

**AAUW**

**Danville-Alamo-Walnut Creek Branch**

**Policies and Procedures Handbook**

**Including Job Descriptions**

**2022**

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Replaces 2014 document created with amendments 8/12/2014 and 6/20/2019

Amended 4/4/2023: Board Responsibilities and Local Scholarships

Amended 03/10/2025 for 501(c)3, Fundraising, Local Scholarships

Amended 01/24/2026 Financial Review Process: Physical Asset Inventory

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

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# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

## **POLICIES AND PROCEDURES**

### **POLICIES AND PROCEDURES HANDBOOK, BYLAWS, AND STANDING RULES REVIEW**

Following are recommendations for timing and approvals of Policies and Procedures and Bylaws reviews.

1. The Policies and Procedures Handbook shall be reviewed as necessary but at least every other year by a board committee appointed by the president.
2. The Bylaws and Standing Rules shall be reviewed as necessary but at least every other year by a board committee appointed by the president and chaired by the parliamentarian. 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 of Directors when a quorum is present, as defined in the Danville-Alamo-Walnut Creek (DAW) branch Bylaws.
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.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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. Read and sign the Conflict-of-Interest Policy statement affirming they have received, read and understand the policy, agree to comply with the policy and understand that the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
3. Carry on the business of the branch in conformity with the AAUW Danville-Alamo Walnut Creek Branch Bylaws, Standing Rules, and Policies and Procedures Handbook.
4. Hold the general power to administer the affairs of the branch between branch meetings and report its actions to the branch.
5. Be responsible to the members of the branch. No board action shall conflict with action taken by the branch membership.
6. Submit the annual budget to the branch membership for approval at the September Membership Brunch.
7. Establish standing and special committees.
8. 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.
9. Attend all board meetings and general meetings. Notify the president if unable to attend. Send a report if necessary.
10. Attend as many conventions, conferences, district meetings, workshops, etc. as possible.
11. Report to the board on activities and concerns of the position.
12. Spend funds that have been included in the budget. Request authorization from the board for additional expenses and/or confirm authorization with the treasurer.
13. Consult with the president on questions that arise pertaining to branch activities, procedures and policies.
14. 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.
15. Set advertising rates for the newsletter and the directory based upon the recommendations of the advertising sales manager.
16. Give newsletter material to the editor by the deadline.
17. Review and approve budget and expenses recommended by standing and special committees.
18. Adhere to the most current version of “Records Management Guidelines for States and Branches”, at

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<https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Banches.pdf>.

19. Adhere to the most current version of AAUW National Diversity Position found at <https://www.aauw.org/resources/member/governance-tools/aauws-diversity-statement/> .
20. Provide notice to the Treasurer of any changes to supplies and equipment that have a value equal to or over \$500.
21. Keep a current experience binder or file and pass information to the 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 Bylaws, Policies & Procedures Handbook, and 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 vice president (s) 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 selected by the Nominating Committee chair and approved by the board.
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 Strategy 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. The Board approves and publicizes budget to membership (deadline is two weeks prior to the September Brunch)

#### **Autumn (September-November):**

1. Annual Membership Brunch with General Meeting to approve budget and nominating committee
2. Branch Calendar available as updated
3. Fundraising Committee finalizes current year Winter Fundraiser 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. Winter fundraiser
2. Annual Holiday Party with General Meeting, including sharing Winter Fundraiser results
3. The 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. Nominating Committee is appointed and approved by the board by January 15.
6. By January 31, the Board approves an allocation plan for the Community Mission Projects funding balance as of December 31 of the prior year among board-approved programs.
7. The Hospitality chair delegates or begins work on Installation event.
8. AAUW funds VP recommends branch Gift Honorees to the Board and submits the required form to AAUW-CA by February 15.
9. The Spring Fundraising Committee finalizes the current year Spring Fundraiser.

### **Spring (March-May)**

1. Annual Meeting with board officer elections (typically conducted at a Spring program)
2. The Membership Committee sends renewal information to members.
3. AAUW-CA Convention
4. AAUW Spring Fundraiser
5. The Local Scholarship Committee selects scholarship recipients.
6. The Tech Trek Committee selects campership recipients.
7. Installation and Awards Ceremony (if not held in June)

## **MEMBERSHIP**

1. National, state, and branch dues are subject to change annually. National dues are tax-deductible. State dues are not tax-deductible. DAW branch dues are tax-deductible.
2. Members whose employers provide matching funds for their employees' charitable contributions should request those employers to make a matching contribution to the AAUW National organization for the portion of the dues going to national (not state or branch dues).
3. Paid Life Members are exempt from AAUW National dues but must pay state and branch dues.
4. Fifty-Year Honorary Life Members are exempt from all AAUW dues.
5. To be assured of inclusion in the annual membership directory and vote at general meetings, membership dues must be current by July 1 of the membership year.
6. For information on how membership data flows through the Board of Directors and to members, refer to Appendix A, Membership Data Flow.

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### **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 <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Branches.pdf>.

### **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.
3. Thank-you gifts may be provided to branch fundraiser donors, non-member docents at branch tours, and other non-members who significantly support the 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 NAMED GIFT HONOREE**

1. Any branch member may nominate and submit for board approval the name of a member for California Named Gift Honoree.
2. The nomination must be approved by the board and submitted to AAUW-California by Feb. 15. The

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## **AAUW Danville-Alamo-Walnut Creek Branch**

honoree is then selected by the AAUW-CA Board of Directors.

3. The State Named Gift Honoree Form is located at  
<https://www.aauw-ca.org/named-gift-honorees/>.

## **AAUW FUNDS HONOREES**

1. The AAUW Funds VP will convene a committee to 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 XI Section 5, Voting Between Meetings.

## **FUNDRAISING**

1. The branch will raise funds for the following:
  - a. AAUW National Funds 501(c)3: Refer to the AAUW Funds Vice President Job Responsibilities for specific guidelines. Donations to AAUW Funds are tax-deductible.
  - b. Community Mission Projects 501(c)3: All donations are tax-deductible to the donor. Community Mission Projects cover three restricted fund categories in addition to a general Community Mission Projects sub-account. Contributions will be kept in restricted funds sub-accounts where fund restrictions apply. Other categories of Community Mission Projects may be established as approved by the board.
    - Local Scholarships: Refer to the Local Scholarship Chair Job Responsibilities for specific guidelines. Donations to the DAW Community Mission Projects for local scholarships are tax-deductible to the donor and must include the notation “Local Scholarship” in the memo line of the check.
    - Tech Trek: Refer to the Tech Trek Chair Job Responsibilities for specific guidelines. Donations to Tech Trek are tax-deductible. Donations made by check to DAW Community Mission Projects for Tech Trek must include the notation “Tech Trek” in the memo line. Tech Trek donations may also be made to the AAUW- CA Special Projects Fund (SPF). Donations to the SPF should be made payable to “AAUW-CA-SPF” and sent to the branch Tech Trek chair. “Tech Trek Danville-Alamo-WC branch” must be noted in the check memo line.
    - Educational Programs: Refer to the Programs Chair Job Responsibilities for specific guidelines. Donations to the DAW Community Mission Projects for educational programs must include the notation “Educational Programs” in the check memo line.
    - Community Mission Projects General: Funds in the general Community Missions Project sub-account will be distributed to Local Scholarships, Tech Trek, branch educational

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programs, or other DAW projects in support of the mission and approved by the DAW Board, with amounts determined annually by the DAW Board.

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. Raffles may be held for fund-raising if all state requirements are met by the treasurer on time, including an annual permit.
4. All donations greater than or equal to \$250 are required by the IRS to be acknowledged in writing, including the appropriate Tax ID #.
  - a. Tech Trek SPF sends acknowledgement letters to all donors for amounts equal to or greater than \$250.
  - b. As a 501(c)(3) organization, the Tech Trek and the Local Scholarship Chairs and the Community Mission Projects Treasurer shall send donation acknowledgement (thank-you) letters to all donors, regardless of the amount.

## **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. <https://www.aauw.org/resources/member/governance-tools/aauws-diversity-statement/>
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 people with disabilities. For interest groups and other meetings held in private homes, members will attempt to accommodate people 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 the branch or AAUW must be pre-approved by the board. Refer to the Public Policy and Branch Representation section of this document.

## **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 the branch or AAUW at an event or other type of meeting must

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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 the 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 without board approval.
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 the board.
3. With the exception of paid advertising and project sponsors, 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 ongoing 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.

## **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.

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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 \$200 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 \$200 without prior board approval. Refer to the AAUW-CA website, How to Request an AAUW Funds Speaker at <https://www.aauw-ca.org/request-aauw-fund-speaker/> 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 and PayPal need not be approved. All transfers and payments must be made by check and included in the following month's treasurer's report. Excess funds, with the exception of Tech Trek, local scholarship, and dues assistance funds should go to the branch general fund.
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 <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Banches.pdf>.

### **FINANCIAL REVIEW COMMITTEE**

1. A financial review of the treasurer's materials and information will be conducted twice per year by a

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

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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 chair 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 <https://www.aauw-ca.org/documents/2020/05/aauw-finance-toolkit.pdf>

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 other fundraisers.
  - 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. The Branch Asset Inventory is no longer updated, as the branch does not have any tangible physical assets that have not been expensed. The document is no longer a part of 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. (The 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. Digital copies of the reports with committee signatures and attachments will be retained by the treasurer in the digital files archive for the fiscal year and per current version of "Records Management Guidelines for States and Branches", <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Branches.pdf>.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **REIMBURSEMENT**

1. AAUW- CA and National Conventions
  - 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 depends 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 or political parties for partisan or non- partisan elective office.
2. The branch may not accept paid political announcements for inclusion in AAUW publications.

### **ACTIVITIES FOR CANDIDATES**

#### **Candidates for Partisan Elective Office**

1. Forums and Debates
  - a. Before a partisan election, the branch may hold candidate forums to which all candidates for that elective office must be invited.
  - b. If three or more political parties have nominees for any partisan office, the branch may limit invitations to the two political parties receiving the highest number of votes in the last preceding

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

general election.

- c. A candidate forum may proceed only if at least two candidates and/or their surrogates have accepted the invitation.
- d. DAW AAUW must make clear to forum attendees and in pre-publicity and post-publicity, if applicable, that other candidates or parties were invited to participate, naming names and giving reason(s) for nonparticipation, per invitee quotation.
  - i) If no reason is given for nonparticipation, then the branch should state such to attendees and in pre-publicity, if applicable.
  - ii) It is critical to avoid the semblance of the branch as taking a partisan stance by omission or commission.

2. Speeches by Elected Officials Running for Office

- a. DAW AAUW may invite a public official who is also a candidate in an election to speak on a subject pertaining to the incumbent's duties as a public official, as long as the incumbent does not discuss his or her candidacy for public office and does not use campaign funds to underwrite their appearance.
- b. DAW AAUW may not invite a declared candidate in an election to speak at a meeting on her/his candidacy for future public office.
- c. DAW AAUW may invite a declared candidate in an election to speak at a meeting on a subject of particular expertise, as long as the candidate does not discuss his or her candidacy for public office and does not use campaign funds to underwrite their appearance.

### **Candidates for Nonpartisan Elective Office**

1. Before a nonpartisan election, DAW AAUW may hold candidate forums to which all candidates in that election are invited.

### **Candidate Questionnaires**

1. All candidates running for the office(s) to be covered in a candidate questionnaire must have the opportunity to participate.
2. All candidate responses received should be signed by the candidate. Responses must be printed in their entirety up to the specified word limit in any publication of responses to the questionnaire.
3. The publication of responses should include the names of all candidates to whom the questionnaire was sent, but publication may proceed even if all candidates do not respond by the appointed deadline.

### **ELECTIONS ACTIVITIES OF INDIVIDUAL AAUW MEMBERS**

1. An individual member may endorse, as a private citizen, candidates for partisan elective office;

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contribute their own money or anything of value to such candidate(s); and organize for the purpose of supporting such candidate(s); but such endorsement, contribution, or organization cannot utilize the name of AAUW.

2. Any DAW AAUW leader who is actively involved in a candidate's campaign should avoid any involvement of the branch in activities.
3. As a candidate for any office, an individual member may state their AAUW membership as long as they are not opposing an AAUW program or policy. Stating one's AAUW membership while opposing AAUW positions violates the AAUW Use of Name Policy (see AAUW Bylaws, Article III). In the absence of official endorsement by AAUW (for appointive or nonpartisan elective office), such a statement of AAUW membership should not be construed to imply endorsement.

## **LEGISLATION POLICIES**

Members and the branch are strongly encouraged to support local, state, and national levels measures that implement the AAUW Public Policy Priorities and principles of AAUW and AAUW affiliates. Members and/or the branch may choose not to support such measures, but they may not use the name of AAUW in public opposition to those measures. Established procedures may be used to make changes in the AAUW Public Policy Priorities.

1. AAUW is a non-partisan organization.
2. The branch may choose to endorse or take no position on legislative bills supporting AAUW public policy priorities. The branch may not elect to oppose measures supporting AAUW public policy priorities.
3. To receive the endorsement of the branch, a legislative bill 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.
4. To receive the endorsement of the branch, a legislative bill 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.

## **ENDORSEMENT PROCEDURE FOR A LEGISLATIVE BILL**

1. Any branch member may submit recommendations for a legislative bill endorsement to the board.
2. Board approval is required for endorsement of a legislative bill and endorsement shall be in its name.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 Policies and Procedures (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 Handbook, 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
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 and that required state and federal tax returns have been filed.
12. Co-sign all checks over \$1,000.
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 Contra Costa Interbranch Council (IBC) meetings or send a representative.
16. Represent the branch at various meetings as appropriate.
17. Report results of meetings attended to branch members.

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### **AAUW Danville-Alamo-Walnut Creek Branch**

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 record and file in appropriate digital folder on Branch shared Google Drive

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 the name to Installation Committee.
12. Order the past president's pin in advance of the installation event. An order form is located at <https://napacounty-ca.aauw.net/pin/>.
13. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
14. Perform other duties as requested by the president or the Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 the annual meeting. Refer to the Administrative Calendar - Spring and to the AAUW Mission Statement.
5. Write newsletter articles and forward press releases to the publicity chair.
6. Preside and act in the absence of the president and the president-elect.
7. Maintain an expense record and file in appropriate digital folder on the branch shared Google Drive.
8. Perform other duties as requested by the president or the Board of Directors.

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## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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. Notify appropriate officers of contributions received.
2. Coordinate branch recruitment efforts including sending information packets about AAUW and the Danville-Alamo-Walnut Creek Branch to prospective members.
3. Once payment from a new member is confirmed, send new member packets including a welcome letter, current Advocate, and a Membership Directory to each new member.
4. Plan and chair membership events including the Membership Brunch in September and any New Member Events and socials.
5. Serve on the Budget Committee.
6. Ensure Membership Committee presence at all branch meetings and develop the budget for the branch's membership activities.
7. Serve on the Executive Committee.
8. Coordinate with the Membership treasurer and the branch database manager to ensure the accuracy of the branch Member Database and that the AAUW records, as published in the National Community Hub, are accurate and complete.
9. Notify the membership chair in the other branches when members transfer in or out of the branch.
10. Work with the Membership treasurer to encourage members to renew their membership.
11. Work with the directory manager responsible for publication of the Membership Directory. Proofread the Membership Directory prior to its publication.
12. Notify the Board when new members join to ensure new members are added to the communications network.
13. 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.
14. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
15. Perform other duties as requested by the president or Board of Directors.

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## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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. Convene an AAUW Funds Committee and serve as chair
  - a. The committee reviews disbursement of AAUW Funds from fundraisers and recommends action to the board.
  - b. Members may designate the AAUW Fund for their donations. Contact the member if designation is not 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.
2. Prepare annual fundraising letter to be mailed to the membership in October. Funds are due to AAUW National by December 1.
3. Work with the DAW treasurer to 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 as part of the branch budget process. After board approval, the budget is then submitted to the general membership for approval at the fall Membership Brunch.
4. Oversee AAUW Funds donations to AAUW National, keeping a record of these and other monies raised for Funds.
5. Keep accurate records of all money contributed to AAUW Funds by branch members and fundraising activities (including the annual Fall and Spring fundraisers). Send member donors a written acknowledgement.
6. Review and follow the AAUW California Fundraising Guidelines at <https://www.aauw-ca.org/fundraising-guidelines/>.
7. 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 collected at any branch fundraising events.
  - b. Member donation checks from members to AAUW Funds, regardless of the amount.
8. Send all money raised for AAUW Funds to AAUW National each year.
9. Submit the AAUW Funds Annual Report to the treasurer by July 15.
10. Observe and meet the AAUW Funds contribution deadlines.
11. Educate the branch and the community about the programs of AAUW Funds, including newsletter articles.
12. Assist branch program and/or membership chair(s) with AAUW Funds educational and legal advocacy programs when requested.
13. Serve on the Executive Committee.
14. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
15. Perform other duties as requested by the president or Board of Directors.

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## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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.
4. Coordinate with the Membership VP and the Diversity, Equity and Inclusion (DEI) chair to ensure equity and inclusiveness of branch leadership and membership. Refer to the AAUW National DEI Toolkit at <https://www.aauw.org/resources/member/governance-tools/dei-toolkit/>.
5. 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.
6. 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.
7. File approved minutes of all meetings in the digital file folder (Google Drive) and forward to the webmaster for publication on the branch website.
8. Serve on the Executive Committee.
9. Maintain an experience record to be shared with next Secretary and archived.
10. Perform other duties requested by the president or the Board of Directors.

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## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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: Branch Tools For Finance Officers <https://www.aauw-ca.org/branch-finance/>, including the Branch and State Finance Tool Kit, currently located at [https://www.aauw-ca.org/documents/2022/09/aauw-finance-tool-kit-for-california.pdf/](https://www.aauw-ca.org/documents/2022/09/aauw-finance-tool-kit-for-california.pdf).
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 and deposit in the branch Tech Trek bank sub-account. Submit payment supporting the branch's Tech Trek camperships to SPF by March 1st. Contributions to Tech Trek are tax-deductible. If check is made payable to "AAUW-CA-SPF" the check should be 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.
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. Meet regularly (at least every other month) with the Tech Trek chair, the Local Scholarship chair, and

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### **AAUW Danville-Alamo-Walnut Creek Branch**

the Community Mission Projects treasurer to ensure that branch financial records are reconciled.

9. Oversee the branch's bank and PayPal 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.
10. 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.
11. 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. Maintain all mailing records per the "Records Management Guidelines for States and Branches", at <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Branches.pdf>.
12. Render a mid-year financial report at the February meeting of the board and at other times as requested by the Board.
13. Ensure that the branch financial records are reviewed bi-annually.
14. Maintain the Branch Asset Inventory for items over \$500.
  - 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.
  - d. Maintain the Branch Asset Inventory in the treasurer's binder.
  - e. Include the inventory as part of the branch income tax filing.
15. 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.
16. 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.
  - a. If a raffle will be held, make certain necessary filing is completed with the state before the raffle is held. File the subsequent report of raffle results at the end of the raffle year.
  - b. 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.
  - c. Notify the president(s) when tax returns and other state and federal reports are filed. Outgoing treasurer should complete and submit any required tax and other government forms for the FY in which they were treasurer (even though these will be completed in the month after the FY closes). The Incoming treasurer

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should not have to complete these forms for the prior FY.

17. 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.
18. Provide PayPal web site support in conjunction with webmaster and operations team support.
  - a. Build PayPal web links for events when PayPal is desired for an event.
  - b. Provide PayPal reports to board members as requested.
19. Coordinate PayPal payments and records.
  - a. Transfer payments received via PayPal to the branch bank account at the close of the event's reservation period.
  - b. Provide an annual summary report of all events, payments, PayPal fees, and service charges we receive.
20. Serve on the Executive Committee.
21. Maintain an experience record and file in appropriate digital folder on Branch shared Google Drive.
22. Perform other duties as requested by the president or the Board of Directors.

# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch

### VOTING APPOINTED OFFICERS JOB DESCRIPTIONS

#### COMMUNICATIONS MANAGER (Voting)

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

The Communications Manager has the following responsibilities:

1. Develop and deliver DAW-AAUW information to members, other branches, and the public using a variety of media channels and technological tools.
2. Form a Communications Committee with the following responsibilities and members:
  - a. **Advocate Newsletter Editor** – Work with a team of editors to review and edit monthly *Board to Board* and *California Connection* publications, emails, website postings, webinar and presentation content and other internal and external communications. Adhere to commonly known editing guidelines and the Communications Committee style guide.
  - b. **Email Manager** – Create and manage email campaigns to support communications to members and prospective members
  - c. **Graphics Designer** – Provide creative support for events, presentations, state initiatives, and committee needs. Provide a professional appearance to branch communications. Assist other committees with communication needs. Work with stakeholders to develop effective communication campaigns with layouts and graphics that enhance the message.
  - d. **Publicity Chair** - Seek opportunities to market AAUW both internally and externally.
  - e. **Social Media Manager** – Develop and coordinate overall campaign strategies to support planned messaging on all platforms that will engage members and potential members and support state goals.
  - f. **Technology training responsibilities** – One or more of the committee members will assist branch and members on how to use technology, including Google suites, Zoom, social media, etc. Prepare training presentations as needed. May host online forum for technology issues. Maintain and manage passwords and access to DAW communication tools.
  - g. **Webmaster** – review website content with stakeholders to assure that it is up to date, useful, accessible, accurate, well-organized, etc.
3. Review and edit materials to be distributed or posted.
4. Work with the Communication Committee to review and edit communications before distribution.
5. Help write stimulating and useful content for all DAW publications and social media.
6. Assist with technical communication requirements.
7. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
8. Perform other duties as requested by the president or Board of Directors.

**POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

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

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **DIVERSITY, EQUITY AND INCLUSION (DEI) CHAIR (Voting)**

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

The DEI Chair has the following responsibilities:

18. Support the DAW branch to advance learning and expand commitment to diversity, equity and inclusion (DEI). There is an emphasis on increasing DEI awareness, engagement, and branch participation in DEI efforts, with particular attention to connecting and collaborating with organizations that promote and embody DEI. Refer to <https://www.aauw.org/resources/member/governance-tools/aauws-diversity-statement/>
19. Share promising and innovative practices related to DEI.
20. Become familiar with National AAUW resources <https://www.aauw.org/resources/member/governance-tools/dei-toolkit/>.
21. Identify and engage like-minded organizations for potential collaborative opportunities.
22. Provide resources to Board and assist board and committees in the development and implementation of DEI goals with strategies and materials to accomplish efforts.
23. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
24. Perform other duties as requested by the president or Board of Directors

**POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

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

Adopted 12/12/2022  
1<sup>st</sup> Amendment 04/04/2023

Policies & Procedures Handbook  
Including Job Descriptions  
AAUW Danville-Alamo-Walnut Creek Branch

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **FUNDRAISING CHAIR (Voting)**

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

The Fundraising Chair has the following responsibilities:

1. Work with president, treasurer, Funds VP, Local Scholarship chair, and Tech Trek chair to become familiar with financial goals, objectives and aspirations for fundraising for the year.
2. Form a committee to brainstorm fundraising ideas.
  - a. Create list of ideas with estimates of amounts that might be raised.
  - b. Include Garden Tour as part of list.
  - c. Recommend to the board which fundraisers to pursue and for which Project (Funds, Local Scholarships, Tech Trek, educational programs, or Branch Operations) the funds will be raised.
3. Form a subcommittee for each fundraiser.
4. Publicity and Media
  - a. Meet with the publicity chair to design media campaign to publicize fundraisers.
  - b. Obtain information, compose press releases and identify photographs required to implement the campaign.
  - c. If applicable, obtain restaurant participation and/or business sponsors. Gift certificates may possibly be solicited.
5. Printed Materials including tickets, postcards, and possibly posters or handouts.
  - a. Review and approve ticket design.
  - b. Determine if handouts and posters will be created and distributed.
6. Advocate, website and eblasts
  - a. Write and submit news articles to the Advocate editor at least two months prior to each fundraising event. Write a wrap up article following the fundraisers should include results and thanks to member volunteers.
  - b. Update the website with information about the upcoming fundraisers.
  - c. All website updates will be submitted via the website submission process.
7. Be familiar with policies as outlined on the AAUW National website:  
<https://www.aauw.org/resources/member/governance-tools/state-branch/fundraising-policies-what-members-need-to-know/>.
8. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
9. Perform other duties as requested by the president or Board of Directors.

**POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

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

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 and photography waiver from garden owners once ticket descriptions are final. (refer to sample Information Letter and Homeowner Agreement – Appendix C)
  - f. Bring letter to garden owners with contact phone numbers (home and cell) of their head docent and tour organizers.
  - g. 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.
  - f. Determine whether the tax ID should be on tickets or other printed materials. This will depend on the fundraising objectives for the Garden Tour.
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.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

- 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.

5. Determine if a boutique or raffle 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, 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
  - iv. Patron restrooms
- 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. Assure safety protocols are in place for the event.
- e. Contact the current California branch insurance agent 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.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

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 other DAW event chair(s) as needed. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
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.
5. Review the current "Records Management Guidelines for States and Branches", at <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Branches.pdf>.
  - a. Upload a list of Garden Tour homes to the digital file folders (Google Drive).

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 including any active neighborhood hosts.
2. Develop a budget for the coming year's hospitality activities and submit it to the treasurer.
3. Ensure that branch supply inventory is sufficient for the year's activities
4. Provide articles to the Advocate as needed.
5. Reserve meeting rooms as needed for general meetings and programs.
6. Organize the annual branch Holiday Party with support from members of the Hospitality Committee.
7. Coordinate refreshments and refreshment docents for the Garden Tour, other fundraisers, and the monthly meetings and programs as necessary.
8. Maintain an experience record to be shared with next chairperson and archived on the board shared Google Drive.
9. Perform other duties as requested by the president or Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 at least five members total, including the chair, and additional members selected by the chair.
2. Local Scholarship Policies
  - a. Review and update the application forms and website as needed each year.
  - b. Work with the board to develop and update policies related to local scholarships as necessary. These policies include the Scholarship Eligibility Guidelines.
  - c. Discretion will be made for special eligibility groups. Requirements may be adjusted (refer to Item 6 under Scholarship Eligibility Guidelines).
3. Manage the 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, social media, and other media.
  - d. Contact designated colleges to post information about scholarship availability and criteria, including application deadline.
  - e. After scholarship recipients are selected by the committee and approved by the board, the chair provides that information to the Advocate editor, webmaster, and publicity chair for publication in the local media. Scholarship recipients are requested to submit a signed Local Scholarship Photo and Video Release Agreement (Appendix D) with their original applications giving permission to use their photograph along with other information. However, a scholarship recipient has the right to deny use of their photographic images in any type of publicity. The chair will notify the webmaster, publicity chair and the Advocate editor of any recipient who declines the photo and video release and they will ensure that this individual is not included in any photographic documentation.
5. Candidate Review & Selection

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

- 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.
- d. Inform applicants who have not been selected for an award.
6. Scholarship Funds & Distribution
  - a. Regularly review with the branch treasurer the list of all direct donors to the DAW Local Scholarship sub-account.
  - b. Send thank you letters with tax ID information to all donors.
  - c. Coordinate with the branch treasurer to ensure that scholarship funds are distributed to the recipients upon receipt of proof of current year enrollment.
  - d. Obtain approval from branch board for number and amounts of awards prior to candidate review.
  - e. Obtain board approval for candidates selected to receive scholarships.
7. Application Documents Disposition
  - a. Maintain the original application package for all applicants for a period of three years.
  - b. Maintain a permanent list of all scholarship recipients including their name, school, award amount, and year of award.
8. Maintain Records and Follow-up with Recipients
  - a. Adhere to the most current version of “Records Management Guidelines For States and Branches”, at <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Banches.pdf>, and as identified in Directors, Specific Responsibilities for all scholarship records.
  - b. Maintain a list of all scholarship applicants, including recipients and non-recipients.
  - c. Contact all recipients after the designated fall term of enrollment to collect evidence of term completion and report success rate to the board.
  - d. Investigate any cases in which the course work was not completed to determine the reason. If the recipient has not completed the planned course work by January, take reasonable and appropriate steps to recover the funds.
  - e. Invite recipients to join AAUW by passing along the membership information and application.
9. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
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 titled **Local Scholarship Photo and Video Release Agreement**.
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 <https://www.aauw.org/app/uploads/2020/04/Records-Management-Manual-for-AAUW-States-and-Banches.pdf>.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

3. The use of an approval email is acceptable for obtaining the scholarship recipients' permission for the publicity.
4. 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 unless otherwise approved by the recipient

### **Local Scholarship Fundraising and Distribution Guidelines**

1. Scholarship Fundraising & Distribution
  - a. Local scholarship funds will be raised primarily from branch fundraising events such as the branch Garden Tour. The net income after expenses will be shared between local scholarships, Tech Trek, and educational programs, as allocated by the board.
  - b. Any contributions designated specifically to local scholarships will be deposited directly to the DAW branch Local Scholarship sub-account.
  - c. 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. In all cases, the minimum award for a local scholarship is \$2,000.
  - d. Within those guidelines, the Local Scholarship Committee has the discretion to determine the number of scholarships to be awarded and the amount of those local scholarships, with final board approval.
  - e. All proceeds raised from the Quilt drawing will be used exclusively to fund an honorary Creative Endeavors scholarship to be added to one of the awarded local scholarship recipients studying in a visual arts and performing arts fields. The Creative Endeavors scholarship will be in an amount equal to the net proceeds from the Quilt drawing. If there is no qualified candidate in a given year for the Creative Endeavors Scholarship, the Quilt proceeds will be added to the funds awarded as local scholarships for that year.
  - f. Any contributions designated specifically to the Jane Trittijo Scholarship must be used exclusively for a local scholarship recipient having met the criteria for that particular scholarship. Any funds contributed to the Jane Trittijo scholarship would be in addition to dollar guidelines set by the board for other recipients.
  - g. Honorary and memorial scholarships may be established as funding is received, with eligibility criteria, acceptable to DAW, established by the donor(s). Separate sub-accounts shall be maintained for each honorary scholarship.
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**

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

There are four categories of scholarships under the umbrella of local scholarships currently approved by the board as described below. Additional categories of scholarships may be added as recommended by the committee and approved by the board.

### **Community Local Scholarships**

1. Scholarships will be offered to local individuals who identify as women. Applicants must either:
  - a. Currently reside or work in Danville, Alamo or Walnut Creek.
  - b. Have attended high school in Danville, Alamo or Walnut Creek or have resided in these communities while attending a private high school.
  - c. At its discretion the board may vote to expand eligibility for one or more awards to include other groups in Northern California with demonstrated need.
2. Undergraduate applicants must be entering into their junior year or higher, at an accredited 4-year college, university, or technical school no later than the fall of the upcoming school year after which they apply for the scholarship.
3. Graduating community college students transferring to an accredited 4-year college, university or technical school in the upcoming fall must provide proof of acceptance to the institution.
4. Applicants pursuing a graduate degree must be continuing or accepted at an accredited college or university graduate program for their course of study no later than the fall of the upcoming school year. If the applicant is a new graduate student in the upcoming fall, proof of acceptance to an accredited college or university graduate program is required.
5. Applicants must be students in good standing enrolled on a full-time or half-time basis in an in-person, on-line or a combination program and have a cumulative GPA of 3.0 or higher.
6. Applicants from all fields of studies and disciplines can apply.
7. In support of the AAUW mission, awards are granted to individuals who identify as women, but are otherwise granted without regard to age, race, color, creed, religion, sexual orientation, disability, or national origin.
8. Relatives of branch officers or Scholarship Committee members are not eligible for local scholarships.
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, career goals, special circumstances, financial need and letters of recommendation. Special eligibility groups may have adjusted requirements.
10. Not all applicants will be selected as recipients.
11. 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 documents as specified in the application instructions.
12. The application package and letters of recommendation must be submitted following the instructions on the DAW Local Scholarships website by the due date specified. Late submissions or incomplete

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

applications will not be accepted.

13. Recipients will be awarded a scholarship at or above the minimum amount specified on the DAW branch website for current year.
14. Scholarship payments will normally be made to recipient's college/university financial aid office on their behalf in a lump sum no later than June 30 following notification of award. A copy of the letter to the college/university transmitting the award will be sent to the recipient. If the financial aid office does not accept external scholarship awards, the payment will be made to the awardee.
15. Recipients are required to notify the DAW 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.
16. Scholarship recipients will be contacted in January following their award to provide a transcript that shows they completed the fall term as planned. If the recipient has not completed the planned course work by January, DAW will take all reasonable and appropriate steps to recover the funds.
17. Consistent with IRS regulations, scholarship funds must be used for educational pursuits. The recipient is responsible for adhering to IRS regulations.
18. Recipients will be awarded a scholarship on a one-time basis only. Scholarships are not renewable.
19. 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.
20. All applicants agree to accept the DAW decision as final.
21. The 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.

### **Renaissance Scholarships**

1. Scholarships will be offered to students at California State University East Bay (CSUEB) who identify as women and are participating in the CSUEB Renaissance Scholars Program for former foster youth.
2. Undergraduate applicants must be entering into their sophomore year or higher at CSUEB no later than the fall of the upcoming school year after which they apply for the scholarship.
3. Applicants pursuing a graduate degree must be continuing graduate students or accepted at an accredited college or university graduate program for their course of study no later than the fall of the upcoming school year. They may be attending graduate school at CSUEB or a graduating CSUEB senior who is attending graduate school at another accredited institution in the fall. If a new graduate student, proof of acceptance to the graduate program is required.
4. Applicants must be students in good standing enrolled on a full-time or half-time basis in an in-person, on-line or combination program and have a cumulative GPA of 2.5 or higher.
5. Applicants from all fields of studies and disciplines can apply.
6. All other eligibility criteria follows that of the Community Local Scholarships above.

### **Single-Parent Scholarships**

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

1. This scholarship is offered to one or more students at Diablo Valley College (DVC) who is a single parent. The scholarship may be extended to students at other Contra Costa community colleges as approved by the board following similar requirements as specified herein.
2. Applicants must have completed 12 units at DVC, be a continuing or transfer student, and have a minimum cumulative GPA of 3.0. If a transfer student in the upcoming fall, proof of acceptance at a four-year accredited college or university is required.
3. The scholarship is annually funded by AAUW DAW but administered by the DVC Foundation. The DVC Foundation selects the recipient(s) based on the criteria provided by DAW and informs the DAW of the award.
4. In accordance with state law, gender cannot be considered for scholarship eligibility.

### **Honorary and Memorial Scholarships**

1. Named scholarships in honor or the memory of an individual may be established by the DAW based on donations received for this purpose. Eligibility criteria for such scholarships follows the instructions provided by the donor when establishing the scholarship.
2. The recipient of the Creative Endeavors scholarship will be selected from local Scholarship recipients in visual art fields that create works such as ceramics, drawing, painting, sculpture, printmaking, design, crafts, photography, video, filmmaking, and architecture, and the performing arts, which include such areas as theater, acting, dance and voice. Also included are the applied arts, such as industrial design, graphic design, fashion design, interior design, theatrical stage design, and decorative and performing arts.
3. The recipient of the Jane Trittijo Scholarship will be selected from local scholarship recipients in a medically related field of studies.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **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 advocate for AAUW issues as recommended by the AAUW CA Public Policy Chair and visits members of Congress who represent the DAW geographic area as recommended by the AAUW National Public Policy office.
4. Be familiar and ensure branch priorities are aligned with National AAUW Public Policy priorities <https://www.aauw.org/resources/policy/aauw-public-policy-priorities/>.
5. Select and chair a Public Policy Committee as necessary.
6. Coordinate branch forums and legislative bill endorsement activities. Arrange interviews with local legislators and members of Congress as necessary.
7. Coordinate branch public policy studies and action.
8. Educate the branch members about AAUW's international positions and policies.
9. Promote branch support for International Fellowships in cooperation with the AAUW Funds vice president.
10. Organize and schedule an International Program and coordinate with the program chair as appropriate.
11. Serve as a branch resource on international women's issues and coordinate branch international studies and action as needed.
12. Maintain branch public policy files and a procedure notebook.
13. Ensure the branch is in compliance with IRS 501(c)(3) guidelines on lobbying and advocacy activities.
14. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
15. Perform other duties as requested by the president or the Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **TECH TREK CHAIR (Voting)**

Funds supporting Tech Trek student participation come from donations and from the AAUW Danville-Alamo-Walnut Creek Branch Community Missions Fund 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 information from CA State Tech Trek, usually in December - January, with information for the current year. Included are a timeline for selection of candidates as well as information about the online application process and camp 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. Have branch president sign the Memorandum of Understanding.
4. As soon as possible after receiving the application information, contact middle school teachers by email to alert them that they will soon receive nomination forms via email from CA Tech Trek. Include information explaining the program and brochures for participating college campuses when possible.
5. Receive nomination forms from middle school teachers in February. The date for nominations from the teachers to the Tech Trek chair is usually mid-February.
6. Verify nominations in the online registration system, which will then send camper application forms, nomination certificate, and essay topic to each Tech/Trek nominee. The deadline for return is usually March 1.
7. 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 15.
8. Select a Tech Trek Committee in consultation with the president and serve as its chair.
9. 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/guardians as necessary.
  - d. Select qualified candidates based upon the number of camperships available.
  - e. Submit selected, alternate and non-selected names to CA State Tech Trek for each girl interviewed by April 15. The online system will notify the candidates about their selection status.
  - f. The online system will notify teachers of selection status of girls they recommended.
  - g. Present a list of selected Tech Trek candidates to the Board of Directors.
10. 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.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

11. 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.
12. 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.
13. 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.
14. Handle donations to Tech Trek:
  - a. Keep a record of donations and send checks to the SPF Tech Trek Treasurer for Sonoma State camp.
  - b. Acknowledge donations following procedures described in this document, Fundraising Section 4.
15. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
16. 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 individual Tech Trek campers. Group and general camp photos are ok as long as all girls have signed the photo permission form. 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.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **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 specified in the Advertising Contract.
5. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
6. Perform other duties as requested by the president or the Board of Directors.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **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 hard-copy 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 the Advocate 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 record and file in appropriate digital folder on the branch shared Google Drive.
10. Perform other duties as requested by the president or Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 communications manager, 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](mailto:branchnewsletters@aauw-ca.org) after it is sent via email to branch members.
7. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
8. Perform other duties as requested by the president or the Board of Directors.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **BYLAWS/POLICIES AND PROCEDURES REVIEW COMMITTEE**

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 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.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **COMMUNITY MISSION PROJECTS TREASURER (Non-Voting)**

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

The Community Mission Projects Treasurer has the following responsibilities:

1. Prepare acknowledgement / thank-you letters to donors
2. In January of each year, lead an annual meeting of stakeholders to discuss and recommend the allocation of Community Mission Funds to projects and present to board for approval.

**POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

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

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **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 record and file in appropriate digital folder on the branch shared Google Drive.
7. Perform their duties as requested by the president or the Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **DATABASE MANAGER (Non-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 how membership data flows through the branch and which board members are involved.

The database manager has the following responsibilities:

1. Maintain the branch Membership Database.
2. Enter and update records with member data provided by the membership vice president and the membership treasurer.
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. Coordinate with the membership VP and membership treasurer to ensure the accuracy of the branch Member Database and that the AAUW records as published in the National Community Hub are accurate and complete.
6. Distribute membership data reports as requested, including a listing of members by Neighborhood Group.
7. 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.
8. Create labels as requested.
9. Maintain an expense record and file in appropriate digital folder on the branch shared Google Drive.
10. 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. Proofread the Directory. The president and membership vice president should also proofread 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 record and file in appropriate digital folder on the branch shared Google Drive.
17. Perform other duties as requested by the president or the Board of Directors.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **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. Regularly review the branch email [daw.aauw@gmail.com](mailto:daw.aauw@gmail.com) and forward actionable emails to the correct person for follow-up.
6. Develop and maintain an organizational structure for the branch [daw.aauw@gmail.com](mailto:daw.aauw@gmail.com) emails.
7. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
8. Perform other duties as requested by the president or the Board of Directors.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **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 record and file in appropriate digital folder on the branch shared Google Drive.
8. Perform other duties as requested by the president or the Board of Directors.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **HISTORIAN /ARCHIVIST (Non-Voting)**

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

The historian / archivist has the following responsibilities:

1. Collect newspaper articles, programs, and brochures documenting the branch activities throughout the year.
2. Ensure that photographs of branch activities are filed in the appropriate google folder for that activity.
3. Ensure that all board and committee members add files to the appropriate digital folder during the year and check this at the end of the fiscal year (June).
4. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
5. Perform other duties as requested by the president or the Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **INSTALLATION COMMITTEE**

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 or other appropriate location for the installation and set a date for the installation sometime from the last week of May to mid-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. 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.

## **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

### **AAUW Danville-Alamo-Walnut Creek Branch**

#### **LOCAL SCHOLARSHIP SPF TREASURER (Non-Voting)**

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

This position will sunset when the branch closes the Local Scholarship SPF account. The branch intends to do this by the end of 2026. The Local Scholarship Treasurer has the following responsibilities:

1. Submit specified donated funds to local scholarships to AAUW-CA SPF. Include names and contact information for all donors.
2. Assist the Local Scholarship chair(s) regarding donation information for sending acknowledgement letters.
3. Request scholarship award checks from AAUW-CA SPF and provide to the Local Scholarship chair
4. Reconcile quarterly transactions with AAUW-CA SPF treasurer.
5. Schedule regular (at least every other month) meetings with branch treasurer to reconcile branch and local scholarship financial records.
6. Make records available for annual financial review.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **MEMBERSHIP TREASURER (Non-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 how membership data flows through the branch and which board members are involved.

The Membership Treasurer has the following responsibilities:

1. Track Membership dues received via PayPal, check or other methods.
2. Work with Membership VP to match new membership form submittals with payments.
3. Once payment for new members is confirmed:
  - a. Forward all membership information to the branch Database Manager.
  - b. Forward appropriate new membership information to the webmaster, the Advocate editor, and the email manager.
  - c. Forward information about members who have requested mailed Advocate newsletters to the Advocate circulation manager.
4. Reconcile Membership reports with AAUW National and CA Membership records. Report to the branch Treasurer.
5. With the Membership VP, coordinate with national membership and the branch database manager to ensure the accuracy of the branch Member Database and that the AAUW records as published in the National Community Hub are accurate and complete.
6. Work with the directory manager responsible for publication of the Membership Directory. Proofread the Membership Directory prior to its publication.
7. Make records available for annual financial review.
8. Membership renewal process:
  - a. Receive completed member profiles and dues payments via PayPal, checks or other methods.
  - b. Update National AAUW member data via the National Community Hub.
  - c. Deliver members' checks to the branch treasurer.
  - d. Reconcile payments and membership numbers with the treasurer.
  - e. Work with the membership VP to encourage members to renew their membership.
  - f. Inform the database manager of non-renewing members.
10. 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. Maintain an experience record and file in appropriate digital folder on the branch shared Google drive.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **NOMINATING COMMITTEE CHAIR (Non-Voting)**

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

All board positions must follow the Board of Directors Responsibilities, 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 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.
9. Maintain list of candidates for appointed positions and committee members who are identified during the recruitment process.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **OPERATIONS TEAM**

Any member may serve on the Operations Team (OT). The OT is formed by the president and is composed of the president and ideally, the communications manager, database manager, webmaster, and others as determined by the president.

The Operations Team has the following responsibilities:

1. Convene regularly to discuss board communications, technical and operations issues.
2. Plan and manage the reservation process for attendees at general meetings and programs, if required.
3. Plan and manage technical logistics support for virtual and in-person board meetings, monthly meetings and other events.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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. Ensure the approved policies and procedures are available to all members via the branch website.
6. Keep the branch Bylaws current. Update as mandated by AAUW National 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. Ensure 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 Handbook to the secretary. Document delivery should include a paper copy as well as an electronic copy.
10. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
11. Perform other duties as requested by the president or Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **PUBLICITY MANAGER (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. Seek opportunities to market DAW-AAUW both internally and externally.
2. Evaluate previous branch publicity efforts and assess current needs.
3. 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)
4. 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
5. Collect news releases, calendar notices, and public service announcements and distribute to media, meeting their deadlines.
6. Maintain a file of media coverage, including copies of newspaper articles.
7. Maintain an experience record and file in appropriate digital folder on the branch shared Google Drive.
8. Perform other duties as requested by the president or the Board of Directors.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **SOCIAL MEDIA MANAGER (Non-Voting)**

The responsibilities of the social media chair are:

1. To carry out the activities associated with the advertising/publicizing of programs and events through social media sites such as Facebook, Instagram, and X (formerly Twitter).
2. Attends meetings of the board.
3. Budget and Finances:
  - a. Develops a budget for the social media activities for the fiscal year and presents it to the board for approval.
  - b. Manages publicity activities to approved budget and reports monthly to the board.
  - c. Forwards all Authorization for Payment forms to the branch treasurer.
4. Publicity:
  - a. Works with other officers and committees of the branch to help gain visibility for the activities and programs of the branch.
  - b. Evaluates previous efforts and assesses current publicity needs of the branch.
  - c. Develops and maintains a list of social media accounts.
5. Facebook
  - a. Manages the branch's Facebook account.
  - b. Maintains the Facebook page to create a positive image of the branch.
6. Instagram
  - a. Manages the branch's Instagram account.
  - b. Maintains the Instagram page to create a positive image of the branch.
7. X (formerly Twitter) Note as of 2023 this is currently not active
  - a. Manages the branch's X account
  - b. Maintains the X page to create a positive image of the branch.
8. Keep an experience notebook and files on the branch shared Google Drive.
9. Performs other duties requested by the president or the Board.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **WEBMASTER (Non-Voting)**

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

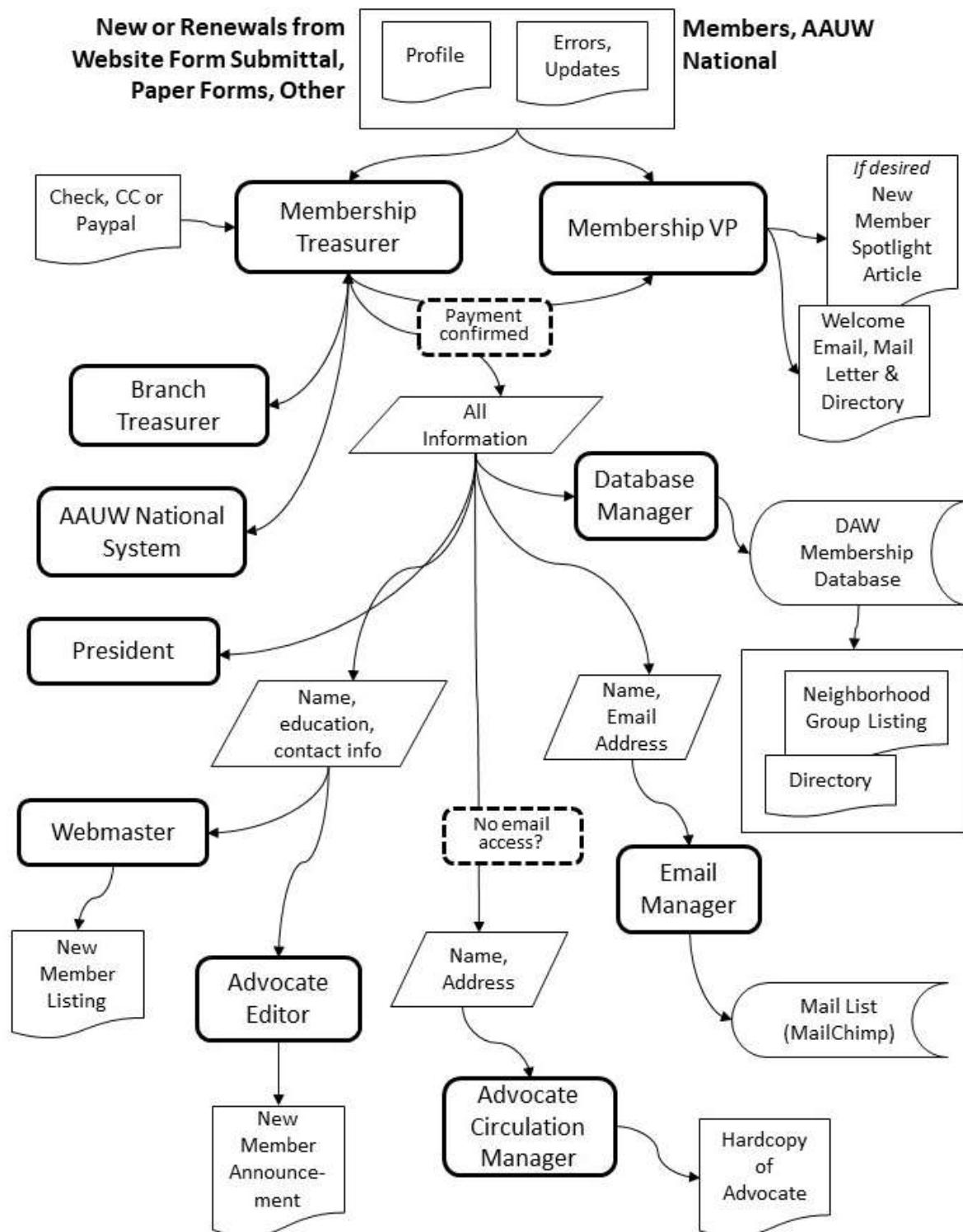
The webmaster has the following responsibilities:

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 ensure 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. Coordinate event ticket sales with the Tour and Programs chairs.
7. Perform other duties as requested by the president or Board of Directors.

# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch

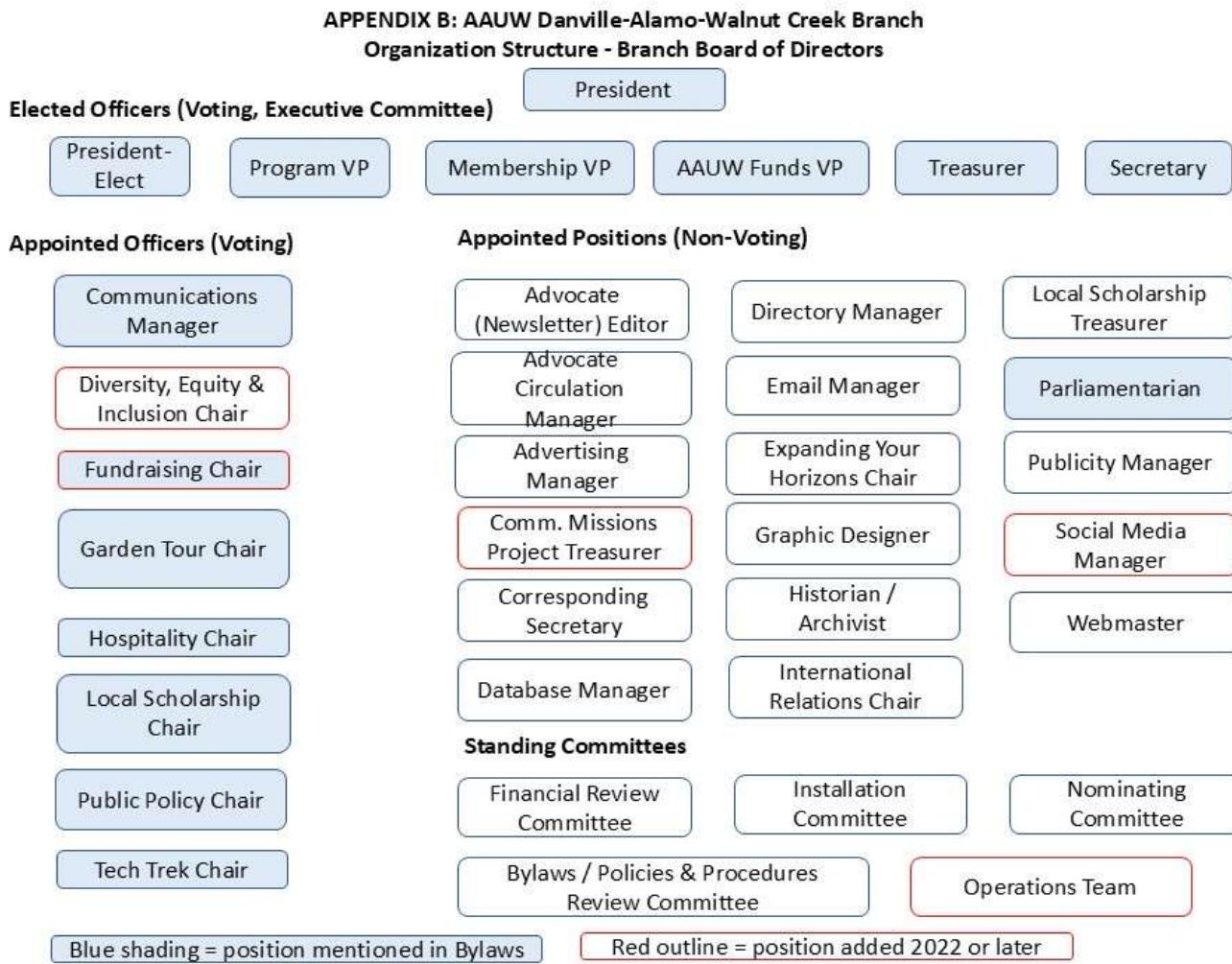
### APPENDIX A: MEMBERSHIP DATA FLOW



# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch

### APPENDIX B: ORGANIZATIONAL STRUCTURE



P&P Update 2022

# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch

### APPENDIX C: GARDEN TOUR HOMEOWNER INFORMATION AND WAIVER

#### Garden Tour Homeowner Information Letter and Waiver Samples



March 15, 2024

Dear **Homeowner name**,

We are delighted that you will be a host at the 2024 AAUW DAW Garden Tour. As we hopefully shared, all proceeds of our Garden Tour support our branch philanthropic projects: providing college scholarships for local women, STEM camperships for middle school girls, and educational programs in our community. The American Association of University Women, Danville-Alamo-Walnut Creek Branch (AAUW DAW) advocates for honest, inclusive public education and a learning environment where everyone feels safe and respected. Our mission is equity for women and girls through research, education, and advocacy; our vision is equity for all.

The AAUW DAW Garden Tour is one of the oldest Bay Area garden tours; guests look forward to it and return each year, coming from as far away as Half Moon Bay and South Lake Tahoe. Last year over 500 guests attended. This year the tour will be on Friday and Saturday, May 10 and 11 from 10 a.m. to 4 p.m. .

We enclose below a short description of your garden, which will be provided to the attendees. Please review the description carefully and contact **name of head docent** if you have edits or additions. Also, if you are willing to write a one or two-page description of your garden journey we will make a few laminated copies available for guests at your garden, since we have found that both owners and attendees enjoy this. You can read a few samples of these from last year [here](#). (Follow the links to read the detailed descriptions.)

A DAW photographer and your head docent, **name of head docent** would like to visit your garden in April, if possible, to take photos and iron out details about the tour. If that will work, please let **name of head docent** know of several convenient dates and times.

We will ensure that three to four docents are in your garden to guide visitors. There will not be guests coming into your home, **nor will restrooms be needed for visitor use. OR We appreciate that you have offered the availability of a restroom for our guests that is accessible from your garden.**

We will provide insurance coverage to furnish secondary coverage after your homeowner's insurance. Please sign and date the enclosed Garden Tour Agreement, with your address for our insurance coverage, and return it to your head docent. An emailed copy of the document with a typed signature is fine, with a date please.

We are available to answer your questions and concerns both prior to and during the tour. Again, we are very grateful for your participation in the AAUW DAW Garden Tour and we will endeavor to make it an enjoyable experience for everyone.

Sincerely,

**Head Docent Name, cell #, email**

Tena Gallagher, 2024 GT Co-Chair, cell 925-878-5161, [mstena@gmail.com](mailto:mstena@gmail.com)

Monika Witte, 2024 GT Co-Chair, cell 925-683-8513, [aauwmonikawitte@gmail.com](mailto:aauwmonikawitte@gmail.com)

# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch

### DAW-AAUW Garden Tour 2024

#### Garden 1: Tea Party Garden

#### **78 Vallecito Lane, Walnut Creek**

Blooms and fragrance engulf the senses in this intensely planted flower-filled beauty. Down the garden path you go, delighted by blossoms everywhere. The back yard reveals a stunning hillside covered with perennials. The owner and her special flower gardener have been recreating this enchanted environment for many years. Linger on the stone bench or near the arbor and enjoy.

#### **Special:**

**Light refreshments available here.**

**Restroom available.**

Flower design by ??? Does owner want to mention or not?

**Walkability:** Level with some stepping stones.

**Parking:** Ample.

# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch



### Homeowner Agreement for Tour Visiting, Communication, and Confidentiality

In preparation for the AAUW DAW Garden Tour on May 10 and 11, 2024, please consider the agreements below. If there is a concern about any of them please contact Monika Witte (925-683-8513, [aauwmonikawitte@gmail.com](mailto:aauwmonikawitte@gmail.com)). If not, please sign below and return by email.

1. Agree to grant AAUW DAW permission to include my garden in the 2024 Garden Tour communication and event.

A rectangular box containing a handwritten signature "BSP" and the word "Initials" underneath.

2. Agree to the use of photos / video from our garden for communication about the tour. Your name (s) will not be used in any communication about the tour.

A rectangular box containing a handwritten signature "BSP" and the word "Initials" underneath.

3. Agree to allow guest photography in my garden during the tour.

A rectangular box containing a handwritten signature "BSP" and the word "Initials" underneath.

NAME Barbara Peterson DATE 3/28/24

ADDRESS 201 Gerry Ct, Walnut Creek, CA 94596

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# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **APPENDIX D: LOCAL SCHOLARSHIP AGREEMENT**

#### **Local Scholarship Photo and Video Release Agreement**

If I receive an AAUW DAW scholarship and if I indicate agreement here, I grant AAUW DAW permission to publish on the internet, in news media, social media, and/or other forms of communication, photographic images with my name, area of study, and attended institution of learning. Additionally, I understand that AAUW DAW will request a one-minute personal video recording from me. These photographic images and video recording will become part of AAUW DAW's historical record and will be published on digital media.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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.

Amended June 20, 2019, Local Scholarship SPF Transition. Updated Local Scholarship Chair Job Description and added Local Scholarship Treasurer Job Description.

Amended December 12, 2022, updated all job descriptions. Added DEI Chair and Social Media Manager positions. Updated Membership Data Flow (Appendix A) and Organizational Structure (Appendix B)

# POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS

## AAUW Danville-Alamo-Walnut Creek Branch

### APPENDIX F: POSITIONS NO LONGER ACTIVE

As of 2022 amended P&P moved to Appendix to preserve if resurrected in future)

#### 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 homeowners' 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

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

- 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](mailto: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

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

- 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.

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 record and file in appropriate digital folder on Branch shared Google Drive.
6. Perform other duties as requested by the president or Board of Directors

# **POLICIES AND PROCEDURES HANDBOOK INCLUDING JOB DESCRIPTIONS**

## **AAUW Danville-Alamo-Walnut Creek Branch**

### **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 for middle school girls to introduce them to STEM fields.
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 record and file in appropriate digital folder on Branch shared Google Drive.
10. Perform other duties as requested by the president or the Board of Directors.