

## **BRANCH BOARD MEMBER RIGHTS AND RESPONSIBILITIES**

### **You have a right to:**

- Receive a job description, experience notebook or electronic files.
- Be assigned sufficient funds to do your job properly.
- Ask for help in doing your job and solving problems.
- Try new approaches.
- Opportunities to improve your leadership skills.
- Expect others to consider your time valuable.
- Be recognized for your contributions to AAUW.

### **You are responsible for:**

- Doing your job as well as you can.
- Maintaining a complete experience notebook or electronic files.
- Supporting the AAUW mission statement.
- Familiarizing yourself with branch bylaws, policies and standing rules.
- Working with other board members as part of a team.
- Preparing for board meetings; arriving on time; staying until the end.
- Listening; contributing to discussion; voting on motions.
- Serving as a role model; encouraging others to serve.
- Identifying your successor and helping to train her/him.
- Helping to recruit and orient new board and branch members.
- Attending branch, IBC and state meetings when possible and appropriate.

### **Remember the two Ps of good board membership:**

- Preparation
- Participation

### **Remember the 4Cs of board participation:**

- Commitment
- Cooperation
- Consideration
- Communication