



AAUW California - Branch Officer Report (BOR) Quick Instructions for Branch Presidents

Introduction

One of your important annual responsibilities is to provide AAUW California with the names and contact information for next year's incoming officers by July 1st.

This list is critical for the state to send communications to the branches and create a directory for branch use. **It is separate from the one that you enter in National's Community Hub.** The AAUW California information is maintained online in the **Branch Officer Report (BOR)**.

Here are the steps to complete by July 1st:

STEP 1:

- Assemble the names and contact details for incoming leaders in the roles below. You do not need people for every role. Your branch may not have these specific positions or may use different titles. You should add anyone who might have some responsibility for that general area and would be interested in receiving communications about it. Some roles overlap, so you may have the same person in more than one role. You may also have multiple people share a position.

These are the current positions that AAUW California State Leadership tracks.

- President
- President-elect
- AAUW Fund
- Finance
- Membership
- Program
- College/University
- Public Policy
- Diversity, Equity, and Inclusion
- Governance
- Secretary
- Tech Trek Branch Coordinator
- Tech Trek Branch Finance Coordinator
- Tech Trek TTAG Coordinator
- Webmaster
- Newsletter Editor
- Social Media Coordinator
- Technology Coordinator (uses technology or software for tasks not already listed)
- Communications Support

STEP 2:

- To access the BOR, click *Branch Tools* on the top menu of the AAUW California [website](#).

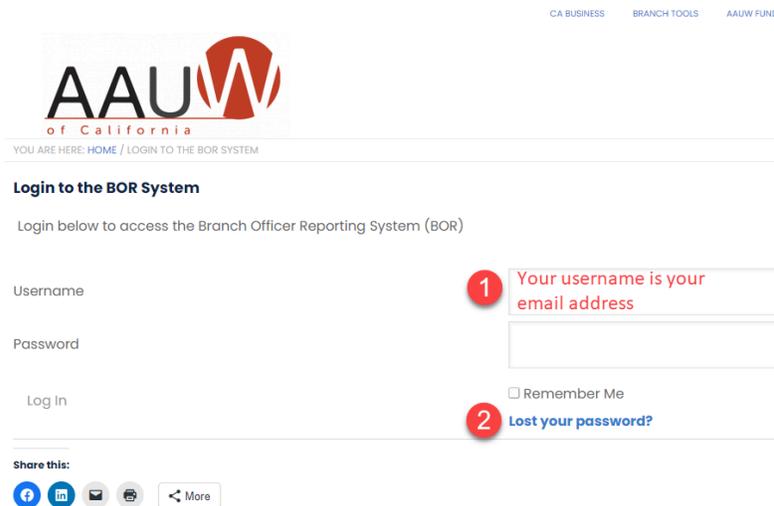


- Then click *Branch Officer Report*.



Branch Officer Report

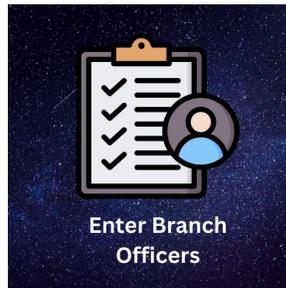
- On the login screen, enter your email address for *Username*.



- **If this is your first visit, or you forgot your password, choose *Lost your password?*** and follow the directions to create your password that you can use on your next visit.
- Click *Log In*.
- If you wish to delegate someone else to complete the BOR, contact webteam@aauw-ca.org. Usernames cannot be shared.

STEP 3:

- You are now in the BOR system.
- Click on *Enter Branch Officers*.



- **Read the instructions on each screen before beginning.**
- If you need more instructions, consult the [Reference Guide](#).



- You may stop and return at any time.
- **Note that there is an option on every screen to correct an entry error.**