



**TO:** AAUW CA Branch Presidents and Members  
**FROM:** AAUW CA  
**DATE:** February 2017  
**RE:** Appointments to 2017-18 AAUW CA Leadership Team

**NOW IS THE TIME TO TAKE THE NEXT STEP:  
JOIN THE AAUW CA LEADERSHIP TEAM!**

Have you ever wondered how to go about stepping up to the next level in AAUW CA? Here is all the information you will need to become a member of the state leadership team. Now is the time to take an active role in setting the direction for AAUW CA in the year ahead! Apply now to be a part of the AAUW CA Leadership Team 2017-18. Become a member of the team, either as a Committee Chair or Committee member. 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 friends, experience personal growth, and have the satisfaction of making a difference through AAUW action statewide.

For more information about any of the leadership team committee positions, or about the rewards and responsibilities of serving on the AAUW California state leadership team, please don't hesitate to contact AAUW CA President, Donna Mertens, directly ([statepresident@aauw-ca.org](mailto:statepresident@aauw-ca.org)) or talk with any current board, task force or committee member (listed in the AAUW CA Directory available on the AAUW CA website).

**Application Deadline:** **May 15, 2017**

**QUALIFICATIONS:** AAUW knowledge and experience; enthusiasm; ability to work with 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 committee chairs are requested to attend the **Leadership Meeting July 15, 2017**.

Committee members are expected to participate in all committee meetings or work throughout the year. Meetings may take place online or via phone conferences.

**TERM:** One year. All appointments begin July 1, 2017.

**NOTIFICATION:** **Appointments will be made no later than June 6, 2017 and notification will be sent the following week.**

## **GENERAL RESPONSIBILITIES OF COMMITTEE AND TASK FORCE MEMBERS**

**ALL** members of the committees and task forces are expected to attend all scheduled committee meetings and to actively participate in email communications and/or conference call committee meetings throughout the year.

**Each AAUW CA committee and task force has 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 programs and mission of equity for all women and girls. Be aware of and uphold AAUW policies and procedures..
- Attend any scheduled meetings of your committee/task force. Note that the Program Development, Convention/Annual Meeting Planning, and Public Policy Committees may meet 2 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. Participate actively as a communication liaison between AAUW, AAUW CA and 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.

**2017-18 AAUW CA STATE LEADERSHIP TEAM  
COMMITTEE LIST**

When you submit your appointment applications, please list your selections in order of preference, and indicate if you would like to be considered as committee chair. Or indicate “no preference” if you are willing to serve on any committee. State policies and procedures (available on the state website under AAUW CA Business) fully describe the duties of committee chairs and members.

**COMMITTEE / POSITION**

**JOB SUMMARY**

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**AAUW Fund Committee**

Provides guidance and support for branch fundraising activities, plans AAUW Fund luncheons and other programs/events to educate members about the funds and encourage giving.

**Branch Support Committee**

Serves as a liaison between the state board and the IBCs and branches in each district, ensuring branches receive all the information and support they require to succeed.

**Communications Committee**

Works to increase visibility and improve internal/external communications.

Webteam

Responsible for website administration and management of all state listservs.

Print publications team

Responsible for AAUW CA print publications, and design of stationery and logos.

**Development & Marketing Committee**

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.

**Finance Committee**

Assists the Chief Financial Officer: prepares the state budget for board approval, studies funding requirements for special state projects, reviews audit, and reviews insurance policy.

## **Governance Committee**

Reviews AAUW CA bylaws and policy, and recommends revision/amendment. Reviews all branch bylaws for conformity whenever national AAUW bylaws are amended. Assists and advises branches on governance questions.

## **Leadership Development Committee**

Develops and implements statewide leadership training.

Leader-on-Loan Coordinator

Coordinates the branch applications for leaders-on-loan, and the selection of leaders to visit branches and districts.

## **Membership Committee**

Develops state membership recruitment and retention plans. Assists branches in promoting AAUW membership opportunities to current and prospective members. Chair is a voting member of the Program Development committee.

College/University Partners Liaison

Develops College/University partner memberships and recruits student affiliates.

Diversity Resource Representative

Develops, coordinates, and administers the diversity program, in consultation with the membership and program committees.

## **Nominations & Elections Committee**

Responsible for setting up nomination procedures, and recruiting candidates for the board of directors. Presents candidate information and voting procedures in print and electronic communications. Selects the voting vendor (with board approval), manages the election, and announces the results.

## **Program Committee**

Develops and implements state programs that advance AAUW's mission, assists branches in program development, and plans convention programs.

Financial Literacy Coordinator

Develops and coordinates branch programs promoting Financial Literacy for girls and

women, including coordinating the \$start \$mart and Money Trek programs.

International Advocacy Representative

Promotes awareness and equity on key global issues impacting women and girls worldwide. Educates our members, advocate for women's empowerment in the international arena, plans convention workshops, and develops new programs for branches in support of AAUW's global mission.

**Public Policy Committee**

Plans and implements an AAUW CA public policy program based on AAUW Principles and Priorities, works with our lobbyist to evaluate and prioritize legislation, communicates timely information to members, assists branches with advocacy efforts, and develops the proposed biennial public policy program.

Lobbying & Advocacy

Encourages branches to lobby their local representatives and participate in advocacy in Sacramento when possible.

**State Projects Oversight Committee**

Conducts an annual procedural and financial review of each state project: