

AAUW

Danville-Alamo –Walnut Creek Branch

Policies and Procedures Handbook

Including Job Descriptions

2014

POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

AAUW Danville-Alamo-Walnut Creek Branch

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POLICIES AND PROCEDURES

POLICIES AND PROCEDURES HANDBOOK, BYLAWS, AND STANDING RULES REVIEW

1. The Policies and Procedures Handbook shall be reviewed in the odd numbered years as determined by the year on July 1, by a board committee appointed by the president and chaired by the parliamentarian.
2. The Bylaws and Standing Rules shall be reviewed in the even numbered years as determined by the date on July 1, by a board committee appointed by the president and chaired by the parliamentarian/bylaws chair. Proposed amendments to the Bylaws must be sent to the appropriate representative on the AAUW-CA Bylaws Committee for approval before being submitted to the branch membership for approval.
3. The Policies and Procedures Handbook can be amended or revised by a majority vote of the Board when a quorum is present, as defined in the Danville-Alamo-Walnut Creek Branch By-Laws.
4. Any policy or procedure, bylaw, or standing rule approved by the board must be added as an addendum to the master copy of the Policies and Procedures Handbook, Bylaws, and Standing Rules within 30 days. Any revision to an existing policy or procedure approved by the board must be added as an addendum to the master copy of the Policies and Procedures Handbook and emailed by the parliamentarian to all board members within 30 days. There will be a full review incorporating the addendums in each odd-numbered year for the Policies and Procedures Handbook and a full review of the Bylaws and Standing Rules in the even-numbered years as determined by the year on July 1.
5. Newly published and distributed versions of the Policies and Procedures Handbook, Bylaws, and Standing Rules must include the approval date. The master copy of the Handbook, Bylaws, and Standing Rules shall be maintained by the secretary, posted on the branch website, and distributed by e-mail to all members requesting a copy. It will be sent via the US Postal Service mail to any member on the Advocate paper mail list requesting a copy.

BYLAWS AND STANDING RULES, POLICIES AND PROCEDURES COMMITTEES

1. The parliamentarian will chair a committee of 3 to 5 members, appointed by the president in the fall, to review, revise and/or amend the Policies and Procedures Handbook in the odd numbered years and the Bylaw/Standing Rules in the even numbered year.
2. This committee shall meet as often as agreed upon by committee members in order to complete a review with recommended revisions by March of the following year.
3. These recommendations will be presented to the Board and general membership as specified in the preceding section, Policies and Procedures Handbook and Bylaws/Standing Rules Review.

Adopted 04/03/2014

Amended 08/12/2014

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BOARD OF DIRECTORS COMPOSITION

Board membership is as defined in the Bylaws. Any member of AAUW is welcome to attend board meetings.

BOARD OF DIRECTORS RESPONSIBILITIES

1. Read and be familiar with the Bylaws and this Policies and Procedures Handbook, including Board of Directors Job Descriptions included in this handbook.
2. Carry on the business of the branch in conformity with the AAUW Danville-Alamo Walnut Creek Branch Bylaws, Standing Rules, and Policies and Procedures.
3. Hold the general power to administer the affairs of the branch between branch meetings and report its actions to the branch.
4. Be responsible to the members of the branch. No board action shall conflict with action taken by the branch membership.
5. Submit the annual budget to the branch membership for approval at the September Membership Brunch.
6. Establish standing and special committees.
7. Any branch member may bring a proposal to the board for discussion and action at its next regular meeting by requesting the president to include the proposal as an agenda item at least 4 (four) days before the agenda is published. If the member wishes to appear at the board meeting to speak to the proposal, that request should be included also.
8. Attend all board meetings and general meetings. Notify the president if unable to attend. Send a report if necessary.
9. Attend as many conventions, conferences, district meetings, workshops, etc. as possible.
10. Report to the board on activities and concerns of the position.
11. Spend funds that have been included in the budget. Request authorization from the board for additional expenses and/or confirm authorization with the treasurer.
12. Consult with the president on all branch activities, procedures and policies.
13. Submit promptly all reports and other information required by the AAUW or AAUW-CA officers. Give a copy of all reports to the president and put a copy in the position experience binder.
14. Set advertising rates for the newsletter and the directory based upon the recommendations of the advertising sales manager.
15. Give newsletter material to the editor by the deadline.
16. Review and approve budget and expenses recommended by standing and special committees.
17. Adhere to the most current version of "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.

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18. Adhere to the most current version of AAUW National Diversity Position in the AAUW Board of Directors Policy Book, section 700, at <http://www.aauw.org/resource/aauw-board-of-directors-policy-book/>.
19. At the end of term of office, inventory all supplies and equipment and provide a copy of the inventory to the treasurer.
20. Keep a current experience binder or file and pass binder to successor at a one-on-one meeting if possible.
Resource material:
 - a. Current job description
 - b. Job forms, contact information, resources and other helpful information
 - c. Inventory of supplies and equipment
 - d. Documentation retained per current Record Management Guidelines identified above.
 - e. Significant Correspondence
 - f. Notes, ideas and recommendations
 - g. Current branch By-Laws, Policies & Procedures, Standing Rules

EXECUTIVE COMMITTEE COMPOSITION

The Executive Committee is as defined in the Bylaws.

EXECUTIVE COMMITTEE RESPONSIBILITIES:

1. Make decisions and take actions relative to the operation of the branch as needed on behalf of the board.
2. Report any decisions made or actions taken at each meeting of the full board.
3. Develop policies for board approval, review and recommend board changes to the bylaws, standing rules, and policies and procedures as needed.
4. Executive Committee members are eligible to attend AAUW national and state conventions with branch financial support. The Executive Committee Member representing the branch will be selected in this order: Incoming President(s), Incoming President(s)-Elect, Incoming Programs VP(s), Incoming Membership VP(s), Incoming AAUW Funds VP(s), Incoming Secretary(s), Incoming Treasurer(s).
5. One or more officers of the executive committee will be delegated each year to share password responsibility with all board members utilizing a password for board responsibilities.
 - a. This will provide backup and financial security.
 - b. It is recommended that this responsibility be delegated to the President and Secretary or Treasurer based on overall branch and financial responsibilities.
6. Incoming elected officers are eligible for convention reimbursement. Refer to the Reimbursement section of this document.

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NOMINATING COMMITTEE

1. Nominating Committee members are nominated by the board and elected by the membership.
2. Nominating Committee members may or may not be members of the Board of Directors, members should not include the President(s) or President(s)-Elect.
3. This committee is responsible for selecting the slate of officers that will form the Executive Committee (all elected officers).
4. Nominating Committee members shall be elected in accordance with the branch Bylaws. (Refer to the Board of Directors Job Description for the Nominating Committee Chair).

ADMINISTRATIVE CALENDAR

The branch year begins July 1, but board members may begin planning as soon as they are elected.

Summer (June-August):

1. New officer installation and awards event
2. Branch supplies and equipment inventory report
3. New Board Planning Meeting; Board sets annual goals and objectives
4. Budget Meeting
5. Treasurer submits year-end financial report to the board and to AAUW- CA (July 1-June 30)
6. Incoming branch president appoints Financial Review Committee to review the preceding fiscal year by the end of June
7. The Financial Review Committee reports to the board by the end of August and again at the February board meeting following the mid-year financial review
8. Board approves and publicizes budget to membership (deadline is two weeks prior to the September Brunch)
9. Nominating Committee appointed and approved by the board by August 15

Autumn (September-November):

1. Annual Membership Brunch with General Meeting to approve budget and nominating committee
2. Branch Calendar available as updated
3. AAUW Holiday Home Tour Committee finalizes current year Holiday Home Tour plan
4. State and Federal Tax Reports are due November 15
5. Local Scholarship minimum award established

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Winter (December-February)

1. Holiday Home Tour
2. Annual Holiday Party with General Meeting to share Holiday Home Tour results
3. Treasurer conducts mid-year budget review in conjunction with the Financial Review Committee
4. The Financial Review Committee reports to the board at the February board meeting following the mid-year financial review
5. President selects Installation Committee Chair
6. AAUW Funds VP recommends Branch Gift Honorees to the Board and submits the required form to AAUW CA by February 15
7. Garden Tour Committee finalizes current year Garden Tour

Spring (March-May)

1. Annual Meeting with Officer elections (typically conducted at one of our Spring programs)
2. Membership Committee sends renewal information to members
3. AAUW-CA Convention
4. AAUW Garden Tour
5. Local Scholarship Committee selects scholarship winners
6. Tech Trek Committee selects campership winners
7. Installation and Awards Ceremony (if not held in June)

MEMBERSHIP

1. National, state, and branch dues are subject to change annually. A portion of National dues are tax deductible, as determined by AAUW National.
2. Any person joining the branch between January 1 and March 15 shall pay full AAUW - CA dues and one-half of Association dues and one-half of the Danville –Alamo-Walnut Creek Branch dues. Persons joining March 16 through June 30 in any year will pay full dues and receive membership through June 30 of the subsequent year.
3. Members whose employers provide matching funds for their employee's charitable contributions should request those employers to make a matching contribution to AAUW based on the ~~\$46.00~~ portion of the AAUW National dues going to a 501(c) 3 charitable organization.
4. Any AAUW member who joins through the Give-A-Grad-A-Gift program and applies for membership in our branch will receive free branch membership for up to one year, concurrent with their free national and state membership.
5. Paid Life Members are exempt from National AAUW dues but must pay state and branch dues.
6. Fifty-Year Honorary Life Members are exempt from all AAUW dues.

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7. To be included in the annual membership directory and vote at general meetings, membership dues must be current by October 1. Per Danville-Alamo-Walnut Creek Branch By-Laws, membership may be dropped if branch dues are not paid by July 1.
8. For information on how membership data flows through the Board of Directors and to members, refer to Appendix A, Membership Data Flow.

MEMBERSHIP CONFIDENTIALITY

1. Members should be aware that with any electronic communication, interception by unauthorized third parties is possible. They may wish to transmit particularly confidential or sensitive information by regular mail instead.
2. Confidential material (rosters and personal contact information) acquired during service on behalf of the branch shall not be used for personal advantage or shared with any other group, organization or business.
3. Written permission must be obtained and filed before publishing personal contact information of any kind in branch communications or providing contact information to coalition or partnership organizations. Written permission will remain in effect until any subsequent written direction is received changing that permission.
4. The nomination process and any written documentation is confidential and to be destroyed after elections.
5. Branch fundraising award processes (Local Scholarship and Tech Trek) and any written documentation are confidential and to be destroyed after awarded, except where record retention is required per the most current version of "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.

MEMORIAL GIFTS

1. Upon the death of an active member, a memorial gift may be made with approval of the board.
2. Funds for the gift shall be taken from the general fund and the amount shall not exceed \$50 unless board approval is provided.

THANK YOU GIFTS

1. Thank you gifts or donations to an AAUW Fund of the recipient's choice may be given to AAUW members in lieu of honorariums for general meeting presentations. AAUW members may not receive honorariums.
2. Thank you gifts may be given to AAUW members in recognition of extraordinary support of branch activities at the discretion of one or more board members.

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3. Thank you gifts may be provided to our Holiday Home and Garden Tour homeowners, non-member docents at our tours, and other non-members who significantly support our branch mission at the discretion of the tour chair(s).
4. Thank you gifts and donations must be reviewed in advance in board meetings to determine any concerns; however a board vote for approval is not required. Amounts must fall within the budget for the board position providing the gift, or extra money for them may be provided with board approval.

CALIFORNIA GIFT-NAMED HONOREE

1. Any branch member may nominate and submit for board approval the name of a member for California Gift-Named Honoree.
2. The nomination must be approved by the Board and submitted to AAUW-California by Feb. 15. The Honoree is then selected by the AAUW-CA Board of Directors.
3. The State Named Gift Honoree Form is located [at http://www.aauw-ca.org/index.cfm?go=pages.view&parent=202&pagesid=202](http://www.aauw-ca.org/index.cfm?go=pages.view&parent=202&pagesid=202).

AAUW FUNDS HONOREES

1. The AAUW Funds Disbursement Committee will recommend Branch Named Gift Honoree(s) to the board for approval before the AAUW-CA submission deadline in February. Approval is also needed if the committee recommends that there be no honorees for the year.
2. Criteria for honorees
 - a. Honorees should be limited to four members each year, regardless of branch contributions to AAUW Funds.
 - b. Consideration should be limited to extraordinary contributions made during the current or past year that go beyond the expected responsibilities for committee and board positions.
3. If a nominated honoree is a sitting board member, other board members may vote outside of a board meeting per Danville-Alamo-Walnut Creek Branch By-Laws Article VII Section 6, Voting Between Meetings.

FUNDRAISING

1. The branch will raise funds for the following:
 - a. AAUW Funds 501(c) 3: Refer to the AAUW Funds Vice President Job Responsibilities for specific guidelines. Donations to AAUW Funds are tax-deductible.

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- b. Local Scholarships: Refer to the Local Scholarship Chair Job Responsibilities for specific guidelines. Donations to the branch for Local Scholarships are not tax deductible to the donor. Contributions must be kept separate from other funds.
 - c. Tech Trek: Refer to the Tech Trek Chair Job Responsibilities for specific guidelines. Donations to Tech Trek may be made to the branch or to the AAUW- CA Special Projects Fund (SPF). Donations to Tech Trek are tax-deductible if the check is made payable to “AAUW-CA-SPF” and sent to the branch Tech Trek chair. (“Tech Trek Danville-Alamo-WC branch” should be noted in the memo line.)
2. All fundraising publicity must state clearly for what purpose the money is being raised and what percentage or amount, if any, is tax exempt (this amount would be tax deductible).
 3. Opportunity drawings may be held for fund-raising if all state requirements are met by the treasurer on time, including an annual permit. Drawing tickets must state that they are not tax-deductible.

MEETINGS/PROGRAMS/INTEREST GROUPS

1. Prospective members may attend up to three interest groups meetings per year before being asked to join. An exception is made for spouses and significant others in couples groups and Great Decisions.
2. No general or special meeting will be held on days of the following major religious observances: Easter, Passover, Rosh Hashanah (two days), Yom Kippur, Hanukkah, Christmas or major holidays of significant religious or ethnic groups within the relevant geographic area of the branch. All Jewish holidays begin at sundown the day before. This policy is in accordance with the AAUW National Diversity Position identified in the AAUW Board of Directors Policy Book, section 700, at <http://www.aauw.org/resource/aauw-board-of-directors-policy-book/>.
3. Branch interest group meetings will be rescheduled when they are in conflict with branch general meetings.
4. All branch general meetings, special meetings and events will be accessible to persons with disabilities. For interest groups and other meetings held in private homes, members will attempt to accommodate persons with disabilities.
5. Traditional dates of interest group meetings will take precedence over proposed meeting dates of new interest groups.
6. With the approval of the Board of Directors, any member may form a new interest group provided that it is open to all members and its meetings will not conflict with scheduled branch meetings.
7. Interest groups are open to all members. Participation may be limited due to venue constraints. Participation will be on a space available basis.
8. Interest groups wishing to represent our branch or AAUW must be pre-approved by the board. Refer to the Public Policy and Branch Representation section of this document.

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PUBLIC POLICY AND BRANCH REPRESENTATION

1. An official branch representative at any AAUW or non-AAUW conference must be pre-approved by the board.
2. Individuals or groups wishing to represent our branch or AAUW at an event or other type of meeting must present a proposal and receive approval from the board.
3. Individuals or groups wishing to provide community service, public education and/or affect public policy as representative(s) of our branch or AAUW must present a proposal and receive approval from the board.
4. Any member identifying themselves as an AAUW member in a public forum or publication must follow Article III Use of Name as detailed in the Bylaws.

OUTSIDE ORGANIZATIONS

1. No outside organization will be allowed to promote its activities or sell anything at branch meetings, branch fundraisers, or other branch activities.
2. The branch directory may not be made available to non-members or outside organizations. Information in the AAUW Danville-Alamo-Walnut Creek Branch Directory may not be sold, traded, transmitted, or otherwise disseminated in whole or in part, to any third party without express prior written approval of AAUW Danville- Alamo-Walnut Creek.
3. With the exception of paid advertising, information concerning any organization other than AAUW shall not be published in the monthly newsletter or on the branch website without board approval.
4. When joining with other organizations in a coalition or joint activity, the branch must retain control of the use of the name AAUW. The objectives of the coalition must not be in 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.

PUBLICATIONS

1. All publications of the branch shall be in accord with the AAUW "Use of Name" bylaw, which provides that any such publication shall not be in conflict with the policies and programs of AAUW and AAUW-CA.
2. Content of the branch newsletter and website shall be reviewed and approved by the president.

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BUDGET/FINANCE

1. The Budget Committee shall consist of the treasurer as chair, the president, the membership vice president, the program vice president, and others if needed.
2. The proposed budget must be presented to the Board for approval at least two weeks prior to the first general meeting of the fiscal year. It must be published in the newsletter at least 14 days before the general meeting at which it must be approved by the membership.
3. The Budget Committee shall meet in July at the call of the treasurer to review the prior year's results and to create the budget to be submitted to the Board for approval fourteen or more days prior to the Membership Brunch in September.
4. Each officer, elected or appointed, having budget funds, is responsible for approval of the bills and vouchers for her/his committee and for keeping a current account of funds remaining in her/his budget. The treasurer shall issue checks only after such approval of vouchers and bills.
5. Branch financial records, including AAUW Funds records, must be reviewed bi-annually by the Financial Review Committee. Refer to the Financial Review Committee and Financial Review Process sections of this document.
6. A permanent reserve shall be determined by the Board at the recommendation of the Budget Committee to cover Tech Trek, Local Scholarships, and necessary board expenses. This reserve shall be approved and recorded as part of the annual budget. The board must be notified as early as possible if there is danger of the reserve falling below the established base reserve amount. At no time shall the reserve fall below the established base reserve amount without board approval. Should the base amount fall below the established base, an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.
7. Honoraria or speaker's fees for programs are set by the Program Committee, financed from the program budget, and are not to exceed \$150 without prior board approval. Honoraria or speaker's fees for the Membership Brunch are set by the Membership Committee, financed from the membership budget, and are not to exceed \$150 without prior board approval. Refer to the AAUW-CA website, How to Request an AAUW Funds Speaker at <http://www.aauw-ca.org/index.cfm?go=pages.view&pagesid=261&parent=202&coparent=261> for speaker's fee and other expense guidelines for programs featuring AAUW Funds Fellows. Tech Trek and Local Scholarship recipients may have meal costs paid from their respective budgets.
8. Any single expenditure over \$1,000 must include two authorized signatures on the check.
9. Funds being transferred by the treasurer to or from savings accounts need not be approved. All transfers and payments must be made by check and included in the following month's treasurer's report.
 - a. Excess funds, with the exception of Tech Trek, Local Scholarship, and Dues Assistance Fund should go to the branch general fund.

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- b. It is strongly recommended that the budget committee add unused Convention funds to the next year's Convention budget allocation.
10. All excess expenses must be approved by the president before they are incurred. If excess expenses exceed \$250, they must be approved by the board before they are incurred. Approved excess expenses should be paid from the branch general fund.
11. Any member requesting reimbursement for branch expenses must complete and submit the appropriate voucher as provided by the treasurer (available on the branch website) along with the applicable receipts.
12. Any member submitting checks for deposit must complete the appropriate "deposit form" (available on the branch website), as provided by the treasurer.
13. All documentation must adhere to the most current version of "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.

FINANCIAL REVIEW COMMITTEE

1. A financial review of the treasurer's materials and information will be conducted twice per year by a Financial Review Committee appointed by the President(s).
2. The committee includes three or four members-at-large (one designated chair). It is recommended that the president-elect and a previous year's treasurer be part of the committee. At least one of the members should have some financial expertise or background. The Committee will choose its Chairman among themselves. The outgoing treasurer is not considered a member of the committee, but will cooperate with the reviews as requested by the committee.
3. The July financial review shall cover the previous fiscal year, July 1 – June 30, after the treasurer has closed the year's books.
4. The midyear financial review will occur in January and cover the first half of the current fiscal year, July 1 – December 31.
5. The committee will produce a Branch Financial Review Report, which will include the date of the review, attendees, a summary of findings, general notes and comments, and recommendations for the next fiscal year.
6. If significant problems are encountered, the Executive Committee will determine if a professional audit is required. A professional audit will identify any problems and protect the integrity of our branch and treasurer. An auditor does not need to be paid in order to provide a service to the branch.
7. The committee will follow current Financial Review guidelines provided in the Branch and State Finance Toolkit, page 16, located at <http://www.aauw.org/resource/finance-tool-kit/>.

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FINANCIAL REVIEW PROCESS

1. The chair will call meetings convenient to committee members after consulting with the treasurer as to when the materials will be ready for each review.
2. The committee will:
 - a. Focus on branch financial transactions associated with programs, membership administration, AAUW Funds, and Holiday Home Tour.
 - b. Review bank statements (checking and savings), expense receipts/vouchers, and QuickBooks and/or other bank account reconciliation reports.
 - c. Question the treasurer about the Profit and Loss Summary and Balance Sheet Reports for understanding. Also determine if recommendations from last year's financial audit have been implemented.
 - d. Ensure that a complete and updated Branch Asset Inventory is available in the treasurer's binder and on the DAW AAUW website. This document must accompany the End-of-Year Financial Review.
 - e. Ensure that tax returns were filed on time. They do not need to be reviewed.
3. Recommendations for financial process improvements for the treasurer and branch will be identified. (Chair usually has this responsibility.)
4. Reports will compile committee actions, findings, and recommendations. Copies of the AAUW Funds financial statement, Branch Asset Inventory, Branch Profit and Loss Statement, and Branch Balance Sheet will be attached.
5. The committee chairperson will complete the Branch Financial Review Report and have it reviewed, approved, and signed by committee members prior to its issuance by e-mail, with attachments, to the Branch President(s). Committee member signatures are not required on soft-copy reports.
6. The branch President(s) will e-mail the report and its attachments to board members with the board meeting agendas for September and February.
7. These reports shall be reviewed and accepted by the board in the September and February board meetings. Reports may be accepted with changes as identified by the board.
8. Paper copies of the reports with committee signatures and attachments will be retained by the Treasurer in the branch binder for the fiscal year and per current version of "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.

REIMBURSEMENT

1. AAUW- CA and National Conventions

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- a. A sum of money determined by the Budget Committee will be budgeted annually and used only by Executive Committee member(s) to defray the cost of registration, convention hotel room, travel and meals for the convention attended.
 - b. If any portion of convention funds is not used, it is strongly recommended that the budget committee add these funds to the next year's convention budget allocation, making more money available for reimbursement.
2. Inter-branch Council (IBC) and Other AAUW Conferences
- a. Registration for AAUW conferences may be reimbursed for the president or her/his representative and for those board members who wish to attend and have board approval for reimbursement.
 - b. The president or her/his representative may be reimbursed at the current AAUW California rate for mileage to and from AAUW conferences.
 - c. Any member attending an event as an official representative of the branch may be reimbursed for meals and for mileage at the current AAUW-CA rate. When more than one board member represents the branch, the reimbursement available may be split equally between them.
 - d. Reimbursement for conferences is dependent upon budget money availability. Refer to the Budget/Finance section of this document for approvals needed for expense over-runs.
3. Voucher Submission
- a. Vouchers for reimbursement should be submitted to the treasurer within 30 days of the date the expense was incurred, with the exception of telephone expenses.
 - b. Receipts must accompany the voucher. IRS also requires the customer copy of airline tickets.

CAMPAIGN CONTRIBUTIONS

1. The branch may not contribute money or anything of material value to candidates for partisan or non-partisan elective office.
2. The branch may not accept paid political announcements for inclusion in AAUW publications.

CANDIDATE ENDORSEMENT POLICIES

All policies within Campaign Contributions and Candidate Endorsement Policies are in accordance with the National AAUW position and are included because they are specific for our regional area.

1. Adhere to the most current version of AAUW National Candidates for Public Office Position in the AAUW Board of Directors Policy Book, section 301, at <http://www.aauw.org/resource/aauw-board-of-directors-policy-book/>.
2. The branch may choose to endorse, oppose or take no position on candidates for appointive office.
3. The branch may endorse or take no position on candidates for non-partisan elective office. The branch may not oppose candidates for non-partisan elective office.

Adopted 04/03/2014

Amended 08/12/2014

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4. The branch may choose to take positions on candidates for agencies that include, but are not limited to, those within the city and county area.
5. The branch must coordinate clear endorsement policies with other branches located in a single electoral district before candidates in such a district may be considered for endorsement. Clear procedures for making endorsements must be agreed to by the majority of the involved branches and such procedures will bind all branches in the district.
6. To receive the endorsement of the branch, candidates must be in accord with the Mission Statement, public policy priorities and guidelines of AAUW, AAUW-CA and the branch on issues that may be affected by their office.
7. The number of the endorsed candidates need not be limited to the number of seats to be filled by any election.

ENDORSEMENT PROCEDURE FOR APPOINTIVE OFFICE

1. Appointive offices/positions may include, but are not limited to, those regulated by the state, county, city, schools, parks and miscellaneous special districts and/or governmental agencies.
2. Any branch member may submit recommendations for endorsement to the board.
3. An interested candidate shall submit a statement of qualifications, reasons for seeking the appointment and a statement of intent to the president.
4. Board approval is required for endorsement of a candidate for appointive office and endorsement shall be in its name.

ENDORSEMENT PROCEDURES FOR NON-PARTISAN ELECTIVE OFFICE

In order for any candidate to be endorsed for non-partisan elective office, the board must vote to initiate the process outlined below. Branch members may recommend to the board that particular candidates be considered. Not all candidates need to be considered.

1. The president, with the approval of the Executive Committee, shall appoint an ad-hoc Branch Action Committee to be composed of the appointed chair, the public policy chair, a past president and two members-at-large. The Branch Action Committee shall:
 - a. Determine if other branches are involved in the same election and have chosen to participate in the election process.
 - b. Formulate a list of questions to be used at the candidate interview.
 - c. Hold a meeting for interviewing candidates.
 - d. Send a packet by certified mail to all candidates in a specific election. It will include:
 - i. A copy of the endorsement policy of each branch participating in the endorsement procedure.

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- ii. AAUW use of name policy.
 - iii. An interview invitation with a response deadline.
 - iv. A request for written answers to the Branch Action Committee's questions.
 - v. A request for a resume.
 - vi. A request for any printed campaign materials.
 - vii. In case of emergency the candidate may send a substitute to speak for her/him at the interview.
2. The membership of all participating branches shall be advised of the location and time of the interview at least two weeks in advance. The interview meeting may be open to the public.
 3. At the conclusion of the interview process, the candidates and non-members shall be excused. If more than one branch is present, the branches shall separate and each branch will conduct a separate meeting. The president(s) shall entertain motions and, following discussion, a vote will be taken. All procedures shall be in accordance with the current edition of *Robert's Rules of Order Newly Revised*. In order to participate in endorsement, a quorum of each branch, as defined by its bylaws, must be present.
 4. A two-thirds (2/3) affirmative vote of those present and voting constitutes endorsement. The branch may choose to endorse no candidate or one candidate or more than one candidate. If more than one branch participates, members may choose to endorse different candidates.
 5. The branch president(s) shall notify candidates of the endorsement decision.

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BOARD OF DIRECTORS JOB DESCRIPTIONS

For a diagram of all board positions, refer to Appendix B, Organizational Structure.

ELECTED OFFICERS JOB DESCRIPTIONS

PRESIDENT (Voting)

The president is the branch's administrator, coordinator and creative planner. The president believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the nominee must have served on any AAUW branch board at some time.

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The president has the following responsibilities:

1. Serve as the official representative of the branch in activities of AAUW at all levels.
2. Serve on the Executive Committee and presides at all branch, Executive Committee and board meetings. Reserve a meeting room for all board meetings.
3. Uphold the Danville-Alamo-Walnut Creek Branch Bylaws, the Policies and Procedures and the Standing Rules, and ensure that all board officers have current copies of these documents.
4. Call special meetings of the branch in accordance with the provisions of the branch bylaws.
5. Appoint the chairs of all task forces and committees except the Nominating Committee and those chairs provided for by election.
6. Interpret the objectives of AAUW to the members and to the public.
7. Submit a list of incoming and continuing branch officers and chairs to AAUW- CA and AAUW
8. Write the president's message for the Advocate.
9. Review and authorize all external publicity, .newsletter, web site, and email content before submission of copy to the printer, email manager, and/or media.
10. Delegate the submission of the documentation for the current AAUW-CA branch recognition program to an appropriate board member.
11. Contact treasurer to ensure that the branch has enrolled in the state liability insurance program.
12. Co-Sign all checks over \$1,000.00
13. Serve as an ex-officio member of all committees except the Nominating Committee.
14. Serve on the Budget Committee, develop a budget for the office of president, and submit it to the treasurer.
15. Attend Inter-branch Council meetings or send a representative.
16. Represent the branch at various meetings as appropriate.

Adopted 04/03/2014

Amended 08/12/2014

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17. Report results of meetings attended to branch members.
18. Create a harmonious climate for cooperative interrelationships among board members.
19. Appoint Installation Committee Chair to plan May/June Installation Event.
20. Encourage member participation at all branch events.
21. Work closely with the president-elect.
22. Manage incoming mail and distribute appropriately.
23. Keep an experience notebook

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PRESIDENT-ELECT (Voting)

The president-elect is the elected president for the succeeding year and succeeds to the office without further election. To qualify for this position, the president-elect must have served on any AAUW branch board at some time. The president-elect has the following responsibilities:

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

1. Preside at meetings at the request of or in the absence of the president.
2. Act in place of the president in the case of absence or disability. This includes signing checks over \$1,000.00, if necessary.
3. Serve on the Executive Committee as well as serve as an ex-officio member of all other committees except for the nominating committee.
4. Serve on the Budget Committee and submit any anticipated budget expenses to the treasurer.
5. Assist the president and board as needed.
6. Maintain the branch calendar.
7. Act as the liaison between the interest group chairs and the Board.
 - a. Organize Interest Group tables for the Annual Membership Brunch.
 - b. Work with members to establish new Interest Groups and present new group proposals to the Board for approval.
 - c. Create an interest group web page for new groups.
 - d. Maintain the Interest Group web pages and calendar.
8. Attend meetings of the Inter-branch Council with the president or as her/his representative.
9. Attend AAUW Conventions and provide a report to the board about convention activities. Write an article for the Advocate about the convention.
10. Consult with the graphic designer to produce a tri-fold display for the CA state convention held in April. Identify other branch members to assist with the topic selection and creation.
11. Recommend the installing officer for the May/June Installation and send name to Installation Committee.
12. Order the past president's pin in advance of the installation event. An order form is located at;
<http://napacounty-ca.aauw.net/pin/>
13. Maintain an experience notebook.
14. Perform other duties as requested by the president or the Board of Directors.

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PROGRAM VICE PRESIDENT (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The program vice president has the following responsibilities:

1. Incorporate AAUW and AAUW-CA program themes and priorities into the branch programs and chair the Program Committee.
2. Serve on the Budget Committee, develop the budget for the coming year's branch programs, and submit it to the treasurer.
3. Serve on the Executive Committee.
4. Plan and schedule a minimum of three mission-based branch programs each year including location, speaker, activity, cost, and attendee cost if any. One of these programs may also be our annual meeting. Refer to the Administrative Calendar - Spring and to the AAUW Mission Statement.
5. Reserve meeting rooms as needed for general meetings and programs.
6. Plan and manage the reservation process for attendees at general meetings and programs, if required.
7. Write newsletter articles and forward press releases to the publicity chair.
8. Preside and act in the absence of the president and the president-elect.
9. Maintain an experience notebook.
10. Perform other duties as requested by the president or the Board of Directors.

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MEMBERSHIP VICE PRESIDENT (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

Refer to the Membership Data Flow, Appendix A, for information on how membership data flows through the Board of Directors and to members.

The membership vice president has the following responsibilities:

1. Membership renewal process:
 - a. Update the member profile form and send it to each member.
 - b. Receive completed member profiles and dues checks.
 - c. Update association data via AAUW website, AAUW.org.
 - d. Deliver members' checks to the treasurer.
 - e. Reconcile checks and membership numbers with the treasurer.
 - f. Confirm that donations for Dues Assistance Fund (funds used to pay branch dues for members in financial need) are on a separate budget line item and unused funds from the previous year are carried over to the new budget year for this purpose.
2. Notify appropriate officers of contributions received.
3. Forward all membership information to the branch database manager.
4. Forward list of members who have paid for mailed Advocate newsletters to the Advocate Circulation Manager.
5. Coordinate branch recruitment efforts including sending information packets about AAUW and the Danville-Alamo-Walnut Creek Branch to prospective members.
6. Send new member packets including a welcome letter, current Advocate, and a Membership Directory to each new member.
7. Plan and chair membership events including the Membership Brunch in September and the New Member Event later in the year.
8. Serve on the Budget Committee
9. Ensure Membership Committee presence at all branch meetings and develop the budget for the branch's membership activities.
10. Serve on the Executive Committee.
11. Keep an accurate list of branch members in conjunction with the branch database manager and AAUW records. Confirm AAUW records as published in the Member Services Database on AAUW.org are accurate and complete.
12. Notify the membership chair in the other branches when members transfer in or out of the branch.
13. Work with the directory manager responsible for publication of the Membership directory. Proofread the Membership Directory prior to its publication.

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14. Work with the database manager to validate membership data.
15. Notify the database manager, directory manager, Advocate editor, hospitality chair, webmaster, and president when new members join to ensure new members are added to the communications network.
16. Review membership data for possible 50-year members. Contact potential 50-year members to validate their number of years as an AAUW member. Submit Honorary Membership applications and receive certificates from National AAUW to present at the branch Installation Event each spring.
17. Preside at meetings in the absence of the president, president-elect and program vice president.
18. Maintain an experience notebook.
19. Perform other duties as requested by the president or Board of Directors.

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AAUW FUNDS VICE PRESIDENT (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The AAUW Funds vice president has the following responsibilities:

- 1 . Select an AAUW Funds Disbursement Committee and serve as chair (Members will include Garden Tour Co-Chairs).
 - a. The committee reviews disbursement of AAUW Funds raised from the Garden Tour and recommends action to the board.
 - b. Members may designate the AAUW Fund for their donations. Contact the member if designation isn't included with the donation.
 - c. The committee recommends the Branch Named Gift Honorees to the board for approval (due February to AAUW-CA). Approval is also needed if the committee recommends that there be no honorees for the year.
 - d. Criteria for honorees:
 - i. Honorees should be limited to four members each year, regardless of branch contributions to AAUW Funds.
 - ii. Consideration should be limited to extraordinary contributions made during the current year, past year, or over a period of many years that go beyond the expected responsibilities for positions in the branch.
 - iii. If a nominated honoree is a sitting board member, other board members may vote outside of a board meeting per the Danville-Alamo-Walnut Creek Branch By-Laws Article VII Section 6, Voting Between Meetings.
2. Prepare annual fundraising letter to be mailed to the membership in October. Funds are due to AAUW National by December 1.
3. Develop an AAUW Funds budget for all fundraising activities (July 1st to June 30 of the following year) and present it to the Board for approval. After board approval, the budget is then submitted to the general membership for approval at the fall Membership Brunch.
4. Oversee AAUW Funds finances.
5. Keep accurate records of all money contributed by branch members and fundraising activities (including the annual Garden Tour). Send member donors a written acknowledgement.
6. Keep a separate ledger and bank account for AAUW Funds.
7. Review and follow the AAUW California Branch Finance Information document, currently at http://www.aauw-ca.org/Assets/resources/Branch_Financial_&_Tax_Information_2014-01.pdf.

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8. Coordinate with treasurer to pay half the cost of the annual bulk mail permit and full cost of the fundraising and Garden Tour bulk mailings. Deliver and pay for bulk mailings to the Danville post office bulk mailing facility.
9. The following checks made out to AAUW Funds shall be sent directly to the AAUW Funds office in Washington using the branch submittal form provided on the AAUW web site.
 - a. Checks made out directly to AAUW Funds for Garden Tour that exceed \$250 (Note: all checks for Holiday Home Tour are to be made out to Danville-Alamo-WC AAUW.)
 - b. Member donation checks from members to AAUW Funds, regardless of the amount.
10. Send all money raised for AAUW Funds, except seed money for next year's fundraising activities, to AAUW National each year.
11. All expenses incurred for fundraising will be paid from branch funds.
12. Submit all bank statements with transactions and other financial records required for the Financial Reviews to the treasurer quarterly.
13. Submit the AAUW Funds Annual Report to the treasurer by July 15.
14. Observe and meet the AAUW Funds contribution deadlines.
15. Educate the branch and the community about the programs of AAUW Funds, including newsletter articles.
16. Assist branch program and/or membership chair(s) with AAUW Funds educational and legal advocacy programs when requested.
17. Serve on the Executive Committee.
18. Maintain an experience notebook.
19. Perform other duties as requested by the president or board of directors.

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SECRETARY (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The secretary has the following responsibilities:

1. Record attendance at board meetings. Record quorum status for all general business meetings, including monthly board meetings.
2. Keep minutes of board and branch general meetings.
3. Maintain and store the official records of the organization. Adhere to the most current version of AAUW National Diversity Position in the AAUW Board of Directors Policy Book, section 700, at <http://www.aauw.org/resource/aauw-board-of-directors-policy-book/>.
4. Send a copy of the minutes of the previous board meeting, together with a list of unfinished business, to the president within 10 days of the past board meeting.
5. Send a copy of the minutes of the previous board meeting to board members for their review and correction in a timely manner prior to the upcoming board meeting.
6. Forward approved minutes of all meetings to the webmaster for publication on the branch website.
7. Serve on the Executive Committee.
8. Maintain an experience notebook.
9. Perform other duties requested by the president or the Board of Directors.

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TREASURER (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The treasurer has the following responsibilities:

1. Review and follow the current versions of these Association documents:
 - a. Branch Finance Information document, currently located at http://www.aauw-ca.org/Assets/resources/Branch_Financial_&_Tax_Information_2014-01.pdf.
 - b. Branch and State Finance Tool Kit, currently located at <http://www.aauw.org/resource/finance-tool-kit/>.
 - c. VP Finance/Treasurer Document, currently located at <http://www.aauw.org/resource/aauw-finance-vp-position-description/>.
2. Keep an accurate set of financial records. The Treasurer's Binder must contain financial records from all branch areas, including AAUW Funds, so there is one source for complete information on branch finances and associated activities.
3. Adhere to the most current Record Management Guidelines identified in Directors, Specific Responsibilities for all branch financial records.
4. Chair the Budget Committee.
 - a. Hold Budget Committee meeting in the summer prior to the August/September Board of Directors meeting.
 - b. Draft the budget and submit it to the board for approval prior to submitting it to the membership at the September General Meeting.
 - c. Publish the budget two weeks prior to September General Meeting.
5. Receive, deposit, and record all funds received supporting branch operations and all contributions to the branch with the exception of funds directed to AAUW Funds and donor checks made out to the AAUW CA Special Projects Fund.
 - a. Receive checks from the membership vice president and deposit them in the branch operations bank account.
 - b. Record donations for Dues Assistance Fund (funds used to pay branch dues for members in financial need) on a separate budget line item. Carry any unused funds over to the next budget year for this purpose.
 - c. Receive camper co-payments (currently \$50 per camper) and Tech Trek contributions not made payable to AAUW-CA-SPF from the Tech Trek chair and deposit in the branch operations bank account. Submit payment supporting our branch's Tech Trek camperships by March 1st. Contributions to Tech Trek are tax-deductible if check is made payable to "AAUW-CA-SPF" and sent to the branch Tech Trek chair. ("Tech Trek Alamo/Danville/WC branch" should be noted in the memo line.)
 - d. Notify appropriate board chairs when donations are included with dues payments.

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6. Remit dues to AAUW and AAUW-CA by the specified deadlines.
7. Pay all bills provided for in the budget or confirmed by the Board, including insurance premiums, by the specified due dates. Obtain President's signature on checks over \$1,000. If the President is unavailable, obtain the President-Elect's signature.
8. Oversee the branch's bank accounts. Manage and keep accurate records for the branch operating, savings and investment accounts. Invest funds held in reserve in low risk, FDIC insured interest bearing certificates. Review AAUW Funds statements and other financial records when received.
9. Review branch financial status and provide a monthly Treasurer's Report (Profit & Loss Report) giving the actual versus budget figures and a monthly Balance Sheet Report. These reports should be emailed to board members with the board meeting agenda each month.
10. Maintain the branch bulk mail account with the Danville post office bulk mail facility.
 - a. Pay the annual permit cost.
 - b. Fund individual mailing costs in the account as needed, based on past expenses and when they are incurred.
 - c. Obtain payment for half the annual bulk mail permit cost from the AAUW Funds VP.
 - d. Maintain all mailing records per the "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.
11. Render a mid-year financial report at the February meeting of the board and at other times as requested by the Board.
12. Ensure that the branch financial records are reviewed bi-annually.
13. Maintain the Branch Asset Inventory.
 - a. Receive asset change information from board members, validate purchases as within the budget, and update the Branch Asset Inventory throughout the year.
 - b. Maintain receipts for all assets purchased.
 - c. Before the End-Of-Year Financial Review, update the Branch Asset Inventory with the incoming treasurer.
 - i. Receive a complete inventory list from each board member.
 - ii. Complete the annual branch inventory report and provide a complete and updated copy for the End-of-Year Financial Review.
 - iii. Provide the annual branch inventory report to the webmaster.
 - d. Maintain the Branch Asset Inventory in the Treasurer's binder and on the branch website.
 - e. Include the inventory with our income tax filing.
14. With the incoming treasurer, complete all AAUW end-of-year financial reports in a timely fashion. During the months of April to August, begin training the incoming treasurer.
15. With the incoming treasurer, complete all state and federal tax returns and reports by November 15, as required by state and federal laws and regulations and meet all deadlines specified by those entities.

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- a. If an opportunity drawing will be held, make certain necessary filing is completed with the state before the drawing is held.
 - b. Report AAUW Funds as a special event on our tax return each year.
 - c. In the event that a tax preparer is used to prepare the tax returns, the incoming and outgoing treasurers must deliver all necessary documentation to the preparer in a timely manner. It is the responsibility of the treasurer that is currently serving to assure that the branch tax return is filed by the due date.
 - d. Notify the President(s) when tax returns and other state and federal reports are filed.
16. Serve on the Executive Committee.
 17. Maintain an experience notebook.
 18. Perform other duties as requested by the president or the Board of Directors.

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VOTING APPOINTED OFFICERS JOB DESCRIPTIONS

GARDEN TOUR CHAIR (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Garden Tour chair has the following responsibilities:

1. Gardens and Garden owners
 - a. Work with a garden selection committee to identify and select gardens for current tour, keeping a list of potential garden owners for future years and visiting potential gardens when possible.
 - b. Review and discuss photos and descriptions of gardens created by the garden selection team.
 - c. Finalize the gardens as early as possible.
 - d. Maintain relationships with selected garden owners, making regular contact to ensure selected gardens remain available and owners are informed and ready.
 - e. Obtain a media waiver from garden owners once ticket descriptions are final.
 - f. Obtain a photography waiver from garden owners who will allow photography by AAUW and/or tour patrons.
 - g. Bring letter to garden owners with contact phone numbers (home and cell) of their head docent and tour organizers.
 - h. Bring two free garden tour tickets to homeowners shortly after tickets are printed.
2. Publicity and Media
 - a. Meet with the publicity chair to design media campaign to publicize the tour.
 - b. Obtain information, compose press releases and identify photographs required to implement the campaign. The garden owners' name and address should not accompany any photo that is placed on the web or given to the media.
 - c. Obtain restaurant participation and/or business sponsors. Gift certificates may possibly be solicited.
3. Printed Materials including tickets, postcards, and possibly posters or handouts
 - a. Approve all printed materials created by the Ticket Design Team.
 - b. Verify that postcards are printed and sent to all people on the patron database, ideally 6 weeks prior to the tour.
 - c. Coordinate postcard mailing with Treasurer to ensure that mailing costs are available in the account.
 - d. Review and approve ticket design. Tickets will include garden descriptions, map, restaurant insert, and other AAUW information. The description for each garden should include elevations, shuttle availability, restrooms, refreshment and quilt/boutique/other locations. It is recommended that only the address of each garden, not the name of the owner, be included on the ticket.
 - e. Determine if handouts and posters will be created and distributed.

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4. Advocate, website and eblasts
 - a. Write and submit news articles to the Advocate Editor January through April. Advocate pieces in the winter should generate member interest and request docent and refreshment support. A wrap up article following the tour should include tour results and thanks to member volunteers.
 - b. Update the website by end of August with information about the next tour.
 - c. Post monthly updates and information starting in January. All website updates will be submitted via the website submission process.
 - d. Reference the garden tour mailbox in the Advocate, website and other public media (posters, tickets, postcards). This mailbox aauwgt@gmail.com is controlled with a passcode.
5. Boutique and other opportunity drawings
 - a. Determine if a boutique or additional opportunity drawing will be part of the tour.
6. Appoint and oversee leadership for the following teams and positions:
 - a. Docent Team: A Docent Coordinator and Head Docents will plan, organize, and provide security and patron support for the gardens during the tour.
 - b. Garden Selection Team will select gardens for the current year, provide notes and photos of the selected gardens for written garden descriptions and visit and identify gardens for the next tour.
 - c. Ticket Design Team will design and print written materials including tickets, ticket inserts, postcards, and posters and handouts if created.
 - d. Ticket Sales Team will manage physical sales locations (e.g. East Bay Flower Company), PO Box sales, on-line ticket sales, sales records and weekly sales updates patron database updates, and post-tour sales results.
 - e. Directional Sign Team will work with co-chairs to determine best locations for signs, create and place sandwich board signs for directions and parking.
 - f. Refreshments Team will solicit finger food donations from members, purchase beverages and supplies, set up, clean up, and pack up refreshments and supplies.
 - g. Boutique and/or other drawing opportunity Coordinator(s), if needed
 - h. Tour Photographer
 - i. Docent Bag Coordinator
 - j. Garden Owner Gift Coordinator
 - k. Other tour support as needed
7. Tour Logistics
 - a. Determine which homes will be designated for:
 - i. Refreshments
 - ii. Boutique and/or other money related activities
 - iii. Membership, scholarship, and Tech Trek displays

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- iv. Patron rest rooms
 - b. Contact appropriate homeowners' associations (such as Blackhawk) asking permission for using their streets.
 - c. Verify garden owners have alerted their neighbors about extra traffic.
 - d. Contact Westport Insurance with names and addresses of all garden owners and arrange a two-day insurance rider. This can be completed when the tickets are ready.
8. Day of tour:
- a. Pick up previously purchased balloons in spring colors for each house and deliver them before 10AM on the first day of tour.
 - b. Drive around to homes and assist as needed.
9. Post-Tour
- a. Ask committee members to give their receipts to the treasurer in a timely manner so that final results can be announced.
 - b. Provide thank you notes and gifts to garden owners following tour. Gifts may include photo montages, purchased remembrance gifts and restaurant gift certificates.
 - c. Organize a wrap-up meeting to review garden tour operations, results, and suggestions for the next year's tour.
10. Maintain an experience notebook and share experiences and documentation with Holiday Home Tour Chair(s).
11. Perform other duties as requested by the president or Board of Directors.

Garden Tour Liability:

1. The Agreement for the Garden Tour is contained in Appendix C.
2. Retain signed Agreements received from the garden owners in the Garden Tour file for a minimum of 3 years. The Agreement needs to be a separate document that is signed by one or both of the homeowners.
3. The use of an approval email is acceptable for obtaining the garden owners' permission for the garden for ticket or publicity purposes.
4. The garden owners should be given a choice as to whether to use their name with their garden's description on the ticket.
 - a. These are considered to be "Routine Correspondence" in the current "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.
 - b. The Garden Tour chairs and the Holiday Home Tour chairs should share their files so that communication with the homeowners is consistent from one tour to the next.

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HOLIDAY HOME TOUR CHAIR (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Holiday Home Tour chair has the following responsibilities:

1. Homes and Homeowners
 - a. Work with a home selection committee to identify and select homes for current tour, keeping a list of potential homeowners for future years and visiting potential homes when possible. Visiting potential homes while still decorated for the holidays is recommended.
 - b. Review and discuss photos and descriptions of homes created by the home selection team.
 - c. Finalize the homeowners as early as possible.
 - d. Maintain relationships with selected home owners, making regular contact to ensure selected homes remain available and owners are informed and ready.
 - e. Obtain a media waiver from homeowners once ticket descriptions are final.
 - f. Obtain a photography waiver from homeowners who will allow photography by AAUW and/or tour patrons.
 - g. Bring letter to homeowners with contact phone numbers (home and cell) of their head docent and tour organizers.
 - h. Bring two free holiday home tour tickets to homeowners shortly after tickets are printed.
2. Publicity and Media
 - a. Meet with the publicity chair to design media campaign to publicize the tour.
 - b. Obtain information, compose press releases and identify photographs required to implement the campaign. The home owners' name and address should not accompany any photo that is placed on the web or given to the media.
 - c. Obtain restaurant participation and/or business sponsors. Gift certificates may possibly be solicited.
3. Printed Materials including tickets, postcards, and possibly posters or handouts
 - a. Approve all printed materials created by the Ticket Design Team.
 - b. Verify that postcards are printed and sent to all people on the patron database, ideally 6 weeks prior to the tour.
 - c. Coordinate postcard mailing with Treasurer to ensure that mailing costs are available in the account.
 - d. Review and approve ticket design. Tickets will include home descriptions, map, restaurant insert, and other AAUW information. The description for each home should include elevations, shuttle availability, restrooms, refreshment and quilt/boutique/other locations. It is recommended that only the address of each home, not the name of the owner, be included on the ticket.
 - e. Determine if handouts and posters will be created and distributed.
4. Advocate, website and eblasts

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- a. Write and submit news articles to the Advocate Editor September through January. Advocate pieces in the fall should generate member interest and request docent and refreshment support. A wrap up article following the tour should include tour results and thanks to member volunteers.
 - b. Update the website by end of April with information about the next tour.
 - c. Post monthly updates and information starting in August or September. All website updates will be submitted via the website submission process.
 - d. Reference the holiday home tour mailbox in the Advocate, website and other public media (posters, tickets, postcards). This mailbox aauwhht@gmail.com is controlled with a passcode.
5. Quilt, boutique and other opportunity drawings
- a. Confirm if there will be a quilt donation for quilt drawing.
 - b. Determine if a boutique, candy sales or additional opportunity drawing will be part of the tour.
6. Appoint and oversee leadership for the following teams and positions:
- a. Docent Team: A Docent Coordinator and Head Docents will plan, organize, and provide security and patron support for the homes during the tour.
 - b. Home Selection Team will select homes for the current year, provide notes and photos of the selected homes for written home descriptions and visit and identify homes for the next tour.
 - c. Ticket Design Team will design and print written materials including tickets, ticket inserts, postcards, and posters and handouts if created.
 - d. Ticket Sales Team will manage physical sales locations (e.g. East Bay Flower Company), PO Box sales, on-line ticket sales, sales records and weekly sales updates patron database updates, Holiday Party sales results and final sales results.
 - e. Directional Sign Team will work with co-chairs to determine best locations for signs, create and place sandwich board signs for directions and parking.
 - f. Refreshments Team will solicit finger food donations from members, purchase beverages and supplies, set up, clean up, and pack up refreshments and supplies.
 - g. Quilt Ticket Sales Coordinator
 - h. Boutique and/or other drawing opportunity Coordinator(s), if needed
 - i. Tour Photographer
 - j. Docent Bag Coordinator
 - k. Homeowner Gift Coordinator
 - l. Other tour support as needed
7. Tour Logistics
- a. Determine which homes will be designated for:
 - i. Refreshments
 - ii. Quilt display and ticket sales, boutique, and/or other money related activities
 - iii. Membership, scholarship, and Tech Trek displays

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- iv. Patron rest rooms
 - b. Contact appropriate homeowners' associations (such as Blackhawk) asking permission for using their streets.
 - c. Verify homeowners have alerted their neighbors about extra traffic.
 - d. Contact Westport Insurance with names and addresses of all homeowners and arrange a two-day insurance rider. This can be completed when the tickets are ready.
8. Day of tour:
- a. Pick up previously purchased balloons in holiday colors for each house and deliver them before 10AM on the first day of tour.
 - b. Drive around to homes and assist as needed.
9. Post-Tour
- a. Ask committee members to give their receipts to the treasurer in a timely manner so that final results can be announced.
 - b. Provide thank you notes and gifts to homeowners following tour. Gifts may include photo montages, purchased remembrance gifts and restaurant gift certificates.
 - c. Organize a wrap-up meeting to review home tour operations, results, and suggestions for the next year's tour.
10. Maintain an experience notebook and share experiences and documentation with Garden Tour Chair(s).
11. Perform other duties as requested by the president or Board of Directors.

Holiday Home Tour Liability:

1. The Agreement for the Holiday Home Tour is contained in Appendix C.
2. Retain the signed Holiday Home tour Agreements that are received from the homeowners in the Holiday Home Tour file for a minimum of 3 years.
3. The Agreement needs to be a separate document that is signed by one or both of the homeowners.
4. The use of an approval email is acceptable for obtaining the homeowner's permission for the home for ticket or publicity purposes.
5. The homeowners should be given a choice as to whether to use their names along with the home description for their home on the ticket.
6. The homeowners' names and addresses should not accompany any photo that is placed on the web or given to the media.
 - a. These are considered to be "Routine Correspondence" in the current version of "Records Management Guidelines for States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>,
 - b. The Holiday Home Tour and Garden Tour chairs should share their files so that communication with the homeowners is consistent from one tour to the next.

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HOSPITALITY CHAIR (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Hospitality Chair has the following responsibilities:

1. Assemble a Hospitality Committee comprised of all neighborhood hosts.
2. Hold a neighborhood host meeting once a year.
3. Oversee the activities of the neighborhood hosts.
4. Receive names and contact information for all new members from the membership vice president as they become members. Forward this information to the appropriate neighborhood host. Hospitality chair gives new member the name, phone number, and email address of their neighborhood host.
5. Place new members into their appropriate neighborhood group.
6. Develop a budget for the coming year's Hospitality activities and submit it to the treasurer.
7. Provide articles to the Advocate as needed.
8. Organize the annual branch Holiday Party with support from members of the Hospitality Committee.
9. Co-ordinate refreshments with neighborhood hosts and refreshment docents for the Garden Tour and the Holiday Home Tour.
10. Maintain an experience notebook.
11. Perform other duties as requested by the president or Board of Directors.

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LOCAL SCHOLARSHIP CHAIR (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Local Scholarship Chair has the following responsibilities:

1. Committee Formation & Selection
 - a. Select a Local Scholarship Committee in consultation with the president, serve as its chair.
 - b. This committee consists of five members total, including the Local Scholarship chair, the incoming Local Scholarship chair, if known, and additional members selected by the chair.
 - c. The chair secures board approval of the proposed committee members.
2. Local Scholarship Policies
 - a. Review and update the application form.
 - b. Work with the Policies & Procedures Committee to develop and update policies related to Local Scholarships. These policies include the Scholarship Eligibility Guidelines.
3. Manage Local Scholarship budget as determined by the board – See Local Scholarship Fund Raising and Distribution Guidelines in this document.
4. Publicity
 - a. Write periodic articles for the Advocate focusing on Local Scholarship activities and candidate selection. Published information should include scholarship availability and the candidate application and selection process.
 - b. Provide updated information to webmaster to post on the branch website. This includes accurate and current application forms and associated acceptance criteria, including application deadline.
 - c. Provide information describing scholarship availability, acceptance criteria, and scholarship award recipients to publicity chair for publication in local newspapers and other media.
 - d. After scholarship recipients are selected and approved by the board, the chair provides that information to the Advocate editor, webmaster, and publicity chair for publication in the local media. A scholarship recipient has the right to deny use of their photographic images in any type of publicity. This should be noted and this individual should not be included in any photographic documentation.
5. Candidate Review & Selection
 - a. Chair the Local Scholarship Committee as it reviews candidate applications and selects recipients.
 - b. Present candidates selected to the board for approval prior to notifying recipients about their awards.
 - c. Following board approval, notify recipients of scholarship award.
6. Scholarship Funds & Distribution
 - a. Coordinate with the treasurer to ensure that scholarship funds are distributed to the recipients upon receipt of proof of current year enrollment.

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- b. Scholarship award certificates are presented at the annual Installation Event.
 - c. When a scholarship recipient is unable to attend the Installation, her award certificate can be presented to the recipient's designate or mailed.
7. Record Retention
- a. Adhere to the most current Record Management Guidelines identified in Directors, Specific Responsibilities for all scholarship records.
 - b. Maintain a permanent list of all scholarship recipients per the current version of "Records Management Guidelines For States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>, including their current name, address, school, award amount, and signed Agreements.
 - c. Transcripts, documents with student ID's, and all other confidential information supplied by all scholarship applicants are to be retrieved from committee members and shredded by September 30.
8. Maintain a list of all contributors and sends each a written acknowledgement.
9. Maintain an experience notebook.
10. Perform other duties as requested by the president or the Board of Directors.

Local Scholarship Liability:

1. The Liability Agreement for Local Scholarship recipients is contained in Appendix D.
2. Permanently archive the signed Liability Agreements received from the scholarship recipients in the Local Scholarship files per the current version of "Records Management Guidelines For States and Branches", at <http://www.aauw.org/resource/records-management-guidelines-for-states-and-branches/>.
3. The "Agreement" needs to be a separate document that is signed by the scholarship recipient.
4. The use of an approval email is acceptable for obtaining the scholarship recipients' permission for the publicity.
5. If permission to publish a recipient's photograph is obtained, personal information about that recipient should not be published other than their name, their area of study, and their institution of learning.

Local Scholarship Fundraising and Distribution Guidelines

1. Scholarship Fundraising & Distribution
 - a. Local Scholarship funds will be raised primarily from the branch Holiday Home Tour (HHT). The net income after expenses will be shared between Local Scholarship and Tech Trek, as allocated by the board. Any additional contributions designated specifically to local scholarships must be used for that purpose.
 - b. Based on Local Scholarship Committee recommendations, the Board sets the guidelines for the total dollar amount available for all scholarships that can be awarded in a given year and sets the minimum amount that can be awarded to an individual candidate.

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- c. Within those guidelines, the Local Scholarship Committee has the discretion to determine the number of scholarships to be awarded and the amount of those scholarships, with final board approval.
 - d. All proceeds raised from the Holiday Home Tour Quilt drawing will be used exclusively to fund an honorary Creative Endeavors local scholarship to be awarded to a recipient studying in the visual arts field. This scholarship will be in addition to the scholarships funded by HHT. The Creative Endeavors scholarship will be in an amount equal to the amount collected from the quilt drawing or 125% of the scholarship amount awarded in a given year, whichever is higher. In the event the funds from the Quilt drawing fall short of the scholarship amount given, the Creative Endeavors Scholarship will be supplemented with funds from HHT. However, in no event will the Creative Endeavors scholarship be in an amount less than 125% of a normal scholarship.
 - e. Any contributions designated specifically to the Jane Trittipio Scholarship must be used exclusively for a recipient having met the criteria for that particular scholarship. Any funds contributed to the Jane Trittipio scholarship would be in addition to dollar guidelines set by the board for other recipients.
2. Local Scholarship Committee expenses are those costs associated with Local Scholarship fund raising and the process used to evaluate and select scholarship winners. These costs will be paid from Local Scholarship funds.

Local Scholarship Eligibility Guidelines

1. Scholarships will be offered to local women. Applicants must have either:
 - a. Resided in the Walnut Creek city limits or unincorporated area of Walnut Creek boundaries during high school, and/or currently reside within the Walnut Creek city limits or unincorporated area boundaries.
 - b. Graduated from the San Ramon Valley Unified School District or during high school, resided in the district while attending a private school, and/or currently reside within the San Ramon Valley Unified School District boundaries.
2. Undergraduate applicants must be entering into their junior year or higher, at an accredited 4-year college or university, no later than the fall of the upcoming school year after which they apply for the scholarship.
3. Applicants pursuing an advanced degree- - masters, doctorate, or post-doctorate- - must be accepted at an accredited college or university graduate program for their course of study. Recipients must start and/or continue in their program no later than the fall of the year in which the award is given.
4. Applicants from all fields of studies and disciplines can apply.
5. Desirable applicants must have an above average academic record, be actively involved in school and/or community activities, and possess a desire to pursue educational and career goals.
6. In support of the AAUW mission, awards are granted to females, but are otherwise granted without regard to age, race, color, creed, religion, sexual orientation, disability, or national origin. Applicants must be a U.S. citizen.

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7. The recipient of the Creative Endeavors scholarship will be selected from applicants in visual art fields that create works such as ceramics, drawing, painting, sculpture, printmaking, design, crafts, photography, video, filmmaking, and architecture. Also included are the applied arts, such as industrial design, graphic design, fashion design, interior design, and decorative art. Applicants must also meet other local scholarship eligibility criteria for the year in which they are applying.
8. The recipient of the Jane Trittipio Scholarship will be selected from applicants in a medically related field of studies. Applicants must also meet other local scholarship eligibility criteria for the year in which they are applying.
9. Scholarship recipients are selected on a competitive basis with consideration of the applicant's academic record, leadership, participation in school and community activities, honors, awards, work experience, educational and career goals, and letters of recommendation.
10. Applicants are responsible for gathering and submitting all required information. Applications are evaluated based on the information supplied. Applicants must complete and submit the application along with all required supporting documents as specified in the application.
11. The application package must be sent to the AAUW Danville-Alamo-Walnut Creek Local Scholarship address on the application and be received and/or postmarked by the due date as specified on the website and application for the current year. Late submissions (i.e. applications postmarked after the due date) or incomplete applications will not be accepted.
12. Letters of Recommendation should be mailed by the evaluator directly to the Local Scholarship Chairman at the address provided on the form or be included in the scholar's application package in a sealed envelope. The letter should be received by the date specified on the form.
13. Recipients will be awarded a scholarship at or above the minimum amount specified on the Danville-Alamo-Walnut Creek branch website for current year.
14. Scholarship payments will be made in a lump sum no later than September 30 following notification of award. Upon receipt of proof of enrollment, checks may be either presented in person to recipient or designate, or mailed to recipient's home address by certified mail. Checks will be made payable directly to the student.
15. Use of scholarship funds are intended for educational pursuits.
16. Scholarships are determined on a competitive basis. Not all applicants to the program will be selected as a recipient.
17. Recipients will be awarded a scholarship on a one-time only basis and are not renewable.
18. Applicants not previously selected for a scholarship may reapply in a subsequent year, as long as they meet all other eligibility criteria for the year in which they are applying.
19. All applicants agree to accept the decision as final.

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20. Recipients are required to notify the AAUW Danville-Alamo-Walnut Creek branch of any changes in address, school enrollment/planned enrollment, or other relevant information that might affect selection and receiving a scholarship prior to the award being granted.
21. The Danville-Alamo-Walnut Creek branch reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program.

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PUBLIC POLICY CHAIR (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The public policy chair has the following responsibilities:

1. Provide status updates to the branch membership about pending legislation of AAUW concern.
2. Educate members of the branch about public policy concerns focusing on AAUW national and state public policy priorities.
3. Visit members of the Legislature who represent our geographic area to lobby AAUW issues as recommended by the AAUW CA Public Policy Chair and visits members of Congress who represent our geographic area as recommended by the AAUW National Public Policy office.
4. Select and chair a Public Policy Committee as necessary.
5. Coordinate branch forums and endorsement meetings. Arrange interviews with local legislators and members of Congress as necessary.
6. Coordinate branch public policy studies and action.
7. Maintain branch public policy files and a procedure notebook.
8. Maintain an experience notebook.
9. Perform other duties as requested by the president or the Board of Directors.

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TECH TREK CHAIR (Voting)

Funds supporting Tech Trek student participation come from donations and from the AAUW Danville- Alamo-Walnut Creek Branch Holiday Home Tour as allocated by the Board of Directors.

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Tech Trek chair has the following responsibilities:

1. Receive a packet, usually in November, with information for the current year. Included are a timeline for selection of candidates as well as application forms and brochures.
2. The branch Board of Directors determines the available budget and how many girls the branch desires to send. The chair notifies state director responsible for Tech Trek of the branch plans.
3. As soon as possible after receiving the application packet, but no later than November 30, contact middle school teachers by email to alert them that they will soon receive nomination forms in the mail.
4. Send nomination forms to middle school teachers by January 1, along with a letter explaining the program. Brochures for participating college campuses should be included. The date for nominations from the teachers to the Tech Trek chair is usually Feb. 1.
5. Send camper application forms, nomination certificate, essay topic and college brochures with a cover letter to each Tech/Trek nominee. Deadline for return is usually March 1.
6. Provide payment information to the treasurer and confirm payment was made following specific instructions provided by Tech Trek. Tech Trek funds supporting campers shall be sent to the AAUW California Special Projects Fund by March 1.
7. Select a Tech Trek Committee in consultation with the president and serve as its chair.
 - a. This committee consists of five members total including the Tech Trek chair and additional members as selected by the chair.
 - b. The chair secures board approval of the proposed committee members.
8. Candidate Review & Selection:
 - a. Read application forms and essays and determine which applicants qualify for an interview, limiting number of potential candidates to 25 if possible.
 - b. Notify candidates of time and place of interview, scheduling 15 minutes per candidate.
 - c. Communicate with parents as necessary.
 - d. Select qualified candidates based upon number of camperships available.
 - e. Send a letter to each girl interviewed notifying her of her selection status.
 - f. Notify teachers of selection status of girls they recommended.
 - g. Present a list of selected Tech Trek candidates to the Board of Directors.
 - h. Send a list of selected girls with applications and attendance agreements to the appropriate college coordinator by the specified date, usually April 15.

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9. Assist other branch Tech Trek chairs planning the annual Tech Trek “Get-Acquainted” event sponsored by the Inter-branch Councils for girls going to Tech Trek in the summer.
10. Notify girls of the Tech Trek “Get Acquainted” event and attend the event. This event is usually scheduled for some time in late May or early June.
11. Notify membership chair of the number of that year’s Tech Trek participants and advise them that the girls will be invited to the Membership Brunch. Cost of the girls’ meals comes from the Tech Trek budget.
12. In late August or early September, invite summer Tech Trek participants and parents to the Membership Brunch. Ask one or more girls to share their experience with the audience.
13. Maintain an experience binder.
14. Perform other duties as requested by the president or the Board of Directors.

Tech Trek Liability:

1. The Tech Trek page on our website should not include photos of Tech Trek campers. It should contain generic information about the program.
2. If a photo is taken of one of our Tech Trek campers and submitted to our newsletter or to the media, the generic labeling of “Tech Trek camper” is sufficient information.

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WEBMASTER (Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The webmaster has the following responsibilities:

1. Follow content guidelines for the website:
 - a. Content should be directly related to AAUW national, state, and/or branch documentation, activities, and/or mission.
 - b. Only paid advertisements may be placed on the website.
 - c. No organizations outside of AAUW may be promoted on the website.
 - d. Other content determined to be of interest to members may be placed on the website at the discretion of the President(s) and webmaster.
2. Develop and maintain the branch website:
 - a. Meet the information needs of the branch.
 - b. Create a positive image of the branch in the community.
 - c. Attract prospective members to the branch.
 - d. Create/update web pages as requested by board members.
 - e. Create event pages for all branch events.
 - f. Add the Advocate each month to the website newsletter page.
3. Provide web site technical support:
 - a. Interact with the server company to insure hosting and registration fees are up- to-date.
 - b. Post the web site on a server and maintain a mail list of the membership on the server.
 - c. Ensure that a correct back-up copy of the website source code and content is available should the website need to be restored from a secondary copy of the software.
4. Receive and file written permission from members when publishing any personal contact information. Permission will last until a subsequent written request to change permission is received.
5. Work with membership vice president to ensure new members are added to email contact lists.
6. Manage the branch PayPal account.
 - a. Serve as branch business contact with PayPal.
 - b. Maintain the PayPal account information.
 - c. Maintain password security with the Executive Committee.
 - d. Keep board members informed of PayPal activities and changes.
7. Provide PayPal web site support.
 - a. Build PayPal web links for events when PayPal is desired for an event.
 - b. Provide PayPal reports to board members as requested.
8. Coordinate PayPal payments and records with the treasurer.

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- a. Transfer payments received via PayPal to our branch bank account at the close of the event's reservation period and as requested by the treasurer.
 - b. Provide an annual summary report of all events, payments, PayPal fees, and service charges we receive.
9. Coordinate Event ticket Sales with the Tour and Programs Chairs.
10. Perform other duties as requested by the President or Board of Directors.

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NON-VOTING APPOINTED OFFICERS JOB DESCRIPTIONS

ADVOCATE AND DIRECTORY ADVERTISING SALES MANAGER (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Advocate and Directory advertising sales manager has the following responsibilities:

1. Solicit advertising (sponsors) to offset cost of publication.
2. Remind sponsors to renew their advertising in July each year.
3. Maintain records confirming advertising agreements.
4. Acknowledge advertising sponsors as frequently as possible in our publications, as room allows, e.g. Fall Brunch and other programs, HHT and Garden Tour tickets, etc.
5. Maintain an experience notebook.
6. Perform other duties as requested by the president or the Board of Directors.

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ADVOCATE CIRCULATION MANAGER (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Advocate circulation manager has the following responsibilities:

1. Maintain a list of all members requesting a hardcopy of the Advocate and other news communications. The membership vice president shall provide this list and any updates.
2. Deliver the final copy to the printer and pick up the ready to distribute copies from the printer.
3. Prepare and mail Advocates in a timely manner to members with a paid Advocate subscription.
4. Place copies of the Advocate in the Danville and main Walnut Creek libraries in a timely manner.
5. Retain extra Advocates to provide for program displays and to others as requested.
6. Save one copy of the Advocate for historical purposes.
7. Develop the budget for Advocate circulation and submit it to the treasurer.
8. Purchase postage stamps and other materials as needed and submit vouchers for expenses incurred to the treasurer.
9. Maintain an experience notebook.
10. Perform other duties as requested by the president or Board of Directors.

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ADVOCATE EDITOR (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Advocate editor has the following responsibilities:

1. Establish and publish a schedule for article submission, newsletter delivery to the printer, Advocate submission to the webmaster for posting on the branch website, and to the president(s) for branch email distribution.
2. Collect articles and edit to fit the established format and content guidelines.
 - a. Articles should be directly related to branch activities and/or related to AAUW's mission.
 - b. Only paid advertisements may be included in the newsletter.
 - c. No organizations outside of AAUW may be promoted in the newsletter.
 - d. Other articles of interest to members may be placed on the website and a link provided in the newsletter, at the discretion of the Advocate editor and the webmaster.
3. Format pages including text, pictures, artwork, and advertising. Email a draft copy of the Advocate to the president for approval.
4. Receive and file written permission from members when publishing any personal contact information. Permission will last until a subsequent written request to change permission is received. A hyperlink to a member email address (not the member's specific address) is the preferred method of providing contact.
5. Email the final version to the Webmaster, President(s), and the Advocate Circulation Manager for posting on the web and member distribution.
6. Email the final version to state officers at branchnewsletters@aauw-ca.org after it is sent via email to branch members.
7. Maintain an experience notebook.
8. Perform other duties as requested by the President or the Board of Directors.

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BYLAWS/POLICIES AND PROCEDURES REVIEW COMMITTEE (Non-Voting)

1. The parliamentarian will chair a committee of 3 to 5 members appointed by the president in the fall to review, revise, and/or amend the Policies and Procedures document in the odd-numbered years as determined by the year on July 1, and the Bylaws/Standing rules document in the even-numbered years as determined by the year on July 1.
2. This committee shall meet as often as agreed upon by committee members in order to complete a review with recommended revisions by March of the following year.
3. These recommendations will be presented to the Board and general membership as specified in the Policies & Procedures Handbook, Bylaws, and Standing Rules Review.

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CORRESPONDING SECRETARY (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The corresponding secretary has the following responsibilities:

1. Send letters as requested by the president.
2. Maintain a supply of stationery and postage stamps.
3. Take minutes in the absence of the recording secretary.
4. Provide the board with a monthly report on out-going correspondence.
5. Develop the corresponding secretary's budget, and submit it to the treasurer.
6. Maintain an experience notebook.
7. Perform their duties as requested by the president or the Board of Directors.

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DATABASE MANAGER (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The database manager has the following responsibilities:

1. Maintain the branch Database Management System.
2. Enter and update records with member data provided by the membership vice president, webmaster, and hospitality chair in a timely manner.
3. Recognize that the branch database is the primary source of member data for the branch. This data must be secured, managed, and stored in a way consistent with the current AAUW Affiliate Agreement.
4. Select a trusted branch member to store a back-up copy of the database.
5. Distribute membership data reports as requested
6. At the end of the membership renewal period, sort membership profiles and send each special interest group leader a list of members indicating an interest in their group.
7. Create labels as requested.
8. Maintain an experience notebook.
9. Perform other duties requested by the president or the Board of Directors.

POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

AAUW Danville-Alamo-Walnut Creek Branch

DIRECTORY MANAGER (Non-Voting)

The directory manager must have appropriate software and computer knowledge and skills to produce the Directory.

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The directory manager has the following responsibilities:

1. Provide the directory cost estimate for the budget-planning meeting. Primary cost components for the Directory are the number of pages, the number of copies printed, and the cost of mailing the Directory to members.
2. Work with the membership vice president, the database manager, the hospitality chair, and the webmaster to create an accurate data file for use in building the directory.
3. Take or obtain photos of new members.
4. Collect and update local government contact information for elected officials.
5. Update branch past president and Named Gift Honorees information.
6. Update branch officer and membership information.
7. Obtain neighborhood information from hospitality chair.
8. Update Special Interest Groups and leaders.
9. Cross-check membership profile information to confirm that all member information is correct. Work with the webmaster, membership chair, and database manager to confirm this info.
10. Work with the advertising manager to confirm paid ads that will be published in the directory.
11. Proof read the Directory. The president and membership vice president should also proof read the Directory.
12. Discuss the printing company's Directory format and printing requirements with the printing company representative.
13. Provide correctly formatted Directory data files to the printing company.
14. Obtain or produce mailing labels with member mailing information and membership number.
15. Mail directories to members at the Danville post office bulk mail facility using the branch bulk mail permit.
16. Maintain an experience notebook.
17. Perform other duties as requested by the president or the Board of Directors.

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EMAIL MANAGER (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The email manager has the following responsibilities:

1. Submit all email communications to the president for approval prior to dispersing to the general membership.
2. Send email copies of the Advocate to the branch members.
3. Send various communications concerning AAUW functions and branch functions throughout the year to branch members.
4. Maintain a list of members who have not subscribed to the branch email list.
5. Maintain an experience notebook.
6. Perform other duties as requested by the president or the Board of Directors.

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EXPANDING YOUR HORIZONS CHAIR (Non- Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The Expanding Your Horizons (EYH) chair has the following responsibilities:

1. Organize and direct branch's participation in the Tri Valley Expanding Your Horizons Math and Science Workshop program.
2. Recruit workshop monitors for this event and provide names of monitors to Sandia coordinators.
3. Inform members about EYH.
4. Attend meetings, as needed, at Sandia Labs and Lawrence Livermore National Laboratory (LLNL) beginning in October.
5. Contact the previous year's committee chair at Sandia/LLNL to provide our branch contact information.
6. Provide instructions to volunteers prior to the event.
7. Spend the day at the event, ensuring that AAUW commitments to event administration and students are met.
8. Send out thank-you notes to volunteers.
9. Maintain an experience notebook.
10. Perform other duties as requested by the president or the Board of Directors.

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GRAPHIC DESIGNER (Non-Voting)

The graphic designer creates print and/or digital visual materials that will inform members and the public of branch activities and serves as a resource person to the membership with regard to their graphic needs. The graphic designer has the following responsibilities:

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

1. Confer with the board, appointed officers, and special interest group leaders concerning their requests for informational and publicity material.
2. Determine the items needed to implement the project.
3. Obtain the necessary photographs, images, and written text.
4. Assemble and arrange these items in a coherent and aesthetically pleasing format for print and/or digital presentation appropriate to the project at hand.
5. Have the material produced with the assistance of members or commercial vendors.
6. Projects may include:
 - a. Postcards, posters, flyers and tickets for the annual Garden and Holiday Home Tours
 - b. Program brochures for membership brunch, installation program, and other events
 - c. Photo essays to document branch events
 - d. Branch tri-folds for convention and tour use, and branch outreach
 - e. Flyers as needed
 - f. Signage as needed
7. Maintain an experience notebook.
8. Perform other duties as requested by the president or the Board of Directors.

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HISTORIAN (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The historian has the following responsibilities:

1. Collect newspaper articles, programs, and brochures documenting the branch activities throughout the year.
2. Collect photographs of branch activities from branch photographers.
3. Organize and maintain an on-going record of the branch activities through the year.
4. Provide treasurer with cost estimate for this activity prior to the summer Budget Meeting.
5. Display the scrapbook at suitable branch functions.
6. Maintain an experience notebook.
7. Perform other duties as requested by the president or the Board of Directors.

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INSTALLATION COMMITTEE (Non-Voting)

Any member may serve on the Installation Committee. Ideally, the committee will include past presidents.

The Installation Committee has the following responsibilities:

1. Locate a member's garden for the installation and, with the approval of that member, set a date for the installation in either the last week of May or the first week of June.
2. Meet with the Installation Committee members to assign duties as well as with the outgoing president and the president-elect, who will select the Installing Officer.
3. Obtain the names of the incoming elected officers and appointed chairs, 50-Year Honorary members, Local Scholarship recipients, Branch-Named Gift Honorees, and any other branch or special recognitions.
4. Provide details for the member who will create a printed program. Enlist a member as a photographer of the event.
5. Print name tags for the scholarship recipients and their guests; ask the membership vice-president for branch members' nametags.
6. Prepare news items for the Advocate and email blasts in April and May.
7. Arrange for corsages for 50-Year Honorary Members, if needed. Prepare a gift for the host of the event.
8. Arrange for needed equipment and food for the event, including sound system, table and chairs, AAUW street signs, tablecloths, utensils, dinnerware, serving platters, and drinks.
9. Take reservations for the event and recruit members for set-up, welcome table, and clean-up.
10. Prepare a report for the subsequent year's Installation committee.
11. The outgoing Installation Committee prepares and submits a budget to the treasurer for the next year's Installation Event prior to the summer Budget Meeting.

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INTERNATIONAL RELATIONS CHAIR (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

1. The international relations chair has the following responsibilities:
2. Provide cost estimate for the International Program to the treasurer prior to the Budget Meeting.
3. Educate the branch members about AAUW's international positions and policies.
4. Promote branch support for International Fellowships in cooperation with the AAUW Funds vice president.
5. Organize and schedule an International Program and coordinate with the program chair.
6. Provide articles to the Advocate editor for publication as appropriate.
7. Serve as a branch resource on international women's issues and coordinate branch international studies and action as needed.
8. Keep an experience notebook.
9. Perform other duties as requested by the president or the Board of Directors.

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NOMINATING COMMITTEE CHAIR (Non-Voting)

Refer to the Danville-Alamo-Walnut Creek Branch Bylaws Article V. Section 1 for Nominating Committee composition, selection, and critical dates.

All board positions must follow the General and Specific Responsibilities of the Board, listed in the P&Ps.

The Nominating Committee chair has the following responsibilities:

1. Call meetings of the Nominating Committee and explain the committee's duties.
2. Help committee members become familiar with the duties of the elected positions for which they are selecting candidates, using the job descriptions in this handbook as guidelines.
3. Emphasize the confidentiality of the work of the committee.
4. Facilitate selection of nominees for elected positions on the board.
 - a. Encourage board members and nominees to serve in their positions for two terms, as appropriate.
 - b. Seek single nominees for positions and/or facilitate the selection of an inexperienced nominee to work with an experienced nominee, as appropriate.
5. Inform the president and the Board of the Nominating Committee's slate of officers.
6. Send the slate of candidates and supporting information to the president, the Advocate editor, and the webmaster for publication.
 - a. Provide the slate of candidates for publication at least 14 days before election at a general meeting.
 - b. Provide brief biographies of the candidates for publication.
 - c. Provide a reminder of the upcoming election one week in advance of the general meeting. This is to help ensure a quorum at the spring general meeting for election.
7. Discard, and instruct committee members to discard all written items about members' qualifications and personalities as soon as the committee finishes its work.
8. Submit a final report to the president and the incoming president-elect with suggestions for nominees for future years.

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PARLIAMENTARIAN (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The branch parliamentarian has the following responsibilities:

1. Serve on the Executive Committee as a non-voting appointed officer.
2. Advise the presiding officer when responding to points of order and parliamentary procedure and provide advice on conducting meetings according to the *Robert's Rules of Order Newly Revised*.
3. Bring a copy of Branch Bylaws, Standing Rules, lists of committees, the Policies and Procedures Handbook, the current edition of *Robert's Rules of Order Newly Revised*, and other documents likely to be needed to every board meeting.
4. Assist the president and the public policy chair at endorsement meetings.
5. Keep the branch Policies and Procedures Handbook current and email updated copies to all board members within 30 days whenever it is amended or revised. Chair a committee to review and update the entire document in the odd numbered years as determined by the year on July 1. Insure the approved policies & procedures are available to all members via the branch website.
6. Keep the branch bylaws current. Update as mandated by AAUW or AAUW-CA. Chair a committee to review and update the entire document in the even numbered years as determined by the year on July 1.
7. Submit a draft of all proposed bylaw amendments (other than mandatory) to the state bylaws representative for approval before submitting them to the branch membership for approval.
8. Provide a copy of amended bylaws after amendments are adopted by membership to the state bylaws committee representative for certification. Insure the approved bylaws are available to all members via the branch website.
9. Deliver the certified bylaws to the secretary for safekeeping. Deliver current approved copies of Standing Rules and Policies and Procedures to the secretary. Document delivery should include a paper copy as well as an electronic copy.
10. Maintain an experience notebook.
11. Perform other duties as requested by the president or Board of Directors.

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PUBLICITY CHAIR (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

The publicity chair has the following responsibilities:

1. Evaluate previous branch publicity efforts and assess current needs.
2. Work with other branch officers and committees to help gain visibility for branch priorities including:
 - a. Annual Membership Brunch
 - b. Programs/events which are open to the public
 - c. Local Scholarship information (e.g. applications available and bios of recent recipients)
3. Develop and maintain a list of media contacts and their deadlines including:
 - a. Local columnists
 - b. Reporters covering the branch area
 - c. Education reporters (for Local Scholarship announcements)
 - d. Public service announcements
 - e. Calendar listings
 - f. Radio and television reporters
4. Collect news releases, calendar notices, and public service announcements and distribute to media, meeting their deadlines.
5. Maintain a file of media coverage, including copies of newspaper articles.
6. Maintain an experience notebook.
7. Perform other duties as requested by the president or the Board of Directors.

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WOMEN'S HISTORY CHAIR (Non-Voting)

All board positions must follow the Board of Directors Responsibilities listed in the P&Ps.

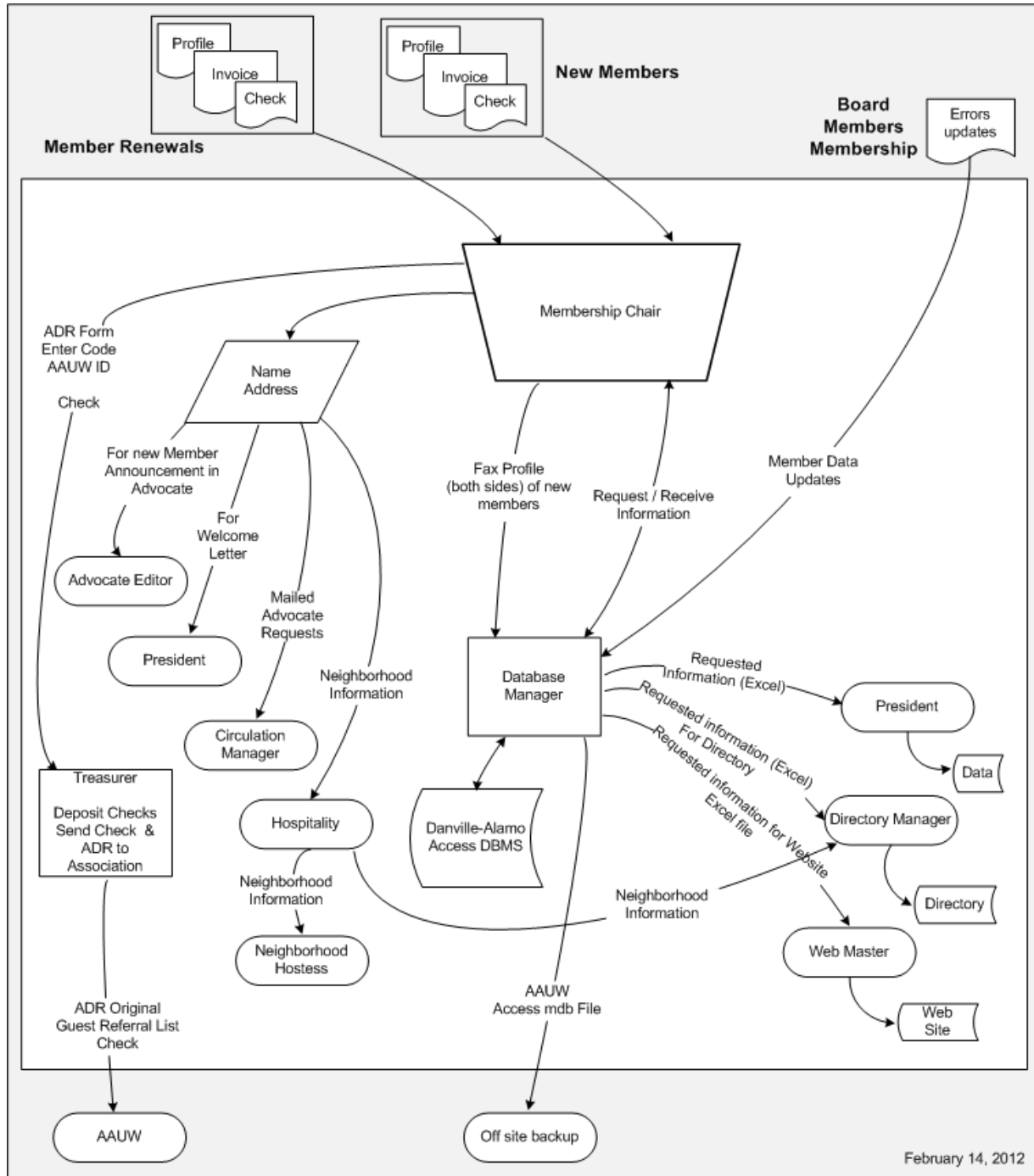
The women's history chair has the following responsibilities:

1. Interview notable women in the Danville, Alamo, and Walnut Creek areas.
2. Document the interview using written notes or taped conversations.
3. Include photographs as appropriate.
4. Provide finished copy to the Advocate editor.
5. Maintain an experience notebook.
6. Perform other duties as requested by the president or Board of Directors

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APPENDIX A: MEMBERSHIP DATA FLOW



Adopted 04/03/2014

Amended 08/12/2014

Policies & Procedures Handbook

Including Job Descriptions

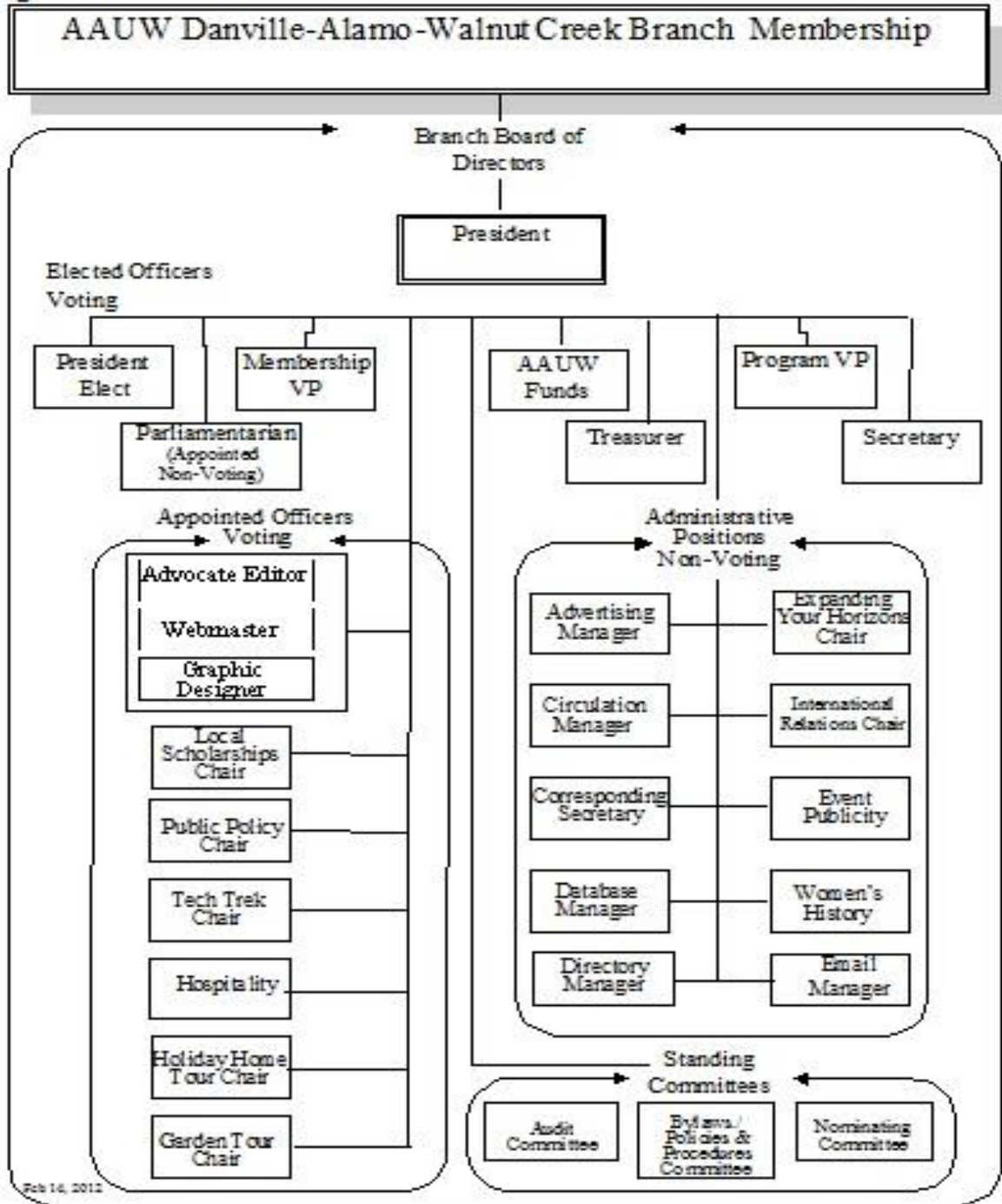
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APPENDIX B: ORGANIZATIONAL STRUCTURE

**AAUW Danville-Alamo-Walnut Creek Branch
Organization Structure**



Adopted 04/03/2014

Amended 08/12/2014

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APPENDIX C: HOLIDAY AND GARDEN TOUR AGREEMENTS

Holiday Home Tour Agreement

By signing below, I/we agree to grant AAUW Danville-Alamo-Walnut Creek Branch permission to publish on the internet, news media sources, or other forms of communication (to include but not limited to radio, flyer, TV and magazine), photographic images of the interior/exterior of my home and premises as it applies to the publicity of the Holiday Home Tour Event. These photographic images will become part of the branch’s historical record and will be published on the branch’s website. The photographic images and home descriptions may be sent for publication to local area news media. I/we agree to the published description of my home that is provided to the public upon purchase of the ticket for the tour.

I/we (circle one)

Name: _____ Name: _____

Date: _____ Date: _____

Garden Tour Agreement

By signing below, I/we agree to grant AAUW Danville-Alamo-Walnut Creek Branch permission to publish on the internet, news media sources, or other forms of communication (to include but not limited to radio, flyer, TV and magazine), photographic images of my home including the exterior front and back garden as they apply to the publicity of the Garden Tour Event. These photographic images will become part of the branch’s historical record and will be published on the branch’s website. The photographic images and garden descriptions may be sent for publication to local area news media. I/we agree to the published description of my garden that is provided to the public upon purchase of the ticket for the tour.

I/we (circle one)

Name: _____ Name: _____

Date: _____ Date: _____

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APPENDIX D: LOCAL SCHOLARSHIP AGREEMENT

Local Scholarship Agreement

By signing below, I agree to grant AAUW Danville-Alamo-Walnut Creek Branch permission to publish on the internet, news media sources , or other forms of communication (to include but not limited to radio, flyer, TV and magazine), photographic images with my name and attended institution of learning. These photographic images will become part of the branch's historical record and will be published on the branch's website. The photographic images with my name and attended institution of learning may be sent for publication to local area news media.

Name: _____

Date: _____

POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

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APPENDIX E: DOCUMENT APPROVAL

This Policies and Procedures Handbook Including Job Descriptions of the Danville-Alamo-Walnut Creek Branch of AAUW was approved with specified corrections by the Board of Directors on April 3, 2014.

Amended August 12, 2014, Local Scholarship Fundraising and Distribution Guidelines, 1., d.

Adopted 04/03/2014

Amended 08/12/2014

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