

Branch Officers Report (BOR) Instructions & FAQ

The AAUW CA online BOR system is the way branches tell AAUW CA who will be leading the branch in the coming year.

Reporting in this system is not the same as reporting to national AAUW. For the 2010-11 year officer lists need to be turned in to both entities. National AAUW and AAUW CA do not ask for exactly the same information because they communicate with branches about different subjects and in different ways.

The deadline for completing the AAUW CA BOR is **July 1, 2010**.

Questions can be directed to *webteam@aauw-ca.org*.

Purpose

AAUW CA uses the information entered into the BOR to update its database of branch leaders for the coming year.

The database is used

- to create job-specific emailing groups to receive important messages from the state organization throughout the program year. These messages will keep branch officers informed so they can perform their jobs well.
- to create the annual print directory of state/branch leaders which is distributed to branch presidents. (Not all positions are listed in the directory.)
- to create labels for print mailings to branch leaders.

General Instructions

All 2009-10 branch presidents and presidents-elect were sent an email containing their individual username and password to login to the BOR system.

The username and password can be given to another branch member to allow that person to enter the data.

The BOR system is found at *www.aauw-ca.org/bor*.

After you have logged into the BOR system, you can

- assign a 2010-11 position to someone who is already in the AAUW CA database of branch leaders
- add a member to the AAUW CA database of branch leaders and assign a 2010-11 position to her
- display a branch leadership roster for 2009-10 or 2010-11
- print a branch leadership roster for 2009-10 or 2010-11
- create a PDF file (for saving and later emailing or printing) of a branch leadership roster for 2009-10 or 2010-11

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The positions that you are given to choose from may not match the job titles in your branch. Please select the person from your branch who should receive communications that are normally directed to the person holding the position listed.

You may have more positions on your board than are shown on the list of positions to choose from. AAUW CA does not need to know who is holding those positions. It does not mean that those positions are unimportant; it means that AAUW CA believes it does not need to communicate with leaders about how to do those jobs.

Hints for Completing the BOR Process

It is extremely important that you report current and correct information in your BOR. One way to do this is to print your Branch Leadership Roster (for the current year or the new year) and verify the contact information with your members. You can then use your marked-up paper as reference to make any necessary corrections as you work.

- Use a list of your branch officers for 2010-11 for reference.
- If a person on your reference list is in the onscreen branch leadership list, click on her name to bring up her display, verify or correct her contact information, check off the position(s) she will be holding in 2010-11, and click on **Update Information Now**. Make sure you get a message that says “**Information for xxx yyy has been updated.**”
- If a person on your reference list is not in the onscreen branch leadership list, click on **Add New Leader**, enter her name and contact information, check off the position(s) she will be holding in 2010-11, and click on **Add Now**. Make sure you get a message that says “**Xxx yyy was added to your Branch .**”
 - If you are missing some of the required information, you will receive a message “**Errors Found**” with a description of the problem. Enter the missing or invalid information and click on **Add Now**. In order to add a new person you must have a complete address and phone number for her. An email address is not required.
 - If you made a mistake entering information for the new person, once she has been added to the database you may correct it and click on **Update Information Now**.
- Once updates for a person have been completed, you may click on another person’s name or on **Add New Leader** to proceed.
- To see all the positions you have entered for 2010-11, click on **Return to Branch Leadership List** to return to the display that allows you to click on **View/Print/Save**. Click on **View/Print/Save** to see all the positions you have entered so far.
- When you have completed your BOR (finally or temporarily), click on **View/Print/Save** to view the positions you have entered. Then click on the print icon on the top left of the screen to get a printable version of the Branch Leadership Roster. If you would rather create a PDF file of the roster for saving, click on the PDF icon on the top left of the screen. You may create rosters for either the incoming year (2011) or the current year (2010) by clicking on the appropriate year at the top left of the screen.

The BOR system can be entered as many times as necessary and the data for the branch can be updated multiple times before the July 1 deadline.

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Answers to frequently asked questions

What if I assign a job to a person in error?

Each person's information can be updated repeatedly. To "unassign" a job for a member, click on the member's name to open her display, click on the checked 2010-11 position title to uncheck it and then click on **Update Information Now**. To verify, from the Branch Leadership List display, click on **View/Print/Save** to view the positions assigned for the coming year.

How do I remove a 2009-10 position from a person?

The BOR process is only concerned with positions for the incoming year, 2010-11. You cannot change the 2009-10 position assignments through this process.

How do I delete a person from the branch leadership list?

You cannot delete a person from the branch leadership list. The list includes all members who have held a leadership position in the branch since the 2008-09 year. They will only be part of the branch's 2010-11 leadership roster if you assign them a position for that year.

How do I correct the spelling of a leader's name?

Once a person is in the AAUW CA database, her name cannot be changed through the BOR process. If a person's name is spelled incorrectly, please email the correct information and information to identify the erroneous record to webteam@aauw-ca.org.

What if a person shows on the branch leadership list multiple times?

If a person's name is listed multiple times in the branch leadership list, select any one of the entries to update. (If the name is spelled incorrectly in some, select one with the correct spelling of the name.) Please make sure that ALL the contact information is correct when you complete the update. After the BOR deadline has passed, Webteam will merge all the other records for the person into the one you have updated.

Our board has a position that is not listed. How do I tell you about it?

You may have more positions on your board than are shown on the list of positions to choose from. AAUW CA does not need to know who is holding those positions. It does not mean that those positions are unimportant; it means that AAUW CA does not need to communicate with leaders about how to do those jobs.

Our branch does not have anyone holding one of the positions you ask about. Should I leave the position unassigned?

It depends on what it is. If it is for an optional responsibility, such as Speech Trek, then do not assign anyone. However, if you have no one assigned to an essential task, such as Finance or Program, please assign the position to the person who should be receiving communications from AAUW CA about the responsibilities. If you later find a person to assume the position, send the new person's information to webteam@aauw-ca.org.

Why does my branch roster not show all the positions?

The branch leadership roster that you see by clicking on **View/Print/Save** only shows the positions that you have filled for the specified year. Unfilled positions are not listed.

Someone else started to complete the BOR for my branch. Can I finish the job?

The BOR for a branch does not have to be completed by one person or at one time.

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How many times can I update the BOR?

The BOR system may be entered as many times as necessary before the completion deadline. Information may be added or corrected each time.

When is the BOR data transmitted to AAUW CA?

Any information you enter through the BOR system immediately updates the AAUW CA leadership database. After the deadline the Webteam will process the BORs and assign emailgroups to the new officers. (Until that time, the current year officers will receive the email broadcasts.)

I have a question that isn't answered here. How do I get an answer?

If your question is not answered by these instructions, please contact webteam@aauw-ca.org so this document can be updated. If you have the question, others probably do too.