



TO: AAUW CA Branch Presidents and Members
FROM: AAUW CA Co-Presidents
Judy Pfeil 805-527-6292 statepresident@aauw-ca.org
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DATE: February, 2009
RE: Appointments to 2009-10 AAUW CA Leadership Team

YOUR LEADERSHIP IS THE KEY TO OUR FUTURE

This is your chance to take an active leadership role in guiding AAUW California to a new level of prominence during our state's challenging times. Apply now to be a part of the AAUW California Leadership Team 2009-10. As a member of the AAUW CA leadership team you will be instrumental in moving AAUW California forward as the leading organization in California for women's issues. Your energy, enthusiasm, and expertise will propel our dynamic and diverse organization forward in achieving equity for all women and girls! As a leadership team member you will tackle new challenges, make new friendships, experience personal growth, and have the satisfaction of making a difference through AAUW action statewide.

For more information about any of the leadership team positions, or about the rewards and responsibilities of serving on the AAUW California state leadership team, please don't hesitate to contact Judy or Gloria directly or talk with any current board, task force or committee member (listed in AAUW CA Directory).

Application Deadline: March 15, 2009 (extended deadline now June 15, 2009)

- QUALIFICATIONS:** AAUW knowledge and experience; enthusiasm; ability to work as part of a team; communication skills; flexibility; objectivity; and a sense of humor.
- TIME REQUIRED:** Time commitments vary by position, year, and projects undertaken. **ALL** Board of Directors and Appointed Chairs are requested to attend **Leadership Weekend, July 17-19, 2009**. **ALL** committee members are expected to attend their annual committee meeting (usually one day during leadership weekend). **ALL** members of the Board of Directors are expected to attend all scheduled board meetings (3-4 days each, up to 4 per year), State, and assigned committee meetings.
- TERM:** One year; eligible for reappointment for one additional year in the same position. All appointments begin July 1, 2009
- NOTIFICATION:** Appointments will be made in **April through June 2009**.

GENERAL RESPONSIBILITIES OF COMMITTEE AND TASK FORCE MEMBERS

RESPONSIBILITIES:

ALL members of the committees and task forces are expected to attend all scheduled meetings (2-3 days each, up to 4 per year), including the summer Leadership Weekend, July 19, 2009.

Each AAUW CA committee and task force have specific responsibilities directly related to their work. The following reflect the general responsibilities shared by all committee and task force chairs and members:

- Promote AAUW's Mission and Vision of education and equity for all women and girls and the programs of the Association, Educational Foundation, and Legal Advocacy Fund. Be aware of and uphold AAUW policies and procedures.
- Attend summer Leadership Weekend, usually scheduled in July.
- Attend any additional scheduled meetings of your committee/task force. Note that the Program Development, Convention Planning, Communication and Public Policy Committees may meet 2-3 times each year and members are expected to attend all scheduled meetings of these committees.
- Participate actively in the continuing work of the committee/task force. Members may be asked to develop and participate in workshops, communicate with branch counterparts, write for AAUW CA publications, visit branches, and represent AAUW to other organizations.
- Serve as a consultant and resource to branches and members. Act as liaison between the Association, state AAUW, and branches.
- Participate actively as a communication liaison to the branches. Attend Interbranch Council meetings when possible.
- Participate in AAUW CA Leader-on-Loan program as authorized.

REIMBURSEMENT POLICIES

- **COMMITTEE AND TASK FORCE MEMBERS** are reimbursed for expenses incurred when attending required meetings.
- Each committee/task force has an administrative budget for printing, postage, telephone, supplies, etc. Members may be reimbursed for administrative expenses with prior approval of the chair.
- AAUW CA committee/task force chairs/members will be reimbursed for approved travel expenses when participating in the AAUW CA Leader-on-Loan Program.
- The per diem amount and mileage reimbursement rate are set each April by the Board of Directors.

**2009-10 AAUW CA STATE LEADERSHIP TEAM
APPOINTMENT INFORMATION**

Listed below are AAUW California appointed positions for Leadership Team 2009-10 team positions in which you are interested; please list your selections in order of preference.

APPLICATION DEADLINES (postmarked):	All committees & task force members: MARCH 15, 2009 (Extended to June 15, 2009)
POSITION / COMMITTEE / TASK FORCE	JOB DESCRIPTION (POSITION / COMMITTEE / TASK FORCE)
BYLAWS	Reviews AAUW CA bylaws and recommends revision/ amendment. Reviews all branch bylaws for conformity following Association convention. Assists and advises branches on bylaws questions.
COMMUNICATIONS	Responsible for AAUW CA publications, and website administration. Works to increase visibility and improve internal/external communications. Each position requires specific skills.
DIVERSITY	Act as resources and liaisons on diversity issues within AAUW California and with other organizations. Non-voting member of the board, voting member of the program development committee; attends board meetings on recommendation of the president.
EDUCATIONAL FOUNDATION/LEGAL ADVOCACY FOUNDATION	Promotes Foundation programs and fundraising. Assists with EF events for fellows and LAF events; plans EF and LAF celebrations for convention. Treasurer does accounting for funds. Schedulers arrange branch visits with EF recipients.
LEADERSHIP DEVELOPMENT	Develops, coordinates and administers the leadership development program for AAUW CA, branches, and members.
MEETINGS PLANNER	Serves as AAUW CA agent in all site selection, contract negotiations and logistics arrangements for state meetings and convention. Prepares advance site information for meetings; oversees hotel arrangements on site. Serves program development committees. Non-voting member of the board; attends board meetings upon recommendation of the president.
MEMBERSHIP	Develops state membership recruitment and retention plans. Assists branches in promoting AAUW membership to current and prospective members, and is a voting member of the program development committee.

POSITION / COMMITTEE / TASK FORCE	JOB DESCRIPTION (POSITION / COMMITTEE / TASK FORCE)
PROGRAM DEVELOPMENT	Responsible for program policy guidance, implementing Association issues and programs, providing program assistance to branches.
PUBLIC POLICY	Responsible for developing and implementing an AAUW CA public policy program based on AAUW Principles and Priorities, communicating timely information to members, assisting branches with advocacy efforts, and developing the proposed biennial public policy program for convention consideration. Plans AAUW CA Public Policy events.
FINANCIAL LITERACY	Responsible for developing and helping our branches to implement turnkey, user friendly programs promoting Financial Literacy for girls and women, thereby fulfilling our value promise.
INTERNATIONAL ADVOCACY	Promotes awareness and equity on key global issues impacting women and girls worldwide. As such we seek to educate our constituency, advocate for women's empowerment in the international arena, and implement new programs in support of AAUW's global mission. Global vision for a global mission!
CONVENTION PLANNING	Responsible for planning and implementing State conventions. Meets in July and October, and facilitates the convention in April. Works in conjunction with Meetings Planners, Program Committee and Marketing Committee.
RESOLUTIONS	Responsible for receiving and reviewing resolutions from the Board of Directors, Branches, and Members.
MARKETING	Explores ways to increase non-dues revenue for AAUW CA via convention sponsorship, print advertising and marketplace booth sales. Explores ways to increase AAUW CA name recognition through media outlets, such as newsprint and radio.
NOMINATION COMMITTEE	Responsible for setting up nomination procedures, and recruiting candidates for the Board of Directors. Presents candidate information, voting procedures and election results at convention.