



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

### **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 state leadership to plan, execute and monitor new and existing initiatives that fulfill the mission.
- Develop and continuously review a two-year strategic 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.
- Visit branches when requested under the Leader on Loan program.

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

- Serve a 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 Board and complete assigned tasks.
- Commit personal time to accomplish the goals of the organization. The amount of time will vary depending on the initiatives underway and their timing.
- Attend quarterly Board of Directors' meetings, the annual Board planning retreat and the July Leadership Day for committee planning, if scheduled. Reimbursement will be provided as established in the current policies and procedures.
- Vote on all action items, both online and at meetings.
- Stay updated by reviewing Board-related communications and documents, particularly the Board packets for the quarterly meetings.
- Participate actively in the planning and implementation of the state's annual meetings and conventions, including designing, arranging or delivering workshops if appropriate.

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

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

- Vote on all proposed state fundraising activities, per established policies, in advance of event(s).
- 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 strategic plan.
- Vote on participation in coalitions, in accordance with guidelines, in advance of event(s).
- Vote on 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 board and committee meetings and convention 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, Leadership Development, AAUW Fund, Public Policy, Communication, Branch Support, Finance, Governance, and Project Oversight.
- Recruit committee members as needed.
- Establish a meeting method and schedule.
- Work with committee members to plan and implement initiatives to meet committee goals as established by the Board of Directors.
- 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 Board to Board e-newsletter (distributed monthly) and/or the California Perspective magazine (published three times a year).
- 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 strategic plan updates for the quarterly Board of Directors' packet and meeting.
- Contribute to social media posting as appropriate.