



**AAUW of OREGON**

**POSITION DESCRIPTIONS**

**FOR STATE BOARD OFFICERS**

These position descriptions were written for state board officers  
but can be adapted and used by branches if desired.

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**AAUW of OREGON  
PRESIDENT  
POSITION DESCRIPTION**

**Position summary:** As the official representative of the state in the activities of AAUW, develop, implement, and oversee all AAUW activities in the state; conduct the business of AAUW in the state; and serve as the primary AAUW liaison to the state, National AAUW and external communities.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** This position requires team and coalition building, mentoring, public speaking, planning, communications and goal setting, consensus building, intercultural sensitivity and understanding, and dealing with the media. The president should be familiar with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email.

**Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Represent the state in all work with organizations, and at meetings and conferences.
- Be familiar with and adhere to all AAUW state and national bylaws, policies and procedures.
- Convene state executive committee and board of directors to plan, implement and monitor AAUW activities in your state.
- Communicate with your executive committee and board of directors your goals and vision for the state, having them set their own goals for commitment and expectations.
- Working with state leaders, evaluate previous state efforts and develop a state strategic Plan that supports AAUW's current priorities.
- Support state officers in carrying out the strategic plan and achieving its measurable goals and objectives, including but not limited to membership recruitment and retention, program, public policy, C/U relations including Student Affiliates, the AAUW Fund and leadership development.
- Appoint, after consultation with the executive committee, all appointed officers and chairs of committees except the nominating committee.
- Select members of standing and special committees, in consultation with the respective chairs.
- Serve as an ex-officio member of all committees except the nominating committee.
- Encourage collaboration and teamwork, and leadership training that links membership development and all programming, and weave diversity into all that you do.
- Participate in state coalitions that advance AAUW's mission.
- Serve as the liaison between branches in your state, your state officers and National AAUW.
- Review and monitor the state's fiscal health and sign off on expenditures as appropriate.
- Introduce yourself to the branch presidents; ask the branches when/if they'd like you to visit them, and what they'd like you to talk about.
- The summer leadership conference comes in either late July or August; you and the board will set the date; the event coordinator will find the site.
- Write a column for the summer, fall, winter, and spring annual meeting editions of the *Oregon News* newsletter; deadline set by the editor.

- Branch dues reports will come out in June and July; discuss with the state membership vp.
- Executive committee meetings are usually held just prior (same day if possible) to a state board meeting: usually in the fall by conference call, before the annual meeting, and before the state summer leadership conference.
- Read the Branch Presidents' Calendar published in the state directory for important dates.
- Preside at all state executive committee and board meetings and state annual meetings.
- Establish a communications schedule with branch presidents.
- Submit reports as required by AAUW; the national office sets the dates.
- Be responsible for bringing the state bylaws into conformity with the AAUW Bylaws.
- Perform all other duties usually pertaining to this office, or those designated by the executive committee or the board of directors.

### **Annual meeting:**

The date and location of the annual meeting are usually set two years ahead.

The president is responsible for the following tasks, but is free to delegate as much as possible, especially if there is a president's assistant.

- With the board, establish the agenda for state meetings.
- With the board, approve the general meeting budget.
- With the program vice president, approve the programs for state meetings.
- With the board, set and approve the general meeting schedule.
- With the event coordinator, sign all contracts.
- Confirm appointments: registrar, workbook editor, credentials, readers of minutes of the business sessions (usually 3 people), others as needed.
- Prepare the business session agenda.
- Prepare board and leadership team agendas, as needed.
- Arrange special banquet table seating plan, if desired.
- Write an invitation message, if requested.
- Send invitations to special guests.
- Prepare annual report for annual meeting workbook.
- Submit names of appointees to workbook editor and parliamentarian.
- Send copies of the workbook/program to the branches not attending the annual meeting.
- Write thank you notes.

### **Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings is required. Attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net) ; national website [AAUW.org](http://AAUW.org). Appoint a president's assistant to help as needed.

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**AAUW of OREGON  
PRESIDENT-ELECT  
POSITION DESCRIPTION**

**Position Summary:** The president-elect is elected at the state annual meeting during the president's first year. The president-elect actively works with the president to ensure a smooth transfer of all presidential responsibilities at the end of the president's second year. After fulfilling her/his full term the president-elect shall automatically become president for a full two-year term.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** The president-elect should have some familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email.

**Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Learn the president's responsibilities; ask questions and clarifications during this year of observation and engagement.
- Become familiar with branches and branch leaders in the state.
- Assume the office of president upon the completion of the president's two-year term of office.
- Assume the office of the president in the event of a vacancy in that office.
- Perform the duties of the president in all cases in which the president is unable to serve.
- Assist in such matters as may be delegated by the president, the executive committee or the board of directors.
- Serve as a member of any committee, except the nominating or audit committees, whenever requested by the president.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee and the state board of directors. Attendance at state board meetings and state meetings is required; attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon State Directory, AAUW of Oregon Bylaws and Policies; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

**AAUW of OREGON  
IMMEDIATE PAST PRESIDENT  
POSITION DESCRIPTION**

**Position summary:** Act as a resource for all state officers, especially the president. Skills needed in this position are communications, planning and goal setting, marketing, team building, consensus building and leadership development.

Please keep a record of your activities during the year and upgrade this description as needed.

**Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Serve as an advisor and resource to the state president, the executive committee and the board of directors in developing, implementing and overseeing all AAUW activities in the state.
- Be available for special requests from the president.
- Serve as a mentor to current and future state and branch leaders.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:** Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings, and at the AAUW National Convention is strongly encouraged.

**Resources:** Consult with your predecessor; AAUW of Oregon State Directory, AAUW of Oregon Bylaws and Policies; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

**AAUW OF OREGON  
COMMUNICATIONS VICE PRESIDENT  
POSITION DESCRIPTION**

**Position Summary:** Gain visibility for AAUW's mission and programs among AAUW members and external audiences statewide. Coordinate all publications and media exposure for the state and state meetings.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** Communicating with many people, media relations, marketing, planning, team building, consensus building, publications, social media and website management and design.

**Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Serve as chair of the communications committee, and assign accountability for the various components of a communications plan, such as newsletter development and distribution, social media presence, and website creation and maintenance.
- Develop and oversee the state communications budget.
- Act as liaison among the state president, board of directors and the editors of the *Oregon News*, state directory and other state publications.
- Review all state publications to ensure a professional look, giving suggestions as needed.
- Review all branch publications and websites for compliance with the AAUW style guide, contacting branch editors and web managers directly with corrections and/or suggestions.
- Gain visibility for AAUW initiatives by disseminating AAUW information to the media in the state.
- Adhere to AAUW positions on key issues.
- Adhere to the AAUW style guide.
- Send press clippings to national.
- Assist with coordination of intra-district communication among branches.
- Issue press releases as directed by the state president and/or AAUW, as needed and as appropriate.
- Recommend candidates for communications functions (for example, *Oregon News* editor, state directory editor, database manager, web manager and historian).
- Evaluate previous state communications efforts and assess current needs.
- Submit an annual report of your work to the president and to the membership.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Publications** - Supervise the editors of the *Oregon News*, state directory and other publications, defining the image of each, setting printing in consultation with the state president, ensuring compliance with the AAUW style guide, and proofing when possible.

***Oregon News* –**

- Establish deadlines for fall, winter, convention and summer Issues of the *Oregon News*.
- Compile and lightly edit articles and send to state newsletter editor.
- Work with the editor and the proofreader to produce the final copy.

- Send finalized copy out in separate emails to the AAUW of OR Board of Directors, and to the branch presidents or contacts.
- Post to state website.
- Send the final issue to the printer, along with a list of members who receive a hard copy via USPS; get the list from the state database manager.

#### **AAUW of Oregon State Directory –**

- Update and maintain the AAUW of Oregon State Directory.
- Initial update – starts July 1 – issued by separate emails to branch presidents and state board of directors.
- Update as needed throughout the year, posting to the state website and sending it out by email.

#### **Annual State Meeting (Convention)**

- Date and location usually set two years ahead.
- Oversee all aspects of communication and publicity for the annual state meeting.
- Help develop a logo for the state meeting.
- Recommend someone to be appointed as the workbook editor.
- Appoint a meeting photographer.
- Finalize an official meeting notice for members two months in advance, and publicize the event in the state newsletter and on the website.
- Arrange for press releases, media interviews, and the like.
- Coordinate with the nominating committee to ensure timely receipt of candidate information for inclusion in the workbook.
- Coordinate appropriate pre- and post-meeting communications with the *Oregon News* editor and the website manager, including photography.
- Coordinate with the historian to ensure pertinent documents are archived.

#### **Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings is required; attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon State Directory; AAUW of Oregon Bylaws and Policies; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).; state communication committee; *Oregon News* editor; website manager; bulk email rules; AAUW media relations and publications.

The national AAUW Resources page is <https://www.aauw.org/resources/>

It has general topics and articles on dealing with the media.

Use also the national AAUW link “Branding Tool Kit”.

###

**AAUW of OREGON  
FINANCE VICE PRESIDENT  
POSITION DESCRIPTION**

**Position summary:** Oversee the fiscal operations of AAUW of Oregon.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** Planning, budgeting, accounting, project management, team building, consensus building and fiscal management.

**Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Working with the state board, evaluate the financial health and stability of the state's finances.
- Working with the state president, develop a budget for the year, prior to the summer board meeting, that supports the programs and activities described in the state's strategic plan; the board approves the budget at that time.
- Open and maintain bank accounts for checking and savings, and establish authorized check signers for the state; this should be the state president and finance vice president.
- Maintain a separate checking account for registrations and expenses for the annual meetings.
- Receive deposits and pay bills for the state that are included in the budget and have been authorized by the state president.
- The dues treasurer handles the dues deposits and reports, but you should understand the branch dues report process and be familiar with the national AAUW Member Services Database (MSD).
- Prepare regular state financial reports analyzing actual performance against budget for state meetings and submit an annual written financial report to the state annual meeting (convention) that is published in the annual meeting workbook.
- Assist as needed with the annual meeting and conference budgets, and prepare summary financial report of the event.
- Be aware of specific federal and state charitable tax issues and legal liabilities.
- Complete the Group Tax Exemption annual form to be included on AAUW's master list of recognized AAUW-affiliated entities with the IRS. In that same form, if the gross receipts are less than \$50,000, choose if you'll be filing the state 990-N (e-Postcard) for the year yourself or if you'd like the national office to file on behalf of the state. If gross receipts exceed \$50,000, file the IRS 990 or 990EZ.
- Protect the assets of the state by securing adequate insurance coverage.
- Support the state financial review process by cooperating with other officers or an accountant assigned to this task.
- Retain in good order all annual financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letter, paid checks, deposits, and supporting documents.
- Provide support and technical assistance to branch finance officers as needed.
- Working with other officers in the state, ensure that all dues and fees, dues and fee reports,



contributions and contribution reports are submitted and filed with AAUW's national office according to established procedures and timelines.

- Ensure that the state is in compliance with all federal and state charitable tax laws and procedures and generally accepted accounting principles and practices.

**Time commitments:** Along with the time necessary to accomplish the above responsibilities, serve on the state executive board, the state board of directors and other committees as assigned.

**Resources:** Consult with your predecessor; AAUW of Oregon State Directory; AAUW of Oregon Bylaws and Policies; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org); AAUW Finance Committee, AAUW Finance Tool Kit, and national finance, membership and development staff.

###

**AAUW of OREGON  
MEMBERSHIP VICE PRESIDENT  
POSITION DESCRIPTION**

**Position summary:** Oversee efforts to recruit and sustain a diverse, active membership in the state.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** Planning and goal setting, communications, marketing, team building, consensus building, leadership development, motivation, encouragement, regular communication, technical assistance and support.

**Major duties:**

- Develop a state membership action plan with measurable goals and objectives: your plan should support branch and state recruitment efforts and recognize branches for growth, retention, diversity and significant anniversaries.
- Ensure that membership development priorities are integrated throughout your state's strategic plan.
- Communicate your state membership goals to your branches and support their membership development efforts.
- Encourage branch membership vice presidents to contact local National AAUW Members, encouraging them to join their local branch.
- Seek out opportunities to promote membership, sponsor membership events, and facilitate membership recruitment at activities and events.
- Work with other state officers and committees to integrate membership with other state priorities including diversity, programs, public policy, leadership and visibility.
- Facilitate a membership vice president counterpart session for branches at state meetings.
- Present branch membership achievement awards at the state annual meeting.
- Serve as a key resource for branch and student organizers and for branches that are developing satellites, disbanding, or merging.
- Report on state membership statistics and trends as requested.
- Develop and oversee the membership budget in your state.
- Promote the formation of branches and satellites in the state.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.
- Maintain regular contact with your branch membership vice presidents and support their membership development efforts and offer membership recruitment workshops and training at state and regional conferences.
- Adhere to all national AAUW membership policies and encourage branches to do the same.

**Time commitment:** Along with the time necessary to accomplish the above responsibilities, serve on the state board of directors and other committees as assigned. Attend state conventions, board and leadership meetings, retreats, workshops, and branch and community activities. Attendance at AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

## **AAUW OF OREGON PROGRAM VICE PRESIDENT POSITION DESCRIPTION**

**Position Summary:** This position coordinates all aspects of the two annual state meetings, the spring annual meeting (convention) and the summer leadership conference. The state program vice president works with state officers and branches to advocate for women and girls through the development and implementation of programs and other projects that promote education and equity.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** Strategic planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, public speaking, consensus building, intercultural sensitivity and understanding and media relations.

### **Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Establish a state program committee.
- Appoint committee members to spearhead the various components of your state's programs and to serve as liaisons to branches.
- Coordinate all aspects of the state meeting program.
- Select meeting theme, subject to board approval.
- Visit meeting site with events coordinator.
- Develop and oversee the program and state meetings budgets.
- Prepare and present proposed program and schedule to the board of directors.
- Prepare the meeting schedule, in consultation with the president.
- Select, invite and confirm speakers and presenters.
- Arrange for transportation and hotel stays of guests as needed.
- Arrange for enrichment activities of local interest, if desired.
- Delegate appropriate tasks to state officers and local appointees.
- Provide program summary articles to communications vice president before and after the meeting.
- Write a column for the summer, fall, winter, and spring annual meeting editions of the *Oregon News* newsletter.
- Work with the board of directors and committees while developing the programs for the annual meeting.
- Serve as chair of the committee on program development.
- Be responsible for the training focus of the state.
- Recommend candidates for public policy chair and for any program functions (for example, events coordinator).
- Submit annual reports of work to the president and to the membership.
- Consult with your predecessor and previous program vice presidents; ongoing interaction is anticipated.
- Serve on the Executive Committee.
- Executive Committee meetings are usually held just prior (same day if possible) to a state board meeting: usually in the fall by conference call, before the annual meeting, and

before the state summer leadership conference.

- Evaluate previous program efforts and assess state program needs.
- Assemble and convene a state program committee to plan and implement AAUW programs or other state education and equity programs and projects.
- You must have Oregon liability coverage on any cars used.
- The date and location of the annual meeting are usually set two years ahead.
- The summer leadership conference comes in either late July or August; the board will set the date and the event coordinator will find the site.
- Take notes to add to the practicum to pass along.
- Keep a historical record of what you do during your tenure and pass it along to your successor.
- When you become the past program vice president, you will in turn be her major resource.
- Please update this position description each year by August 1<sup>st</sup>.
- Develop a program/project action plan with specific and measurable goals and objectives, using the national AAUW Program-in-a-Box for ideas.
- Establish a communications schedule with the branch program vice presidents.
- Share successful branch programs among branches.
- Work with other state officers and committees to integrate program goals with other state priorities including membership, diversity, public policy and the Voter Education Campaign, LAF, the Foundation, leadership, and visibility.
- Participate in coalitions that will help promote AAUW's program agenda.
- Disseminate program information received from AAUW to your state board, branches, and community.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Time is also required to attend the annual state meetings. Attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org); AAUW Programs in a Box; AAUW Branch Presidents/State Leaders Mailing, Leader Tool Kit, Diversity Tool Kit, and Membership Tool Kit.

###

**AAUW of OREGON  
SECRETARY  
POSITION DESCRIPTION**

**Position Summary:** The state secretary is responsible for the records of all board actions, including the taking of minutes of AAUW of Oregon Board of Directors and Executive Committee meetings, and those of the annual meeting. The secretary should have the ability to organize/adjust time commitment to AAUW of Oregon as needed to meet organizational needs.

An addendum lists what should be included in the minutes of a meeting.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** organization, communication skills, note-taking, listening intently, ability to meet deadlines, familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email.

**Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Have available at all meetings a copy of the current AAUW Charter and Bylaws, the state bylaws and policies, and a list of state officers and committees.
- Maintain a roster of the branches including branch officers, and a list of all national members of AAUW who have paid the state annual dues.
- File all written reports presented at all state meetings.
- Provide the presiding officer with a copy of the last minutes within a mutually agreed-upon time, usually 7-10 days after the meeting, as the president makes up the agenda for the next meeting from the previous minutes.
- Make available upon request the minutes of the meetings of the state, the executive committee and the board of directors.
- Retain a copy of all retired resolutions.
- After the annual meeting, compile a summary of its important features and business, and send a copy to the president, the state board of directors, and branch presidents retiring and incoming, and publish it in the next issue of the Oregon News.
- Serve as consultant and board liaison to the AAUW Governance Committee.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:** Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings is required; attendance at the AAUW National Convention is strongly encouraged.

**Resources:** Consult with your predecessor; AAUW of Oregon Bylaws and Policies; AAUW of Oregon State Directory, AAUW state website: [aauw-or.aauw.net](http://aauw-or.aauw.net); national website: [AAUW.org](http://AAUW.org).

## WHAT MINUTES OF A MEETING SHOULD CONTAIN

Minutes of any meeting are a factual record of what was done, not what was said. All business, including motions made and votes taken, should be included. Long discussions and background information should not be included, although background reports may be attached to the minutes for later reference. The minutes themselves should include, in this order:

1. a statement regarding the kind of meeting held: regular, special, annual, etc.;
2. the full name of the group that is meeting, i.e.: branch name, AAUW with no periods;
3. the date, time and place of the meeting;
4. a statement that the regular chairperson and secretary were present, or in their absence the names of the persons who substituted for them;
5. If appropriate, meaning the group is small, (fewer than 10 or 12), the names of those present and those absent;
6. whether the minutes of the previous meeting were read/sent and approved, and a note of any corrections that were made;
7. all points of order and appeals made to the chair, whether sustained or lost, and the reasons given by the chair for her/his rulings;
8. all motions that were made and seconded, the names of the maker of the motion but not the seconder, and whether they carried or failed; any and all amendments should be included along with the same information;
9. a brief statement as to the reports given, and a synopsis of only the most important points, including any action to be taken;
10. if an election takes place, a report of all votes cast, if not prohibited by the bylaws;
11. the date, time and place of the next scheduled meeting; and
12. the time of adjournment.

Minutes are signed "Claire/John Doe, Secretary"; the words "Respectfully submitted" were dropped many years ago and are no longer used.

Offices and committee positions should not be capitalized unless the complete name is used: "AAUW of Oregon Finance VP Mary Smith" or "finance vp".

###

## **AAUW of OREGON GOVERNANCE CHAIR POSITION DESCRIPTION**

### **Position summary:**

The governance chair is generally responsible for bylaws, policies and resolutions, for reviewing the governance structures and practices of the organization and reporting its findings and recommendations to the board and ensuring that state and branch bylaws are in compliance with AAUW bylaws.

- **Bylaws** set the fundamental governance structure of the organization and provide protection for the individual member as well as the organization itself.
- A **policy** is a guiding principle or course of action adopted toward an objective.
- A **resolution** is a formal expression tool that helps focus, develop and give direction to members of AAUW of Oregon.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** understand the AAUW of OR Bylaws and Policies, write articles for the state newsletter, communicate with members and work as a team member.

### **Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Post current information on bylaws, policies and resolutions on the state website.
- At every state meeting, have available a copy of the current AAUW of Oregon bylaws, policies and resolutions.
- Serve as a resource for members, branches, standing committees and the state board as to current bylaws and policies and their interpretation.
- Submit articles for the *Oregon News* as necessary, calling for proposed bylaws changes and resolutions.
- Solicit and review proposed resolutions, establishing their relevance and assuring that they do not conflict with the bylaws, policies or public policy of either the state or national AAUW.
- Present proposals for bylaws, policies and resolutions to the state board and then to the delegate body at the AAUW of Oregon annual meeting.
- Bring AAUW of Oregon bylaws into conformity with AAUW bylaws changes, and direct branches in updating their bylaws as mandated by AAUW.
- Submit a report for the workbook at the annual meeting.
- Perform all other duties usually pertaining to this office or those designated by the executive committee or the board of directors.

### **Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state board of directors. Attendance at state meetings and conventions/annual meetings is required; attendance at the AAUW National Convention is strongly encouraged.

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**Resources: Consult with your predecessor;** AAUW of Oregon Bylaws and Policies; AAUW of Oregon State Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org). ###

**AAUW of OREGON  
PUBLIC POLICY CHAIR  
POSITION DESCRIPTION**

**Position summary:**

The state public policy chair is responsible for managing AAUW of Oregon public policy priorities and for representing AAUW public policy priorities to elected and appointed officials, AAUW members, the public and the media.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** written and verbal communications, program planning and development, supervision, team and coalition building, conflict resolution, consensus building, public speaking and media relations.

**Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Regularly assemble and convene a public policy committee to plan and implement statewide public policy actions.
- Communicate regularly with the state board and branches.
- Monitor and encourage activism regarding AAUW of Oregon legislative priorities, under the guidance of state bylaws, policies, resolutions and board advice.
- Develop statewide e-mail, other electronic media, newsletter, and/or telephone network to regularly disseminate voter education and public policy information to branches and coalition partners.
- Conduct research in and analyze legislative proposals and bills, and/or ballot measures in to determine whether they fall within national and state public policy guidelines and develop a legislative agenda for advocacy during Oregon's legislative sessions.
- Communicate with and advocate on behalf of AAUW of Oregon public policy measures to legislators, coalition members and other participants in the legislative process.
- Spearhead and actively participate in state and local coalitions to work on AAUW public policy priorities.
- Evaluate previous public policy efforts and develop a public policy action plan with measurable goals and objectives.
- Create a lobby corps consisting of branch public policy chairs, or presidents, if the branch has no public policy chair, and those members who have expressed an interest in public policy and maintain an email list to coordinate activities with them.
- Serve as a resource for members, branches, standing committees and the state board as to public policy positions and events.
- Produce and circulate state Action Alerts when action is needed.
- Provide training and other pertinent resources as needed to branch public policy chairs, state leaders and members.
- Submit articles for the *Oregon News* and the AAUW of Oregon website as necessary.
- Draft a proposed public policy program for convention and board of director's action in even numbered years.
- Facilitate a Lobby Day event for AAUW of Oregon members.
- Ensure that the AAUW and AAUW of Oregon names are used by members in accordance with National and state guidelines
- Regularly file reports of lobbying activities with the State Ethics Commission.



- Maintain files regarding expenses made on behalf of AAUW of Oregon public policy.
- Develop and oversee the public policy budget for the state.
- Be familiar with the state bylaws and policies pertaining to public policy.
- Encourage, support, and provide training to members in promoting AAUW of Oregon's public policy agenda.
- Maintain regular contact with the branches, Lobby Corps members and state leadership.
- Disseminate information received from the AAUW National Public Policy Committee and staff regarding federal legislation important to AAUW of Oregon.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:** Attendance at the Capitol in Salem during the legislative sessions as needed to advance AAUW of Oregon legislative priorities. Convening and attending meetings with coalition partners, legislators and other legislative and political stakeholders. Holding and drafting agendas for meetings with the state public policy committee. Publishing a regular Public Policy Update for dissemination to the membership. Developing a public policy and legislative agenda. Preparation of articles for the *Oregon News*. Providing information and making presentations to branches about AAUW of Oregon public policy. Serving on the state board of directors. Attendance at state meetings and conventions/annual meetings;

**Resources: Consult with your predecessor;** AAUW Public Policy Committee and staff, *AAUW Washington Update*, *AAUW Action Alert*, *AAUW Two-Minute Activist*, AAUW public policy brochure, AAUW position papers and research, the state public policy program, National and state bylaws and policies, AAUW Leadership Programs, *Oregon News*, state legislative and bill tracking websites.

Also use Email Blasts – Salsa Knowledgebase

It's the vehicle by which emails are sent to legislators from member-constituents.

Makes the 2-minute activist communications system work.

<https://help.salsalabs.com/hc/en-us/sections/205164167-Email-Blasts>

###

**AAUW of OREGON  
AAUW FUND CHAIR  
POSITION DESCRIPTION**

**Position summary:**

The state AAUW Fund chair encourages financial support for the AAUW mission and national strategic plan through donations, advises branches on fundraising policies and remittance procedures, and promotes, supports and encourages state and branch fundraising activities in behalf of the AAUW Fund. Basic computer skills are needed, especially with a spread sheet, and some familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Zoom and email.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** communications in person and in writing, fundraising, record keeping, mentoring and public speaking.

**Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Adhere to AAUW Fundraising Policy 501, contributions deadlines, fiscal management policies and charitable tax laws.
- Keep current with and conversant about all facets of the AAUW Fund.
- Serve as a resource for members, branches, and the state board regarding the AAUW Fund.
- Disseminate AAUW research and fundraising updates to state board and branches.
- Receive state quarterly reports from national (PDF and Excel); disseminate the data as appropriate to each branch.
- Report regularly on the activities of the branches and the results of their fundraising.
- Annually, solicit fundraising reports from branch AAUW Fund chairs and submit a report to the state.
- Keep track of and send notes, as requested, to recipients of memorial and tribute gifts.
- Retain accurate records of state Fund giving and fundraising activities for the archives.
- Submit articles to the *Oregon News* to encourage giving and to share current fundraising information.
- Assist the program vice president in planning for state meetings as requested, such as a fundraising event or a dinner speaker.
- Appoint members to the state Fund Committee, primarily for selecting the state Named Gift Honoree(s).
- Keep the list current for Century Club (donations of \$100 or more) members and years.
- Promote membership in the AAUW Legacy Circle, those members mentioning the national AAUW in their will or estate plan.
- Prepare and disseminate annual State AAUW Fund recognition to members and branches in select categories - refer to prior State AAUW Fund dinner programs from state conventions.
- Help to identify potential donors and opportunities for building fundraising capacity, including collaborative partnerships with other organizations.
- Perform all other duties usually pertaining to this office or those designated by the executive committee or the board of directors.

**Time commitment:**

The busiest times of year are the December end-of-year records update and spring, when branches do the bulk of their fundraising. The month of April is busy because of the duties required for the state convention Fund presentation and awards.

Periodically, time is required for quarterly reports, news articles, and state board meetings, as scheduled. Ongoing responsibilities are replying to branch emails and sending notes to recipients of named gifts. The greatest time requirement is preparing for the state annual meeting: manipulate data to determine awards; request, receive and write reports; compile and prepare the printed Fund program and other handouts; and tend to any fundraising effort planned for the event.

**Resources:** Consult with your immediate predecessor and any other past state Fund chairs, if possible, and utilize their files and ideas, both printed and electronic (USB drive); AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

## **AAUW OF OREGON DISTRICT DIRECTOR POSITION DESCRIPTION**

**Position Summary:** The state district directors facilitate inter-branch, state-to-branch, and branch-to-state communication and collaboration. They coordinate and chair the district meeting at the two state meetings, and at an optional fall district meeting, as well as submitting three district reports to the *Oregon News*.

**Leadership skills:** This position requires team and coalition building, mentoring, public speaking, planning, goal setting and consensus building. The district director should have some familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email.

Please keep a record of your activities during the year and upgrade this description as needed.

### **Major duties:**

- Submit an annual report to the president and to the membership: this is the report that is presented at the annual convention district meeting.
- Organize a district meeting to take place at the convention and at the summer leadership conference.
- Submit articles/information for publication in the *Oregon News* according to the directions of the communications vice president.
- Remind branches of deadlines for their input to the *Oregon News* articles.
- Visit each branch in the district at least once during the two-year term.
- Consult with your predecessor for insights.
- Present the needs and concerns of the district at board of directors' meetings.
- Request and try to receive newsletters from each branch.
- Be knowledgeable about organizational documents such as state bylaws, policies, long range plan and goals.
- Encourage members within the district to attend state meetings.
- Assist the events coordinator and program vice president, as needed, to implement the state meetings programs.
- Participate in the state budget process.
- Participate in the nominating process by recommending branch leaders to the nominating committee.
- Serve on the annual meeting site committee.
- Ensure a transfer of organized files and give an orientation to the next district director.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

### **Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state board of directors, and to attend the state and district meetings.

**Resources: Consult with your predecessor;** AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org); state files on Google Drive for governance and travel policy; <https://aauw-or.aauw.net/member-center/forms-for-downloading/leader-visit/>

# # #

## **AAUW of OREGON EVENTS COORDINATOR POSITION DESCRIPTION**

### **Position summary:**

The state events coordinator is responsible for choosing the date and location of state meetings, in consultation with the president and the program vice president.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** good organizational skills, ability to set and meet deadlines, knowledge of equipment needed for meetings, some knowledge of conference contracts, and ability to communicate regularly with the state board and any involved committees.

### **Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Research and prepare a list of venues around the state that meet needs of the organization.
- Recommend to the president the time and place for state meetings.
- Develop a suitable standard contract from which to negotiate with venues.
- Negotiate contract with venue for state president to sign.
- Serve as contact person with the facility for all needs related to the meeting, including the number of sleeping rooms and meeting rooms, audio visual equipment and meals.
- Be responsible for on-site liaisons with the facility during the meeting to help solve problems related to the facility.
- Arrange for display of the state banners and on-site signage.
- Delegate to assistants as needed.
- Recommend appointment of an on-site facilities coordinator, if one is desired.
- Verify terms of agreement for the meeting rooms, ensuring that rooms are appropriate for the planned programs.
- Determine technology needs for each meeting room and arrange for equipment.
- Identify and meet with individual(s) who will provide experienced technical assistance.
- Determine and have rooms set up according to program needs.
- Provide a diagram for each session so facility will have written set-up requirements.
- Business session equipment: three microphones, one for podium and two floor microphones; projector and laptop computer; screen; skirted head table on a raised platform that seats at least three.
- Arrange for other equipment as requested for program needs, such as easels, chart paper and markers.
- Verify terms of agreement for the sleeping rooms, ensuring that rooms are reserved per contract.
- Verify complimentary sleeping room(s) and reservations.
- Store the equipment owned and used by the state at state meetings, which may include microphone/speaker systems, a digital projector, plus a cart, and cases for everything.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:** Attendance at all state board meetings, and major time commitment in the 3-4 months before the state annual meeting.

**Resources: Consult with your predecessor;** AAUW of Oregon State Annual Meeting Guide; AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website: [aauw-or.aauw.net](http://aauw-or.aauw.net); national website: [AAUW.org](http://AAUW.org).

###

**AAUW of OREGON  
PARLIAMENTARIAN  
POSITION DESCRIPTION**

**Position summary:** The parliamentarian is a consultant who advises the president and other officers, committees and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** basic understanding of parliamentary procedure and of AAUW of OR Bylaws and Policies, impartiality, ability to explain decisions, mentoring, training.

**Major duties:**

- Serve on the AAUW of Oregon Executive Committee and the Board of Directors.
- Have available the most recent copy of Robert's Rules of Order Newly Revised.
- Have available a print-out of motions and their order of precedence.
- Have available the latest AAUW of Oregon Bylaws and Policies.
- Attend all meetings of the AAUW of Oregon.
- Act as a resource for the president at meetings.
- Offer opinions to the president during meetings as requested.
- Assist in the planning and steering of business to be introduced.
- Confer with the president before the meetings and during recesses in order to anticipate any problems that may arise.
- Avoid, as much as possible, frequent consultation during the meetings.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings is required; attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** Robert's Rules of Order Newly Revised; AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###



**AAUW of OREGON  
STEM CHAIR  
POSITION DESCRIPTION**

**Position summary:** The chair is the liaison to branches and the state for national AAUW programs STEM, \$tart \$mart and Work Smart, and should have knowledge of these programs. Needed skills include planning and goal setting, program planning and effective communication for interaction and presentations.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** The chair should be familiar with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email.

**Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Be a resource for Oregon Branches regarding the national programs.
- Provide information and encouragement about the programs.
- Contact branch Program VP's once a month - September thru May - with updates on the programs and contact information.
- Offer to speak at branch meetings about the national programs and how branches can participate.
- Attend meetings when possible that discuss STEM projects.
- Act as liaison to the state board to relay new program information coming from national.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors.

**Time Commitment:**

The time necessary to accomplish the above responsibilities will depend on the number of Tech Trek camps and other STEM programs around the state. This position requires time to serve on the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings is required; attendance at the AAUW National Convention is strongly encouraged.

**Resources:** Consult with your predecessor and other previous STEM chairs; AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

**AAUW of OREGON  
DUES TREASURER/DATA MANAGER  
POSITION DESCRIPTION**

**Position Summary:** The dues treasurer/data manager oversees the member dues payments, and the names and numbers of members in each branch in the state.

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** The treasurer/data manager should have good organizational and numbers skills, and familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email.

**Major duties:**

- Serve on the AAUW of Oregon the Board of Directors.
- Receive dues payment from branch finance vice presidents/dues treasurers.
- Review and maintain copies of dues payments and membership reports.
- Deposit dues into the AAUW of Oregon bank account.
- Report deposits to the AAUW of Oregon Finance and Membership Vice Presidents.
- Be sure you are listed as a finance person with national AAUW so you can see the Membership Payment Program (MPP) data; the state president will need to notify national AAUW with your name and contact information..
- Receive and record dues payments and membership information from the branches around the state and from national via the MPP; you will be notified each month when payment records are released through the national web site.
- Maintain a computer spreadsheet detailing the payments, AAUW memberships in Oregon and member information.
- Work with branch dues treasurers to maintain accurate member counts by branch.
- Produce reports based on the member information for various state officers as requested.
- Provide an updated mailing list to the state communications vice president for those who get the *Oregon News* by USPS.
- Provide support and technical assistance to branch dues treasurers as needed.
- Provide accurate February 1<sup>st</sup> membership count to state leaders for delegate allocation for annual convention business meeting.
- Perform such other duties as may be assigned by the president, the executive committee or the board of directors, or as specified in the bylaws.

**Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state board of directors. Attendance at state board meetings and state meetings is required; attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon State Directory, AAUW of Oregon Bylaws and Policies; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

**AAUW of OREGON  
WEBMASTER  
POSITION DESCRIPTION**

**Position summary:** Act as AAUW of Oregon liaison to the state's current website hosting company which is "site resources" at national AAUW – [aauw.org](http://aauw.org)

Please keep a record of your activities during the year and upgrade this description as needed.

**Leadership skills:** communications, familiarity with current technology tools that AAUW of Oregon uses, i.e. Google Drive, MS Word, pdf files, Excel, Zoom and email, training and mentoring.

**Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Keep the information on the website current by conducting periodic reviews and revisions of site information.
- Use the AAUW Style Guide and National website to present information that is accurate and consistent with AAUW format and policy.
- Advocate for optimal AAUW of Oregon presence on key search engines.
- Publish to the state website all relevant and appropriate information provided by the state leadership team and branch presidents or their appointed web managers.
- Respond to email inquiries regarding related topics.
- Act as a resource to branches developing either their independent websites or state-hosted summary webpages.
- Facilitate branch links to the state and national websites.
- Create and maintain links to coalition partners and provide reciprocal links from our website to theirs.
- Attend the state leadership meetings as requested or notify the presiding officer as to why attendance is not possible.
- Participate as a member of the communications committee.
- Follow procedures as written in the AAUW of Oregon Bylaws and Policies.
- Incorporate and use the goals and procedures of the long-range plan and 21st Century Recognition Plan during website planning and updating sessions.

**Time commitment:**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state executive committee, the state board of directors and other committees as assigned. Attendance at state executive committee meetings, board meetings and conventions/annual meetings is required. Attendance at the AAUW National Convention is strongly encouraged.

**Resources: Consult with your predecessor;** AAUW of Oregon Bylaws and Policies; AAUW of Oregon Directory; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

###

## **AAUW of OREGON HISTORIAN POSITION DESCRIPTION**

**Position summary:** The state historian is responsible for collecting and archiving the records of the AAUW of Oregon activities - the institutional memory.

Please keep a record of your activities during the year and upgrade this description as needed.

### **Major duties:**

- Serve on the AAUW of Oregon Board of Directors.
- Organize all important state records in chronological order.
- Ensure that everything is dated.

Time commitment: **Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state board of directors and other committees as assigned. Attendance at state board meetings and conventions/annual meetings, and at the AAUW National Convention is strongly encouraged.**

Resources: Consult with your predecessor; AAUW of Oregon State Directory, AAUW of Oregon Bylaws and Policies; state website [aauw-or.aauw.net](http://aauw-or.aauw.net); national website [AAUW.org](http://AAUW.org).

### **Additional information:**

Older records and state newsletters are located in the State of Oregon Archive in Salem, OR.

- Much of the most recent material is in a warehouse in Gresham, OR. Entrance is **by appointment only** and you must call first to get permission and the address: 503-306-5236.

Any storage location chosen must be clean, cool and dry; avoid attics, basements, direct sunshine and temperature fluctuations.

When you request that items be put in storage you will be asked to sign a legal document giving up your ownership rights, due to the high cost of storing, processing and preserving materials. By signing the “deed of gift”, you are transferring ownership of both the physical collections and intellectual property rights of the collection to the state repository.

Unfold documents when possible and store in mylar sleeves; do not overstuff folders or boxes. Mark items with pencil when necessary, and photocopy newspaper items.

### **Items to save:**

- articles of incorporation or charters
- minutes of all state executive committee, board of directors and annual meetings
- organizational charts
- programs from state meetings
- state newsletters
- budgets, audits and financial reports
- bylaws, policies and all revisions

- state directories
- membership lists
- legal documents
- project summaries
- audio-visual recordings of meetings and events
- newspaper clippings of events
- correspondence that documents state actions

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