

AAUW KY STATE BOARD
STANDARD OPERATING PROCEDURES
February 29, 2020

I. BOARD MEMBERS

A. Elected Members

AAUW KY is in compliance with AAUW National’s requirement that the positions of President and Treasurer are represented. The following positions are elected by a majority vote of AAUW members present at the annual state convention:

- President
- Treasurer
- Vice President/President-Elect
- Secretary

B. Appointed Members

The following positions are approved by a majority vote of AAUW members present at the annual state convention:

- Membership Chair
- Diversity and Inclusion Chair
- Public Policy Chair
- College/University Partnerships Chair
- Communications Chair
- Newsletter Editor
- Diversity Chair
- Historian

C. Ex-Officio Member

Immediate Past President—The immediate past president is an ex officio member of the Board and has the same rights as all other Board members, including holding an appointed position and voting.

D. Other Board positions may be added as needed and if approved by a majority vote of the Board.

E. Unfilled/vacated board positions are filled by appointment by the president.

F. Board members may hold more than one position, e.g., secretary and newsletter editor, historian and Face Book coordinator.

Terms of Office

A. President—elected in odd years; two-year term; may be re-elected once for a total of four consecutive years

B. Vice President/President-Elect—elected in odd years; two-year term; may be re-elected once for a total of four consecutive years

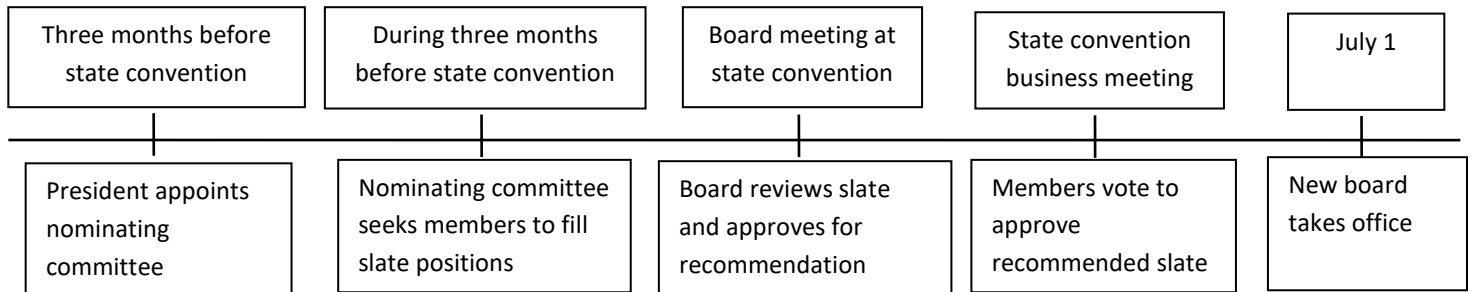
- C. Treasurer—elected in even years; two year term; may be re-elected once for a total of four consecutive years
- D. Secretary—elected in even years; two year term; may be re-elected once for a total of four consecutive years
- E. Appointed Positions—one year term; may be reappointed without restrictions
- F. Ex-Officio Position—one year term
- G. Term limits may be extended by a majority vote of the Board

Election/Appointment Process

The President appoints a nominating committee to recommend a slate of officers for elected positions and members for appointed positions. The Board approves the slate and presents it to the members in attendance at the annual state convention. The state convention attendees vote on/approve the slate by a majority vote. The new board takes office on July 1.

Election Timeline

The specific months and dates in the election timeline are dependent on the month and date in which the state convention is scheduled.



II. BOARD MEMBER JOB DESCRIPTIONS

In order to create a smooth transition for new board members each year, the outgoing members will serve as resources to the incoming members. Official job descriptions from AAUW National may be found on the national web site. However, the board has customized the following job descriptions specifically for the AAUW KY state board.

PRESIDENT

The state president, in collaboration with the state board of directors (board), develops and oversees AAUW KY activities in the state.

Overall Responsibilities

- Facilitate quarterly meetings of the board, including the agenda, date, time, and location of meetings

- At the first quarterly meeting, proposes annual vision, goals, and priorities, and with the board, set individual and committee task assignments
- Encourage collaboration and teamwork, link membership development to all programming, and weave diversity into AAUW programs and projects
- Support and assist board members in carrying out agreed-on goals, priorities, and task assignments
- Participate on state coalitions, sponsorships, or other state level programs/projects that advance AAUW's mission
- Carry out AAUW business in accordance with state and AAUW bylaws
- Serve as AAUW's state spokesperson internally and externally
- Review and monitor the state's fiscal health and sign off on expenditures as appropriate

Responsibilities to Branches

- Establish a communications schedule with branch presidents to ensure local efforts are consistent with AAUW's mission and goal
- Communicate information received from AAUW National (National)
- Share successful branch programs among branches

Responsibilities to AAUW

- Encourage the board and branches to support national initiatives and programs
- Keep National informed of activities in the state
- Support National's leadership development efforts by nominating members in the state for national leadership positions

VICE PRESIDENT

The vice president assists the president. The recommended method of succession is for the vice president to serve as president-elect during the president's term of office and become president at the appropriate time. The vice president attends board meetings, state conventions, and other AAUW KY related events.

Overall Responsibilities

- Facilitate board meetings in the absence of the president
- Serve on Board committees
- Help the president to plan and facilitate the state convention
- Attend the state convention

TREASURER

The state treasurer oversees the fiscal operations of the board and provides support to branch treasurers.

Overall Responsibilities

- Open and maintain state checking and/or savings accounts and establish authorized check signers
- Ensure the use of IRS-assigned Tax Identification Number (TIN) on all bank accounts

- Receive state dues from National
- Process and submit AAUW and AAUW Action Fund contributions in compliance with proper financial accounting procedures, IRS regulations, and National
- Work with the state board to evaluate the financial health and stability of the state's finances; develop a budget that supports the state's programs and activities; and support a state financial review process
- Prepare a financial report at least once per quarter
- Be aware of relevant federal and state charitable tax issues and legal liabilities
- File IRS Form 990-N (gross receipts \$50,000 or less), 990-EZ (gross receipts under \$200,000), or 990 based on gross annual receipts and total asset thresholds
- Protect the assets of the state by implementing internal controls and procedures
- Retain in good order all financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letters, paid checks, deposits, contracts, and other financial supporting documents consistent with best practices and state laws

Responsibilities to Branches

- Provide support and technical assistance to finance officers/treasurers as needed
- Review and maintain state dues, fees, and contribution reports

Responsibilities to AAUW National Office

- Work with branches to ensure that all dues and fees, dues and fee reports, and contributions and contribution reports are submitted and filed with the national office according to established procedures and time lines
- Ensure that the state complies with all federal and state charitable tax laws and procedures and generally accepted accounting principles and practices
- Ensure that all federal and state authorities and the AAUW national office have the correct contact information for your state.

SECRETARY

The secretary is responsible for documenting board meetings by taking notes, determining what is most pertinent to include, and concentrating on what has been decided and who is going to do it. The level of detail required can often be gauged by looking at previous minutes of meetings.

Overall Responsibilities

- Take notes that accurately reflect the discussion and decisions that took place during the meeting
- Write up the notes in an agreed format so that information can be easily discerned and communications are clear, thus avoiding any confusion
- Clearly indicate responsibilities and ownership in the notes
- Send a copy of the meeting notes to the president within two weeks of the meeting and incorporate the president's edits into the final copy

- Distribute the notes to all relevant people as agreed with the president
- Ensure that a copy is filed appropriately, keeping all notes together in a file for future reference
- Use standard note taking procedures, including:
 - Use a copy of the meeting agenda to structure each section of the notes and to help follow the thread of the meeting
 - Create an attendance sheet for people to sign as they enter, especially for large meetings or meetings in which there are unfamiliar with attendees
 - Take the file of previous notes in order to refer to information or decisions from previous meetings
 - Proofread the notes before submitting them

MEMBERSHIP CHAIR

The membership chair oversees efforts to recruit and sustain a diverse, active membership in the state.

Overall Responsibilities

- Establish a membership committee including branch membership chairs to develop and implement state membership activities, support branch recruitment efforts, and recognize branches for growth, retention, diversity, and significant anniversaries
- Evaluate previous state membership development efforts, assess current membership and state demographics, identify underrepresented groups, provide updates at board meetings, and submit an annual report on the status of statewide membership
- Recruit national members in the state and encourage them to become branch members
- Work with the communications team to use social media and other outlets to recruit and retain members
- Seek out opportunities to promote membership, sponsor membership events, and facilitate membership recruitment at community events/activities
- Support the formation of branches and satellites in the state and serve as a key resource for branch and student organizers and/or branches that are developing satellites, disbanding, or merging
- Work with the state and branch C/U chairs to help recruit and retain college/university memberships

Responsibilities to Branches

- Maintain regular contact with branch membership via presidents/membership chairs and support their membership development efforts through motivation, encouragement, regular communication, technical assistance and support, and membership recruitment workshops and training

Responsibilities to AAUW

- Report on state membership statistics and trends as requested

- Attend and participate in membership and leadership trainings via webinars, workshops, **and other opportunities provided by the national office**
- Stay up-to-date on AAUW membership policies and Bylaws

DIVERSITY AND INCLUSION CHAIR

The Diversity and Inclusion Chair works with state board and branch contacts to understand how issues of equity — from fair pay to sexual assault to access to health care — affect all women, and that women in marginalized groups often disproportionately experience the effects of these issues.

Overall Responsibilities

- Be familiar with AAUW Kentucky's diversity make-up--racial, ethnic, socio-economic, language, etc.
- Work with membership and C/U chairs to assess potential for engaging with diverse groups and organizations
- Network with other organizations and groups that can inform AAUW Kentucky on how we can collaborate to increase equity and opportunities for all women
- Seek to include diversity at all levels, specifically at state meetings and conventions

Responsibilities to Branches

- Contribute tips and tools to state newsletter, website, and social media for branches to use in their programming and membership recruitment that address disparities and equity at the local level

Responsibilities to AAUW

- Attend and participate in membership and leadership trainings via webinars, workshops, and other opportunities provided by the national office

COMMUNICATIONS TEAM AND CHAIR

The communications team is comprised of the communications chair, website lead, social media lead, and newsletter editor. The chair leads the communication efforts of the team with direction from the state board. The team promotes AAUW KY and disseminates information about AAUW through multiple outlets to state branches and their members, state members at-large, and other internal and external constituents.

Overall Responsibilities—Chair

- Collaborate with National website team
- Collaborate with communications team
- Manage the state Google Drive site
- Manage the state website
- Manage login information for State communications platforms

Overall Responsibilities—Team

- Develop a strategic communications vision and plan for AAUW KY
- Maintain current communications outlets, e.g., newsletter, Face Book, etc.
- Promote and publicize state and branch activities and events

- Explore technology to improve state operations

Responsibilities to Branches

- Assist branches to establish and/or maintain websites, as requested

Responsibilities to AAUW

- Monitor AAUW branding integrity in board and branch communications e.g., web sites, newsletters, social media, etc.

PUBLIC POLICY CHAIR

The public policy chair advocates for and represents AAUW's public policy priorities to policy makers, elected and appointed officials, AAUW members, the public, and the media; and coordinates AAUW voter education and turnout campaigns among branches.

Overall Responsibilities

- Advocate for AAUW's position on federal legislation to Kentucky's U.S. senators and representatives through letters and meetings
- Working with the board, integrate advocacy and voter education and turnout campaigns with the state's goals and action plans
- Spearhead and join statewide coalitions to work on AAUW public policy priorities
- Contribute to the state newsletter to keep members updated on public policy efforts
- Coordinate efforts with the National Public Policy and Government Relations Department grassroots advocacy staff

Responsibilities to Branches

- Provide branch public policy chairs with AAUW resources for public policy advocacy and voter education efforts
- Encourage, support, and train branches in building local coalitions and promoting AAUW's public policy agenda and voter education efforts
- Maintain regular contact with branch public policy chairs

Responsibilities to AAUW

- Keep National updated on branch and state public policy and voter education activities
- Find and take positions on state and local issues to help board members advocate for legislation and regulations in accordance with AAUW public policy

STATE COLLEGE/UNIVERSITY (C/U) CHAIR

The state college/university (C/U) liaison serves as the link between AAUW and the higher education community to recruit and retain AAUW C/U members in the state and to increase AAUW's visibility on campuses.

Overall Responsibilities

- Establish a C/U committee including branch C/U chairs to develop an annual action plan that includes C/U member recruitment and engagement priorities
- Work with other state officers and committees to integrate C/U relationships with other state priorities, including state conventions and promoting diversity and membership growth
- Report on state C/U membership statistics and trends as requested
- Disseminate C/U member program information and updates to the board, branches, and the broader community
- Share successful practices and updates from branch C/U chairs with the board
- Coordinate plans with other board members to help transition student associates into other membership categories, including branch membership

Responsibilities to Branches

- Encourage the appointment of branch C/U chairs who will advise on recruiting strategies
- Maintain regular communication with branch C/U chairs and support their C/U outreach efforts through motivation, encouragement, technical assistance, resource sharing, and strategy development (In the absence of a branch C/U chair, maintain contact with the membership chair and/or president)
- Encourage the exchange of ideas and effective tactics among branch C/U chairs in your state

Responsibilities to AAUW

- Keep AAUW updated on branch and state C/U outreach activities
- Inform the C/U staff liaison of recruitment efforts, trends, activities, and issues important to women on campuses in your state
- Respond to biannual outreach calls from the national C/U committee

III. BOARD BRANDING

In order to maintain consistency, use AAUW KY when referring to the board in written or electronic communications and only use the approved logos from National.

IV. STATE CONVENTION

AAUW KY State Convention is a time for all state branch members to get together and reflect upon the past year, deeply explore topics of interest, and get ideas to invigorate branches. The state convention is primarily the responsibility of the host branch with the guidance of the state board president, and active collaboration is the key to a successful convention. make sure at all

points you are in contact with the state board president regarding all decisions. It takes a village! The following guidelines will assist you in planning a successful state convention.

Planning Timeline

A. At State Convention (generally held in April but can be as late as June)

- Select state branch to host the next meeting. Host branch collaborates with the Board to select a theme for the Convention.
- State board will work with host branch to determine if branch needs “seed money” to run the convention. this money will be part of the convention budget, and it must be recouped in registration fees and repaid to the state board after all bills are paid.
- The board treasurer or president will share a sample convention budget with the host branch **9 months prior** (July - September)

B. The following items should be completed by the host branch and reported at the state board meeting held in the 3rd quarter. The state board president assists as needed with the following activities:

- Host branch sets up a state convention committee
- Set a date for the state convention (Friday evening and Saturday in April, May, or June)
- Determine the location for the state board meeting (Friday evening before the Convention). This meeting generally includes a dinner which may be covered in the convention registration or not. The host branch determines that. It is necessary to have a private meeting room available for the state board meeting on Friday. The same space can be used for the dinner and the state board meeting
- Arranges the specific location for the state convention which includes a projector, screen, sound, computer connection, and other types of audio/visual equipment that may be needed. Audio/Visual equipment is an expense that should be arranged with branch members rather than expensed from conference funds if possible (Saturday). Lunch and materials are included in the cost of registration
- Arrange a block of hotel rooms for attendees. Usually 8 – 10 rooms are needed depending on location. Rooms are paid by attendees, not AAUW.
- Create a registration form including a flyer for advertising the event
- Identify potential local speakers that fit the conference theme to provide a one-two hour “branch program” during the Saturday event.

Duties of the State Board President include the following:

- Contact AAUW National regarding providing a national speaker to attend the event. This is not available each year.
- Contact AAUW National to arrange an additional speaker from the AAUW fellowship list of local recipients.

- Confirm that the host branch is on track for presenting their items at the State Board meeting.

C. 6 months prior (October – December)

The following items should be completed by the host branch and reported at the state board meeting held in the winter quarter (January-February). The state board president assists as needed with the following activities:

- Follow up with any items not completed in Step B.
- Distribute Save the Date Flyer
- Arrange for catering/meals for the convention. Be mindful of the budget in Step A.
- Begin collecting donated local items to create swag bags for convention participants.

D. 3 months prior (January – March)

The following items should be completed by the Host Branch and reported at the state board meeting held around February. The State Board President assists as needed with the following activities:

- Update the registration form template and distribute
- Follow up with any items not completed in Step C
- Confirm meeting space
- Confirm hotel block.
- Confirm all convention presenters and determine their audio-visual needs
- Gather printed materials for the convention (meeting agenda, information about local attractions, speaker bios, etc.) and arrange for printing, folder purchase, etc.

E. 1 month prior (April – June)

The following items should be completed by the host branch and reported at the state board meeting held one month prior to Convention. The state board president assists as needed with the following activities:

- Follow up with any items not completed in Step D
- Confirm caterer
- Work with meeting space provider and host branch membership to insure audio-visual needs of presenters are met
- Determine decorations needed for tables
- Obtain name tags for convention participants
- Stuff Swag Bags and convention folders
- Obtain thank you gifts and notes to the convention presenters

F. At the Convention

The following tasks should be managed by the host branch. It is best if each task has a person in charge of that specific piece of the event. The state board president assists as needed with the following activities during the convention:

- Set up of tables and convention decorations

- Set up of registration table that manages collection of registration fees for pay-at-the-door attendees, as well as distribution of name tags, swag bags, and convention folders
- Work with meeting space provider and host branch membership to insure audio-visual needs of presenters are met
- Provide thank you gifts and notes to the convention presenters
- Pay vendors (caterer, meeting room provider, etc.)
- Clean up after event.

G. Post-Convention

- Provide a report on the convention to the board including attendance, successes, and expenses
- Share lessons learned with the board and the next host branch

Financials

The cost of the convention is to be covered by convention registrations. The budget is developed by the host branch in collaboration with the state board president. It is permissible that the host branch receive \$500 of “seed money” IF NEEDED to cover fees related to meeting room reservation fees, catering down payments, etc. If there is an expected need for seed funding, the host branch must request the funds in writing from the state board treasurer by Step B. This money is to be returned to the state board post-convention. If some of the seed money is needed to make the convention break even financially, then this can be requested from the state board.

The host branch is responsible to develop a budget, collect all registration fees, manage all vendor down payments, and return any seed funding to the state board. This ensures that the convention stays on budget. The state board may vote to provide additional funding to the host branch for the convention.