



## **AAUW California Committee Applications (2025-2026)**

The work of AAUW California is accomplished through various standing committees. Committee members are appointed to positions overseen by the board of directors. Any member of AAUW California in good standing is eligible to serve and may submit an application to be considered for appointment. Members are selected and appointed for a one-year term by the board of directors.

Committee members will participate in an all-day planning session on August 23, 2025, on Zoom.

**The application deadline is Saturday, May 31st, 2025. (Apply [HERE](#))**

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### **GENERAL RESPONSIBILITIES**

The following committees and positions underpin all ongoing AAUW California activities. Specific responsibilities vary with each committee. Each committee has a chair who coordinates the group. Some committees have specific positions outlined. Committees may be enhanced by task forces or interim committees. For more specific committee information, refer to state [Policies and Procedures](#).

#### **General expectations are that committee members will:**

- Promote AAUW's programs and mission of equity for all women and girls. Be aware of and uphold AAUW policies and procedures.
- Attend any scheduled meetings of the committee, whether by conference call, online, or in person.
- Participate actively in the continuing work of the group, maintain communication with the committee and its chair, respond in a timely manner to group communications, and complete assigned tasks.
- Serve as a consultant and resource to branches and members. Participate actively as a communication liaison between AAUW, AAUW California, and branches. Attend Interbranch Council (IBC) meetings when possible.
- Provide information to the AAUW Communications Committee to keep the website and other media updated with current information.

- If directed by the committee chair, submit written materials to the AAUW California Communications Committee for review and editing prior to distribution or posting by emailing webteam (webteam@aauw-ca.org).

## REIMBURSEMENT POLICIES

- Committee, workgroup, and task force members are reimbursed for expenses incurred when attending required meetings as specified in the Policies and Procedures.
- Each group has an administrative budget for materials, technology, miscellaneous expenses, etc. Members may be reimbursed for administrative expenses with prior approval of the chair.
- The per diem amount and mileage reimbursement rate are set each April by the board of directors.

## AAUW CALIFORNIA COMMITTEE DESCRIPTIONS AND VOLUNTEER ROLES

Members may apply to be a *General Committee Member* on any committee and define their role later when the committee plans its annual activities. Some committee listings also include subcommittees and/or more specialized positions that volunteers might be more interested in applying for. Members may apply for multiple positions, but will be appointed where they are the best fit.

## COMMITTEES ACCEPTING APPLICATIONS

[AAUW Fund](#)

[Branch Development](#)

[Communications \(incl. Technology\)](#)

[Finance](#)

[Finance - Investment](#)

[Nominations & Elections](#)

[Public Policy](#)

[Tech Trek](#)

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### AAUW Fund Committee

[aaufund@aauw-ca.org](mailto:aaufund@aauw-ca.org)

**Purpose:** The Fund Committee encourages financial support for the AAUW mission through donations, advises branches on fundraising policies and remittance procedures, and promotes, supports, and encourages branch fundraising activities on behalf of AAUW Fund. The committee is

responsible for organizing presentations by AAUW Fellows and Grant recipients to educate members on the benefits of Fund donations. The committee manages requests by branches for Fund recipients to speak about their scholarly pursuits at events.

#### **General Member Duties:**

- Serve as a resource for members leaders regarding AAUW Fund.
- Assist chair with soliciting and selecting State Named Gift honorees annually.
- Promote membership in AAUW Legacy Circle.
- Be a resource to branch Fund chairs regarding Fund issues and inquiries.
- Attend Fund-related Zoom meetings and the state Annual Event.
- Committee members should have basic computer skills, including technology tools used by AAUW California, including Word, Google Drive, Excel, Zoom, pdf files, and email.

#### **AAUW Fund Speaker Scheduler:**

- Schedule current fellows to speak at branch and IBC meetings requested by the branch.
- Work with chair to schedule scholars to make presentations about their AAUW-supported areas of study to branch members, whether in-person, via Zoom, or by recorded video.

#### **Fund Data Analyst:**

- Receive and monitor summaries of Fund donations from National.
- Assist branches with resolving donation report errors.

**Time Commitment:** Varies by function: 2-10 hours per month

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### **Branch Development Committee**

[branch-development@aauw-ca.org](mailto:branch-development@aauw-ca.org)

**Purpose:** The Branch Development Committee supports branches in all activities related to membership, leadership development, and branch support operations. The committee creates and delivers materials for branch use in growing and retaining membership, attracting and retaining leaders, and supporting the operations of the branch. The committee is responsible for programs: Leader on Loan, Branch Activity of the Year, and College and University

**Committee Structure:** The Branch development committee is structured with coordinators for six subcommittee areas: membership, leadership development, branch support, leader on loan, branch activity of the year, and college and university partnerships. Committee members may serve on more than one subcommittee.

### General Member Duties:

- Participate in monthly peer group meetings
- Leverage relationships to gather input from branches on their needs and to roll out programs.
- Work with members of the sub-committees to develop materials and create a delivery strategy.
- Assist with recruitment of current and former leaders to meet branch requests.
- Assist with planning and executing an online peer group forum for branch leadership to share best practices. Assist with delivering information at the Annual Event.
- Assist branches in the implementation of AAUW and AAUW California policies and programs.

### Subcommittee descriptions:

- **Branch Support:** Be the first resource for any and all issues for which branches need support. Collaborate with the Leadership Development Subcommittee to provide leadership recruitment and training guidance for branches. Aid branches disbanding or merging with existing branches, including help with renaming, transitioning leadership positions, and allocating remaining finances.
- **Leadership Development:** Create comprehensive educational opportunities, training, and support for AAUW California members seeking or occupying leadership roles. Provide leadership development tools to branches. Communicate to the branches what is available and develop a strategy for delivering materials and support.
- **Leader on Loan:** Coordinate program to bring state AAUW leaders to branch and IBC meetings, events, and programs.. Recruit leaders and experts to participate in the program as speakers or consultants. Identify speakers to meet branch requests.
- **Branch Activity of the Year:** Participate in the selection of branch programs that are novel, inspirational, reproducible, and promote AAUW's mission and image.
- **Membership:** Assist and educate branches and members on membership recruitment and retention strategies.
- **College and University Partnerships:** Foster relationships with branch chairs and California academic institutions to build awareness and engagement with AAUW mission and goals. Support branch chairs and ensure the renewal of AAUW C/U partners. Schedule and host peer group meetings for C/U branch chairs.

**Time commitment:** Time commitments vary depending on the subcommittee and the time of year, but in general, 8 to 10 hours per month.

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## Communications Committee (incl. Technology)

[communications@aauw-ca.org](mailto:communications@aauw-ca.org)

**Purpose:** Develops and delivers AAUW California information to branches and members using a variety of media channels and technological tools. Manages the publication of the monthly *Board to Board* and the *California Connection* e-newsletters. Seeks opportunities to market AAUW both internally and externally. Maintains the AAUW California website and social media sites. Assists other committees with communication needs. Reviews and edits materials to be distributed to members or posted online.

**General Member Duties:** Participate in monthly online meetings. Other responsibilities and tasks vary according to what role the member has, but may include such things as:

- Working with a team to review and edit communications before distribution.
- Working with other state committees to understand their communication needs and help frame their messages.
- Support online meetings and webinars (generally via Zoom) as the technical host or as support staff helping set up breakout rooms, manning Chat and Q&A, etc.
- Assisting with the Communications and Technology Peer Group meetings by offering, or sourcing, training in communications and technology skills needed by branches.
- Assisting with technical and software requirements for communications, such as conducting Zoom meetings and webinars, using software to produce and distribute online materials, working with Google Drive, and launching and analyzing surveys, etc.

The Communications Committee is broadly split into two teams, although responsibilities may overlap. Positions for each team are listed below:

- **Technology Emphasis:** Responsible for AAUW California's internet presence, electronic communications, and technical support for events, presentations, etc. Skills and/or roles needed:
  - **Webmaster** - Maintain all aspects of the AAUW California website using the WordPress platform. Post articles and documents. Work with committee chairs to keep their content fresh and updated. Actively seek features to keep the website appealing and to improve the user experience.
  - **Website Content Manager** – Review website content with stakeholders to assure that it is up to date, useful, accessible, accurate, well-organized, etc. Work with the webmaster to learn our technical tools, respond to requests, and assist with managing our site.
  - **Generalist** – Open to learning our varied systems and assisting where needed. Training provided.

- **Data Analyst** – Work with spreadsheets to generate lists as needed. Analyze and report on member data, survey results, donation reports, and other data to support committees’ work. Maintains a database of California members to support email communications.
- **Video Editor** - Edit and produce high-quality, engaging video content for social media platforms, including trimming, cutting, and arranging footage, adding transitions, music, sound effects, and visual effects.
- **Survey Developer** – Design, execute, and analyze forms, surveys, and other information-gathering tools as needed for state goals.
- **Creative Services Emphasis:** Responsible for developing internal and external communications. Work with stakeholders to construct effective communication campaigns. Assist with maintaining up-to-date content on AAUW California platforms. Provide creative support for events, presentations, state initiatives, and committee needs. Skills and/or roles needed:
  - **Editor** – Work with a team of editors to review and edit monthly *Board to Board* and *California Connection* publications, emails, website postings, webinar content, and other internal and external communications. Adhere to commonly known editing guidelines and the Communications Committee Editing Guide.
  - **Writer** – Help craft clear and compelling messages and materials, such as emails, website content, slide decks, program documents, instructions, surveys, etc.
  - **Social Media Specialist** – May create content for social media campaigns identified by the team or by other committees. Manage the scheduling and posting of social media content.
  - **Graphics Designer** – Provide a professional appearance to AAUW California communications with effective layouts and graphics that enhance the message.
  - **Marketer** – See unique marketing opportunities to enhance and promote the AAUW brand. Help ideate, plan, and execute effective campaigns to support state goals for brand recognition, membership growth, etc.

**Time Commitment:** Regular monthly committee meetings (on Zoom) of one hour. Independent work monthly from 4-16 hours, depending greatly upon one’s position and volume of requests.

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## Finance Committee

[cfo@aauw-ca.org](mailto:cfo@aauw-ca.org)

**Purpose:** Administers all critical financial matters essential to the operation of AAUW California. Prepares, reviews, and monitors budgets to be presented to the board. Informs branches of all financial requirements and deadlines. Assists branches with financial management, including

holding educational webinars and or peer group sessions for branch finance officers and board members. Reviews and updates the Finance portions of the state website, as needed.

### **General Member Duties:**

- Help prepare and review the AAUW California preliminary and final budgets to present to the state board for approval. Review the California Tech Trek preliminary and final budgets to present to the state board for approval.
- Help determine how AAUW California spends members' dues and recommend if member dues should be raised.
- Understand the insurance program.
- Work on the committee's strategic plan goals, which may require the member to work with branches and outside entities to complete.
- Help provide committee updates to the Communication Committee for posting to the finance-related sections of the state website, as needed.
- Help develop peer group training sessions to support branch finance officers in executing their branch finance duties.
- Assist in responding to branch queries on how to address branch finance-related issues.

**Time Commitment:** Regular monthly Zoom meetings of 60-90 minutes, plus additional Zoom meetings to prepare for Finance peer group session presentations. Independent work from 10 to 20 hours per year.

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## **Finance – Investment Committee**

[invest@aauw-ca.org](mailto:invest@aauw-ca.org)

**Purpose:** AAUW California's long-term funds are in the custody of a qualified custodian and managed by a qualified third-party investment manager. The purpose of the investment subcommittee is to evaluate the performance of investments and make recommendations for changes as necessary. The subcommittee also advises the board on the status of investments in accordance with AAUW California investment policies.

### **General Member Duties:**

- Understand AAUW California investment policies.
- Define reporting requirements to the investment manager for reporting to the board every quarter.
- Understand, evaluate, and receive briefings from the investment manager on the AAUW California investment program.

- Evaluate performance of investment manager and investment policies, and recommend changes as needed.

**Time Commitment:** 2-4 hours every quarter to go over reports. All meetings by Zoom.

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## **Nominations & Elections Committee**

[nominating@aauw-ca.org](mailto:nominating@aauw-ca.org)

**Purpose:** Administers all aspects of the annual election process in accordance with bylaws and policies and procedures. Elections include board of director positions and Public Policy Priorities in odd years. Identify candidates for office.

**Nomination and Elections Chair:** Work with the Communications committee to update election timetable and relevant documents. Work with committee to conduct outreach to branches and identify possible candidates. Lead committee with other listed tasks.

### **General Member Duties:**

- Help set up nomination procedures.
- Assist with the identification of viable candidates.
- Communicate with potential candidates via text, email, **phone, and attend interbranch council meetings.**
- Help present candidate information and voting procedures in print and electronic communications.
- Assist with the management of the election and announcement of the results.
- Help provide committee updates to the Communications Committee for posting as appropriate.

**Time Commitment:** 5 hours per month

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## **Public Policy Committee**

[publicpolicy@aauw-ca.org](mailto:publicpolicy@aauw-ca.org)

**Purpose:** Determines, with member input, AAUW California's biennial policy priorities and yearly legislative agenda. Formulates and administers a legislative advocacy program for branch members. Organizes Lobby Day for members to advocate with local legislators. Conducts educational seminars and relevant social media campaigns, provides action-based resources, and assists branches in developing robust public policy programs.

**General Member Duties:** All committee members will be asked to:

- Serve on the Legislative Subcommittee. Help develop a comprehensive legislative action agenda for each annual legislative cycle. Duties include reviewing proposed bills and assisting in selecting final bills for advocacy. All members are required to attend all mandatory working hours of a two-day meeting in March (see below). Subcommittee is most active January-April.
- Serve on at least one additional subcommittee. Subcommittee descriptions below. Committee members' duties will vary depending on the subcommittees on which they serve.
- Serve in a leadership position on at least one subcommittee or project, annually.
- Submit subcommittee updates to committee chair(s) by filing meeting agendas and notes on a monthly or bi-monthly basis, depending on subcommittee meeting schedule (subcommittee chairs only).
- Act as liaison to assigned branch-level public policy chairs.
- Write one article per year for branch newsletters.
- Serve in leadership role(s) on Lobby Day each April (in-person or remote).

**Subcommittee descriptions:**

- **Lobby Day.** Work with chair(s) and legislative advocate to recruit members and match with legislators. Develop a training webinar and materials to educate members on top bills. Collect feedback from teams and write a follow-up newsletter article. Subcommittee is most active January-April.
- **Public Policy Communications.** Develop social media campaigns to provide both education and targeted pathways for action. Keep the Public Policy website updated with fresh content. Assist, as needed, with Public Policy Newsletter content and design. Subcommittee is active year-round.
- **Special Project.** Goals and committee roles vary depending on the project undertaken for the year.
- **Voter Education.** Develop educational campaigns to assist branches with efforts to increase voter awareness of AAUW-related issues. Assist with planning, coordination, and delivery of training events and social media campaigns. Subcommittee is most active in election years, August-November.

**Time commitment:** Time commitments vary depending on the subcommittee and the time of year, with some committees or projects occasionally requiring 5+ hours per week; however, committee members are notified of any potential increases in time commitment well in advance. In general, the bullets below outline the most common time commitments and requirements:

- A day-long "Committee Day" introductory meeting in August (eight to ten hours in one day, plus travel-time when held in-person; meeting potentially in-person, depending on budget).
- Eight to ten hours per month for general committee work and bimonthly peer group meetings, with an additional three to seven hours per month specifically in January - April.
- One to three hours per month for subcommittee meetings and/or project-work, depending on leadership roles and/or subcommittee membership.

- A mandatory two-day Legislative Agenda meeting in March (eight to ten hours per day, plus travel-time when held in-person; meeting potentially in-person in Sacramento, depending on budgeting).
- A two-hour Lobby Days training webinar in late March or April, and two-day Lobby Days event in April (members are on-call for picking up meetings on each day of event; event potentially in-person in Sacramento, depending on budgeting).

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## Tech Trek Committee

[techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)

**Purpose:** The duties of the Tech Trek Committee are to provide guidance and support through research, assessment, and the gathering of resources for the Tech Trek program. Areas of activity include: camp administration coordination, training, staff recruitment and development, funding, tracking and evaluation, technology management, and Tech Trek communications to branches, members, and external audiences.

### Member Duties:

- **General Committee Member** – prepare for and participate in monthly meetings.
  - Time Commitment: 2 hours/ month
- **Fundraising Coordinator** – Oversee fundraising initiatives for Tech Trek statewide, including vetting grant requests with our fiduciary.
  - Time Commitment: 2 hours/month
- **Data and Evaluation Coordinator** – Facilitate the compiling of camp data and evaluation, including maintaining the database of former campers, overseeing long-term studies of campers, providing training and support to camp directors in creating, distributing surveys, and compiling after-camp reports.
  - Time Commitment: 5 hours/month before camp; 10 hours/month during camp
- **Social Media Coordinator** – Facilitate the posting of social media messages across multiple platforms.
  - Time Commitment: 1-2 hours/week during camp season.
- **Alum Coordinator** – Interface with the former campers’ alum groups throughout the state and provide support.
  - Time Commitment: 5 hours/month
- **Background Check Coordinator** – Manages residential camp automated background check process, which requires digitized fingerprints (“Live Scan”).
  - Time Commitment: 5-10 hours/month during camp season