

AAUW Crystal Lake Area (IL) Branch

Job Description - President/Co-President

TERM: Elected two-year position, with two Co-Presidents. One elected in even years, and one elected in odd years.

OVERALL DUTY: “The president/s shall be the official spokespersons and representatives for the branch, and shall be responsible for submitting such reports and forms as required by AAUW, including a designated contact for administration and finance. A president shall be the Agent for the Branch under the Articles of Incorporation. If either of the presidents is unable to serve as the agent, the board shall designate an agent from the elected officers.” (Branch Bylaws).

BOARD MEETINGS (as scheduled): Required to attend.

GENERAL DUTIES AND RESPONSIBILITIES:

- ❖ Provide overall leadership of Branch.
- ❖ Know and adhere to the branch bylaws, policies, and procedures.
- ❖ Convene a board of directors to plan and implement activities that advance AAUW issues.
- ❖ Develop a strategic plan with measurable goals and objectives, including membership recruitment and retention, program activity, public policy, diversity, leadership development, and AAUW Fund Initiatives.

DUTIES AT LOCAL LEVEL:

- ❖ Participate in community collaborations that advance AAUW’s mission.
- ❖ Seek opportunities for inclusion of individuals and groups.
- ❖ Seek and maintain collaborative relationships with local colleges/universities and students.
- ❖ Facilitate, schedule, conduct Board meetings minimum 3 times/year.
- ❖ Facilitate, conduct branch meetings in conjunction with program vice presidents and board input, a minimum of 5 times/year.
- ❖ Write a President’s Message sent to members at a minimum of 3 times/year.
- ❖ Communicate and share with branch members any relevant local, state, or national issues to be addressed.
- ❖ Encourage leadership development, and participation in AAUW’s leadership training and resources.
- ❖ Assemble a nominating committee and develop branch leader succession plan.

DUTIES AT STATE LEVEL:

- ❖ Maintain regular contact with state president and keep informed of branch activities.
- ❖ Submit state reports annually.
- ❖ Distribute state information to branch position chairs and members.
- ❖ Know and adhere to state bylaws, policies, and procedures.
- ❖ Represent branch by attending state conventions and trainings

DUTIES AT NATIONAL LEVEL:

- ❖ Adhere to all AAUW policies and procedures through compliance with AAUW Bylaws, affiliate agreement, and fundraising guidelines. (AAUW Policy 501).
- ❖ Forward/disseminate national information/policies to local branch.
- ❖ Support AAUW's leadership development efforts by nominating branch members for national and state leadership positions.
- ❖ Encourage attendance at national conventions and trainings.

Revised: September 2023