



## **AAUW California Board of Directors Directors' Roles and Responsibilities**

*Note: AAUW California operates with an extended leadership team which includes the eleven elected board officers/directors as well as additional appointed team members who serve in various capacities. Although some of the powers and responsibilities outlined below are specific to elected board members only, the entire leadership team should observe the general expectations.*

### **AAUW California Mission Statement**

AAUW California facilitates California branches in meeting the vision and mission of AAUW by providing programs, education, and resources which support education and equity for all women and girls.

### **Directors' Roles and Responsibilities**

#### **Embrace, Promote and Execute the Mission**

- Work collaboratively with the state leadership team to plan, execute and monitor new and existing initiatives that fulfill the mission.
- Develop, continuously review, and regularly update a two-year Success Plan.
- Evaluate proposed projects and programs for feasibility, effectiveness, financial impact and adherence to the mission and strategic plan.
- Serve as a consultant, resource and representative of AAUW California to its branches and members.
- Represent the state organization by visiting branches and attending IBC (Inter-Branch Council) meetings if possible.

#### **Commit the Time and Resources to Fulfill Board Responsibilities**

- Serve a one or two-year term with the option to serve additional terms as established in the bylaws and policies and procedures.
- Participate actively in the continuing work of the leadership team and complete assigned tasks on time.
- Commit personal time to accomplish the goals of the organization. This will vary depending on the activities of each committee and the overall initiatives of the leadership team.
- Attend quarterly and monthly leadership team meetings, the annual planning retreat and the Committee Planning Day with committee members. Reimbursement will be provided as established in the current policies and procedures.
- Vote or abstain on all action items, both online and at meetings.
- Stay updated by reviewing board-related communications and documents, particularly the board packets for the meetings.
- Participate actively in the planning and implementation of the state's annual events and conventions, including designing, arranging or delivering workshops or webinars if appropriate.

#### **Help Ensure the Financial Health of the Organization**

- Contribute to the preparation of the annual budget using the Success Plan to guide priorities.
- Review quarterly financial reporting prepared by the CFO and evaluate performance against budget.



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- In consultation with the Finance Committee, review the state dues biennially and recommend changes if necessary.

### **Provide Governance and Oversight**

- Be familiar with and uphold AAUW state bylaws and policies and procedures.
- Ensure adequate financial and human resources to meet the Success Plan.
- Approve, in advance, participation in coalitions in accordance with guidelines.
- Approve the president's recommendations for appointments to standing committees and task forces and the policies governing their activities.
- Be aware of and comply with financial and reimbursement policies regarding leadership team and committee meetings and annual event attendance.
- Conduct an annual self-assessment, if proposed.
- Sign a Conflict of Interest agreement.
- Maintain and update an experience notebook and supporting files during term in office. Ensure that files contain detailed procedures, a record of disbursement of budgeted funds, board and committee minutes for the term, and helpful reference material.
- Make recommendations for necessary changes to the policies and procedures.

### **Chair or Co-Chair a Committee**

- Assume leadership of a state committee as Chair or Co-Chair. Typical committees include, but are not limited to, Membership, Program, AAUW Fund, Public Policy, Communication, Branch Support, Finance, Governance, Nominations and Elections. The list of active committees is maintained in the Policies and Procedures.
- Recruit committee members as needed.
- Establish a meeting method and schedule. Provide an agenda and maintain minutes.
- Work with committee members to plan and implement initiatives to meet committee goals that support the annual priorities established by the leadership team.
- Prepare committee budgets used to build the overall annual AAUW California budget.

### **Maintain Regular and Ongoing Communications**

- Maintain timely and responsive communications with other directors, committee chairs, branch leaders and AAUW members.
- Submit articles and updates as appropriate to the monthly Board to Board e-newsletter. .
- Provide information to the AAUW Communications Committee to keep the website and other media updated with current information.
- Prepare a report of committee activities and update the Success Plan for the monthly and quarterly leadership team packet and meeting. Draft any proposed motions in the Motion Log of the Success Plan.
- Contribute slides to the meeting presentations highlighting key committee activities or topics. Include the text of any motions proposed by the committee.
- Contribute to social media posting as appropriate.