



## AAUW California Leadership Team Orientation

### Tools we use

#### Google Tools

AAUW California uses Google for Business to support our email communications, file sharing and website hosting. We have three userids that are used by the office and communications team; ([office@aauw-ca.org](mailto:office@aauw-ca.org), [siteadmin@aauw-ca.org](mailto:siteadmin@aauw-ca.org) and [webadmin@aauw-ca.org](mailto:webadmin@aauw-ca.org).) as well as committee aliases. You may receive messages from any of these emails.

#### Zoom Account

AAUW California maintains two zoom accounts. One is used exclusively for our webinars. The other is available for leadership team members to use with their committees.

**Login:** leadershipzoom@aauw-ca.org

**Password:** AAUWca!1

#### Vacation calendar

AAUW California leadership team members note vacations on a google calendar. You have been sent a link to this calendar.

#### Email and email groups

We have multiple ways to communicate to our members, branch leaders, state committees and to the AAUW California Board.

- Branch leader contact information is maintained in the Branch Officer Report (BOR) which is updated annually by the branch president. This database populates email lists used to communicate to branch leaders and state committee members. These emails are sent via the communications team. Send an email to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org) to send an email using one of these lists. These lists are also used to communicate to branch leaders via the monthly *Board to Board* eNewsletter.
- Google email groups are available to committee chairs to facilitate communication across their specific teams. These are documented in the reference guide.
- Branch member contact information is maintained by AAUW National and is used by the communications team to distribute the *California Connection*, voting ballots and other member based communications.

#### What is an alias and do you need one?

An alias email looks just like a "real" email but is completely different behind the scenes. These accounts are typically used for non-person specific addresses such as [webteam@](mailto:webteam@aauw-ca.org), [statepresident@](mailto:statepresident@aauw-ca.org), [membership@](mailto:membership@aauw-ca.org) and so on. These accounts do not have a storage area on our email server; rather, they immediately forward all messages they receive to one or more "real" email accounts. Because they are not "real" email accounts you cannot send from the email



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account. These addresses allow us to post email addresses on our website and publications while redirecting the emails to different committee members when they change over time.

### Updating your group emails

At the annual July Planning day, email addresses are collected from you for your committee members and used to update all email lists.

### Leadership Team Support Tools

Key tools for your success have been consolidated on the AAUW California website under CA Business. Click [HERE](#) to access them. This function is password protected: bebolbebrave

Contents include

- Board Meeting Documents
- Committee Documents
- Request updates to Policies and Procedures
- 2021-2022 Quick Reference Guide
- 2021-2022 Tracking Documents
- Zoom account information
- Key Documents
  - Expense Voucher for Reimbursement
  - Board of Directors' Roles and Responsibilities document
  - Board Motion Form – between meetings
  - Board Motion Form Checklist
  - AAUW California Organizational Chart
  - Consent form for action between meetings
  - Conflict of Interest Form
  - Stationery
  - AAUW California Letterhead
- Board to Board Submission Form and Guidelines
- Website Submission Guidelines
- Emails, Aliases and Groups definitions

### Google Drive

Our documents are stored on a google drive. Each committee has their own folder in which to store their documents. Additionally there are folders for important documents such as policies and procedures and Leadership meeting materials.

### Branch Newsletter Distribution

Branches are encouraged to submit their newsletters to [branchnewsletters@aauw-ca.org](mailto:branchnewsletters@aauw-ca.org).

Branch and state leaders with access to this distribution list can view submitted newsletters.

Leadership team members review newsletters submitted. To be added to this list, send an email to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org).



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### Board Meetings

**Quarterly Board meetings** are held in July, October, January, and April. Prior to each meeting you will submit an update to the [success plan](#) and a committee slide that documents other committee activities that have occurred since the last board meeting as well as any motions your committee wishes the board to consider. You will receive a comprehensive board packet that contains all committee reports, updated strategic plan and supporting documents one week prior to the meeting.

You are expected to read the packet prior to the meeting.

If you would like time on the agenda, contact the state president.

### Committee Meetings

Invite the state president to your committee meetings.

### Annual State Event

An annual state event occurs in April. Due to the Covid-19 pandemic, we have replaced our in-person convention with an online annual event.

### Planning Day

The planning provides an opportunity for your committee to meet in person. The leadership team meets prior to the event to draft a set of goals for the upcoming year. The committees have an opportunity to review and refine the goals during the session and the board finalizes them on Sunday.

### Social media

A Social media policy has been incorporated into the Policies and Procedures.

The website - Each director is responsible for providing updates to the webteam for your sections of the website. Submissions should be sent to [webteam@auw-ca.org](mailto:webteam@auw-ca.org). Allow 1 week for updates to be made.

Facebook - <https://www.facebook.com/AAUWCA/>

Twitter - [https://twitter.com/AAUW\\_CA](https://twitter.com/AAUW_CA)

Instagram - <https://www.instagram.com/auwca/>

YouTube - <https://www.youtube.com/channel/UChLq8I6Tw48yDgVo3Go9afQ/videos>

### Important documents

- Policies and Procedures documents are available online under the CA Business section [HERE](#). A password is required {auwca}
- Committee descriptions, chair duties and general committee responsibility descriptions can be found online [HERE](#) and in the Policies and Procedures.



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- AAUW California maintains a directory of branch leaders and state committee members. It can be found online [HERE](#).

### Communication Publications

- The *Board to Board* is produced monthly. Each committee is requested to submit content that includes a call to action by the first of the month. The publication is distributed to all state committee members and branch leaders. The submission form can be found on the website [HERE](#).
- The *California Connection* is produced monthly. The Communications Team creates this publication.
- Archives of all publications can be found in the Communications section of the website. Click [HERE](#).

### Internal and External Communications

The editing team reviews and edits all communications that are distributed externally and to internal mailing lists by members of the AAUW California Leadership team and committees. Submit documents for distribution to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org). Please allow 2-3 days for processing. The editing team has developed an editing guide to assure consistency of messaging.