are included in the Branch's annual goals.
6. Works with a committee to provide programs for members and education to the community.
7. Determines proposed annual expenses for consideration and inclusion in annual budget.
8. Other duties may include creating community coalitions to work on AAUW public policy priorities,.

Appendix E - Appointed Off-Board Positions

Appointed by the Executive Board, all positions are two-year terms that may be renewed for an additional two years or longer.

Committee Chairs will submit reports and requests to the Executive Committee, who will then share with the board.

SCHOLARSHIP PROGRAM CHAIR

The Scholarship Program Chair oversees administration and coordination of program logistics. Works closely with the branch Scholarship committee members and university partners to ensure successful implementation of all aspects of the program.

Overall Responsibilities

1. Recruits a Scholarship Program Committee and interviewing Teams.
2. Develops and revises as needed selection criteria.
3. Works with Communication Committee Chair to develop and revise as needed all recruitment and application materials.
4. Works with Communication Committee Chair to develop marketing materials for scholarship applicant recruitment and scholarship luncheon program.
5. Develops, revises as needed, and implements protocols for processing applications. scoring essays and interviews, scheduling and completing interviews, and selecting scholarship recipients.
6. Reviews, revises as needed and implements the process for informing successful and unsuccessful scholarship recipients.
7. Coordinates with the Finance Chair for the distribution of awarded scholarships to Utah Tech.
8. Develops a proposed program budget and presents it to the Finance Committee Chair.
9. Reviews resources available for scholarships and recommends a budget for scholarship distribution to the Board for approval.
10. Reports progress to the Board and Membership.
11. Evaluates process and makes recommendations for adjustments.
12. Orders AAUW graduation tassels for scholarship graduates.

MENTOR PROGRAM CHAIR

The Mentoring Program Chair works with Scholarship Committee by offering support to scholarship winners by providing an AAUW member to serve as mentor during their scholastic endeavor.

Overall Responsibilities

1. Coordinates with Scholarship committee regarding scholarship winner needs.
2. Recruits mentors from membership.
3. Coordinates pairing mentors with scholarship winners.
4. Supports mentors as needed.
5. Communicates with mentors.
6. Provides periodic reports to membership and the Board.

Appendix F – Committee Job Descriptions

NOMINATING COMMITTEE

Duties of the Chair

1. Call meetings of the committee.
2. Emphasize the confidentiality of the work of the committee.

3. Instruct the committee on the elected positions to be filled and the desirable qualification for each office.
4. Set deadline for finalizing the proposed slate of officers.
5. Send the slate of officers to the newsletter editor in time for it to be published 30 days prior to the annual meeting.
6. Submit a final report to the executive committee with suggestions for the coming year.

Duties of the Committee

1. Become familiar with the duties of the elected positions for which candidates are being selected.
2. Offer suggestions to the executive committee of possible elected officers, off-board positions, and committee chairs.
3. Develop a slate of officers and ensure it is published in the Branch Newsletter 60 days prior to the annual meeting, which includes a request from members for additional in writing 45 days prior to the annual meeting.
4. Re-Submit final slate, including any additional nominations submitted by the deadline to the newsletter editor to be sent to membership 30 days prior to the annual meeting along with instructions on how to vote electronically or by mail if a member cannot attend the annual meeting.
5. Electronic and mail in ballots must be received 10 days prior to the annual meeting..
6. The election results will be announced at the annual meeting..
7. Should the Board request a Branch vote on any other issue, the nominating committee will include the motion on the ballot used for officer elections.

BYLAWS COMMITTEE

Duties of the Chair Executive Board

1. Coordinate and facilitate committee members' activities and communication..
2. Present committee recommendations to the Board of Directors.
3. Keep Branch Bylaws current, making changes mandated by AAUW National.
4. Distribute newly amended Bylaws to Board of Directors and interested Branch members.

Duties of the Committee

1. Review Branch documents as required in the Policies & Procedures Handbook.
2. Develop draft of proposed amendments to present to the Board of Directors