

AAUW North Carolina – Guidelines and Procedures

Part 1: Key Roles and Responsibilities – General Information – Elected Officers and Executive Committee & Board of Directors

- **President/Administrator**
 - Content Manager Title (Preparer): President (Ashe)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Vice President**
 - Content Manager Title (Preparer): Vice President (Pearre)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Treasurer (Finance and Budget)**
 - Content Manager Title (Preparer): Treasurer (Haner)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Branch Advocate**
 - Content Manager Title (Preparer): Branch Advocate (Bunger)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Past President**
 - Content Manager Title (Preparer): Past President (Terwillegar)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Executive Committee**
 - Content Manager Title (Preparer): President (Ashe)
 - Last Updated: July 2022
 - Last Approved Date: July 2022
- **Board of Directors (BoD) and Director of BoD**
 - Content Manager Title (Preparer): President (Ashe)
 - Last Updated: July 2022
 - Last Approved Date: July 2022

AAUW NC President/Administrator

Responsibilities to AAUW

- Develops, implements and oversees all AAUW activities in the state, serving as primary AAUW liaison to the state branches, national office and external communities.
- Convenes a state board of directors to plan, implement, and monitor AAUW activities in the state.
- Communicates a vision for the state, commitment requirements, and expectations to the board and state and branch leaders.
- Works with the board to evaluate previous state efforts and develop a state strategic plan that supports AAUW's current priorities. Develops annual measurable goals for achievement.
- Encourages collaboration and teamwork, links membership development to all programming, and weaves diversity, equity and inclusion into all that is done.
- Participates on state coalitions that advance AAUW's mission. ERA Alliance, North Carolina Dept of Cultural & Natural Resources (NCDCCR) are two that are part of our annual activities.
- Serves as AAUW's state spokesperson internally and externally.
- Reviews and monitors the state's fiscal health and approves expenditures as delineated in the Policy Statement.
- Establishes regular communications with branch Presidents and assures sharing successful branch programs among branches.
- Encourages the state board and branches to support national initiatives and programs and keeps AAUW informed of state activities.
- Responds to AAUW board member who is assigned to be a conduit for communication with the national Board.
- Ensures the state Bylaws conform to AAUW changes and electronically submits any newly amended Bylaws to connect@aauw.org.
- Revises the list of incoming and continuing officers in the AAUW Community Hub (previously the Member Services Database).
- Ensures financial and founding documents are in order and filed as required with AAUW and the Internal Revenue Service (IRS).

Responsibilities to the State Organization

- Calls meetings of AAUW NC and prepares the agenda for and presides at all meetings, including Executive Committee, Board, Annual Meeting, and other state meetings such as Town Halls or special committees. The incoming or

continuing President may call a meeting of the incoming Executive Committee and/or board before July 1 for approving appointments and making plans for the coming year.

- Serves as ex officio member of all committees except Nominating Committee.
- Holds Chairs and their committee members accountable for their required responsibilities.
- Appoints Chairs of standing committees and Chairs of special and ad hoc committees. Chairs of committees serve the term of the President, but may be reappointed.
- Appoints a Parliamentarian for the Annual Meeting.
- Appoints an Auditing Committee for the annual financial review.
- Informs the winning author of the Young People’s Literature Award of his/her selection and presents the author and book to the AAUW NC membership. Assures a copy of the book is delivered to the Special Collections Library at the University of North Carolina at Charlotte.
- Shares President responsibilities with another person if approved by members during elections as Co-Presidents.
- Mentors Vice-President and other Board members to promote smooth transitions and achieve effective succession plans.
- Carries out the duties and responsibilities delineated for the President in the Bylaws and the Policy Statement.

Responsibilities to the State Branches

- Keeps branch leaders and their members informed of activities occurring in the state through ensuring regular publication of *Connect*, Board members attending branch meetings when possible, and offering online programs to all branches.
- Collaborates with Branch Advocate to assure good communication with branch leaders, using email, online meetings, and phone conversations on a regular basis.
- Ensures that key Chairs such as Public Policy, Programs, STEM, etc. keep in contact with the branch Chairs to share ideas and promote branches sharing their activities with each other.
- Seeks and provides resources for issues branches are concerned about or are wanting to learn about

AAUW NC Vice President

Responsibilities

- In the absence of the president, fills in for the president.
- Assists the president and board as requested or assigned.
- Wholeheartedly supports the mission and goals of the national and state AAUW.
- Serves as a member of the Executive Committee.
- May be assigned to a special area of responsibility, such as policy and bylaw review, communications committee, support of state Zoom account and production details, supervising the web content manager, and visiting branch meetings.
- Attends AAUW webinars, conferences, and learning opportunities to increase understanding of current goals.
- Works collaboratively with branch officers as assigned (currently with Zoom for branch program offerings).
- Assists in recruiting volunteers for state officers, board of directors, and committees.
- Seeks opportunities to champion the AAUW mission.

AAUW NC Treasurer

Job Description - Responsibilities

- Prepare an annual budget in collaboration with the Executive Board Members. Monitor the budget throughout the year and alert the board to any unusual fiscal situations or concerns.
- Pay all expenses, and follow financial policies set forth by the bylaws.
- Serve as a channel of communication between the state board and AAUW National and AAUW branches throughout North Carolina. Communicate to the membership any pertinent financial information received.
- Work with Membership Committee to manage and record member dues and information.
- Work with the Executive Board to anticipate and plan for expenses throughout the year for the state conference, fundraising, and donations, insurance, communications and expenses.
- The board must approve all investments.

Responsibilities to our state of AAUW North Carolina

- Be knowledgeable of the AAUW national fundraising and scholarship policies (AAUW Policies 501, 502, and 600) and their impact on AAUW NC and branch affiliates
- Ensure the state complies with AAUW national fundraising policies and IRS regulations and submits state donations in a timely manner
- Honors donor intent, inspire members to underwrite AAUW and its programs through (preferably undesignated) gifts (Currently the Greatest Needs Fund)
- Participate in fundraising trainings such as AAUW webinars, AAUW workshops, or opportunities provided by other professional outlets
- Work with other state officers and committees to integrate fundraising with state priorities
- Celebrate successful fundraising and its impact through recognition at state conferences and in state publications
- Share successful fundraising ideas

Specific Duties

1. Deposit all dollars into checking account in a timely manner. For conferences and fundraisers or any other ticketed events, have a second person verify and sign for amount received before depositing the cash.
2. Pay expenses and maintain receipts records. All reimbursements and payments need to have an invoice to verify expense. No payment will be issued without proper invoice.

3. Record all receipts and disbursements.
4. Reconcile bank statements monthly, making sure ledger balances with bank statements using Quicken.
5. At board meetings, review current and expected expenses and compare to budget. A financial statement should be compiled for each meeting showing expenses, deposits, grand total.
6. Produce a budget proposal to the board for approval at the May meeting as it must be published for all members 30 days before the end of the fiscal year. Submit to the board a detailed financial report, which should be finalized immediately after the close of the fiscal year on June 30. Present the board-approved budget to the state board for approval at the first meeting of the year (usually September).
7. Prepare and submit the accounting records and substantiating documents to an Audit Committee after the close of the fiscal year (June 30).
8. File IRS form 990-N and NC State Annual Corporate Report when due to the national office or directly to the IRS no later than November 15th and remind branch treasurers of these deadlines.
9. Process dues:
 - a. Be aware of various member categories, prices, and calendar.
 - b. Submit dues payments to AAUW National in a timely manner. Use the AAUW online MPP (Membership Payment Program) to record renewals and new members. This applies for dues received during the annual renewal period as well as throughout the year. *Note: The membership payment program/process may now be a feature of the new AAUW National Community Hub system.*
 - c. Keep a log of dues payments received from MPP (or Community Hub) with dates deposited.
10. Process and submit contributions when necessary to various AAUW funds through the Contribution Report Form (CRF) on AAUW's website.
11. Send a thank you acknowledgement for any donation made to the state.
12. TRANSITION for newly elected Treasurer: At the end of term, meet with incoming Treasurer to discuss administrative details and responsibilities. Evaluate accumulated material and pass to successor all necessary records, including those that have been kept electronically, and discard items not needed. Determine if any documents are suitable for archiving. Shred any documents that are being discarded.

General Procedures

1. Be familiar with information found in Resource Guides for finances and fundraising available on AAUW website and rules on donations in IRS Pub. 1771.

2. The incoming Treasurer meets with the outgoing Treasurer after the books have been closed (June 30) and audited to discuss administrative details involved in conducting the duties of office.
3. The outgoing Treasurer is responsible for the budget for the new fiscal year. Both the Incoming and outgoing Treasurers are required to attend the Budget Committee planning meeting. Both are encouraged to be present at the Audit Committee meeting as well.
4. Maintain two insurances (Liability, Directors and Officers). When needed, provide copies of insurance certificate as evidence of liability insurance.
5. Maintain a file to contain the following:
 - a. Maintain Employer Identification Number (EIN) for AAUWNC NC
 - b. Annual filings
 - c. All financial reports – checking, debit, savings
 - d. Past records of disbursements and receipts;
 - e. Pertinent financial information from AAUWNC
 - f. Bank statements kept for seven years, receipts and vouchers for three years.
 - g. Passwords for financial function accounts

Responsibilities to NC Branches

- Maintain contact with branch fund chairs and support their fundraising development efforts through regular communication, motivation, technical assistance, and fundraising training at state and regional conferences
- Encourage dialogue about policy compliance in fundraising efforts and disbursements
- Assist branch treasurers with dues, adding new members, deadlines, etc.

Responsibilities to AAUW National

- Adhere to all AAUW fundraising and scholarship policies and educate yourself on the current AAUW Bylaws; encourage branches to do the same.
- Contact AAUW about member concerns or questions related to fundraising efforts or disbursement.
- Submit donations in a timely manner using the AAUW Contribution Report Form.

Time Commitments

Approximate time required for this position is 10–15 hours per month. Attendance at state board meetings and conventions is required. Attendance at the AAUW National Convention is strongly encouraged.

Additional Resources

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Additional operational details to support the Treasurer role is included in the AAUW NC Guidelines and Procedures – Part 3 documentation: AAUW NC Important Bank and Treasurer Information.

AAUW has documented Resources for AAUW Finance Officers:

<https://ww3.aauw.org/resource/finance-tool-kit/>. This includes an AAUW Finance Toolkit: https://ww3.aauw.org/files/2017/08/AAUW_Finance_ToolKit.pdf.

AAUW NC Branch Advocate

Responsibilities

- Serves as liaison between branches and the state board of directors.
- Serves as liaison among branches to promote sharing of information, collaboration, and support.
- Assures strong communication with branch leaders, using email, online meetings, and phone conversations on a regular basis.
- Wholeheartedly supports the mission and goals of the national and state AAUW.
- Serves as a member of the Executive Committee.
- May be assigned to a special area of responsibility, such as policy and bylaw review, or contacting AAUW for information and clarification.
- Attends AAUW webinars, conferences, and learning opportunities to increase understanding of current goals.
- Works collaboratively with branch officers as assigned.
- Assists in recruiting volunteers for state officers, board of directors, and committees.
- Seeks opportunities to champion the AAUW mission.
- Assists branch officers with help in areas such as new member entry in the new Community Hub program, sharing program ideas, or sharing their special programs with other branches via Zoom.
- Assists with organizing state activities for members, such as the Annual Meeting, Town Hall, and other activities involving more than one branch.

AAUW NC Past President

TRANSITION PERIOD for the new President-Elect.

Following the Annual Meeting (normally in March) for the new state President-Elect, the outgoing president needs to ensure a smooth transition to the next presidential term, which begins July 1st. To help this process, the outgoing president will follow recommended guidelines during the four months of transition from March to July 1st when the incoming president begins her term of office.

1. Include the newly elected President in all Executive Committee meetings during the transition period, so current issues and priorities are shared. If they are not a current Board member, also invite the newly elected officer. If she is not a current Board member, also invite her to attend all state Board meetings during those four months from March to July 1st.
2. Transmit copies of documents that are critical to ongoing issues and activities of AAUW NC to the newly elected President.
3. Include the new President in other committee meetings and phone calls that have ongoing impact and importance for the next term.
4. Arrange for the incoming President to meet with appointed state Board members during the transition period before taking office. This planning meeting allows the new Board to begin prioritizing goals and objectives for the coming year and begin creating a long-term plan. This planning meeting will not take official Board actions.
5. For security purposes, the outgoing president and incoming president will agree on a specific date and time for changing passwords and providing access to all key functions. By July 1st, new and continuing officers, Board members and committee chairs need to have full access to the technology which is required for their area of responsibility.
6. The outgoing president will direct the Technology Chair to provide a transition email address for the incoming president and to change the presidential email address for the outgoing president to the new president prior to July 1st.
7. The outgoing president will update the national AAUW Membership Data Base (MSD) before June 30, so the officers and committee chairs are correctly listed prior to July 1st in the national AAUW MSD. (The incoming President also needs access to MSD prior to taking office on July 1st in order to contact possible candidates for board members & committee chairs.) Note: the MSD is now replaced by the Community Hub.
8. The outgoing president also needs to notify NC organizations and institutions, which are integral to AAUW NC programs and goals with the name and contact information of the incoming president. Some of these contacts are:
 - a. ERA Alliance
 - b. NC Archives
 - c. NC Historical and Literary Association

d. NC League of Women Voters

ONGOING as Past President

1. The immediate past-president may continue on the AAUW NC Board without a specific duty, functioning as a member who can clarify questions and provide information related to ongoing projects and other issues for the state Board.
2. The immediate past president is responsible for making sure that copies of the records of their term(s) are deposited with the North Carolina Archives in Raleigh. This is the official repository for AAUW NC historical records
3. The Past-President is often called on to install new branch and state officers.
4. Past Presidents may be invited to lead or consult with AD HOC committees that are working on special priorities, such as By-Laws revision, technology upgrades, and other long-range projects.
5. A past-president also is a resource for recommendations about possible candidates for appointment to committees and/or candidates for state office.

AAUW NC Executive Committee

- The Executive Committee (EC) is comprised of the elected officers: President, Vice-President, Treasurer, and Branch Advocate as directed by the Bylaws
- The EC has the general power to administer the affairs of the state and to initiate and carry out its programs and policies. It acts for the state between board meetings as well as Annual Meetings
- The President calls for a meeting of the EC when she identifies that discussion regarding items or issues is warranted. However, other EC members may request a meeting. Alternatively, a regular date and time may be used by the EC for meetings as determined by the EC
- The elected officers control the financial assets and assure their safekeeping and accounting
- The EC approves the President's appointment of standing and ad hoc committees and their chairs
- The EC appoints someone to fill the unexpired term of an officer, excepting the President, which requires the Nominating Committee
- Any member of the EC may have the responsibility of heading committees or task forces as decided by the EC
- Meetings of the EC are at the discretion of the committee and President, but must be held at least once per year
- The EC determines the date, place and time of the Annual Meeting
- The EC provides for the conduct of necessary business of the membership in the unavoidable absence of an Annual Meeting
- The EC reviews and approves state mini-grant application requests
- The EC reviews and may approve endorsements for legislation requested by outside organizations, individuals or branch members
- The EC reviews and may approve a sponsorship, co-hosting or other such collaborative organizational educational or advocacy opportunities. The EC determines whether a branch may use the AAUW and/or the AAUWNC logo in the marketing of such situations. The monetary backing of nonpartisan political events must be reported to the EC prior to the dispersal of funds
- The EC will review the AAUW NC Policy Statement every two years and recommend changes for full board approval. Changes proposed by general membership are subjected to the same process of review and approval
- Meetings of the EC may be held in-person or electronically
- Any EC member may bring up an agenda item for discussion. Issues that the branch leadership or a state member is requesting be reviewed and/or approved by the board are first reviewed by the EC with recommendations submitted to the board along with the specific request

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- In the absence of a Finance Committee, the EC acts as such. The Treasurer will not serve as the presiding officer when in Finance Committee mode
- The EC discusses findings per actions assigned by the Board and identifies any additional required follow-up tasks.

AAUW NC Board of Directors

- The Board of Directors (board) is comprised of the four (or more if co-positions are in place) elected officers and the Chairs of selected standing and ad hoc committees appointed by the President
- The state board is responsible for approving actions and documents as described in the Bylaws and Policy Statement
- The board will meet a minimum of quarterly either in-person or electronically
- A quorum for the board is 50% of the Directors, including at least 50% of the officers
- The board determines dues for state membership and College/University representatives who become a branch member and must provide written notice to the membership at least 30 days before the Annual Meeting any changes from existing dues
- The annual budget is approved by the board and sent to the membership no later than 30 days before the start of the fiscal year
- The board approves the annual review of the state treasury, which is conducted by two individuals that do not include the Treasurer. These may include board and/or branch members
- The board elects a candidate put forth by the Nominating Committee for a President with an unexpired term if neither the VP or the Branch Advocate will take the position
- The board may vote to remove an elected officer from the board
- The board maintains a transparency that allows any member of the state to attend a meeting
- The board considers and approves recommendations from the Executive Committee

Director Role for the AAUW NC Board of Directors

- A director will adhere to and actively support the AAUW mission statement and AAUW NC purpose statement
- A director will attend 75% of the board meetings held quarterly or more frequently as determined by the board
- Active participation in the discussion and sharing of information and opinions is encouraged
- Whether a committee Chair or an elected officer, the director, while sharing specific information of the branch to whom they belong, will represent all the state membership in discussions and decisions
- Each director will support the decisions made by the board
- The director is responsible for demonstrating fiduciary responsibility by overseeing the financial transactions of the state treasury and approving recommendations of the Finance Committee for actions that relate to these funds