AAUW North Carolina – Guidelines and Procedures

Part 2: Key Roles and Responsibilities – General Information – Appointed Committee Chairs and Task Leads

- **Communications Chair**
  - Content Manager Title (Preparer): Communications Chair (Bents)
  - Last Updated: October 2026
  - Last Approved Date: October 2026
- **Zoom Meeting Coordinator**
  - Content Manager Title (Preparer): Programs Chair (Pearre)
  - Last Updated: June 2025
  - Last Approved Date: June 2025
- **CONNECT Newsletter Editor**
  - Content Manager Title (Preparer): CONNECT Editor (Bents)
  - Last Updated: June 2025
  - Last Approved Date: June 2025
- **Diversity, Equity and Inclusion Lead**
  - Content Manager Title (Reviewer): DEI Lead/Chair (Jacobs)
  - Last Updated: July 2022
  - Last Reviewed Date: June 2025 Review/Update Cycle
- **Guidelines and Procedures Manager**
  - Content Manager Title (Reviewer): Guidelines and Procedures Manager(s) (Bents)
  - Last Updated: June 2025
  - Last Approved Date: June 2025 Review/Update Cycle
- **Programs Chair**
  - Content Manager Title (Reviewer): Programs Chair (Pearre)
  - Last Updated: June 2025
  - Last Approved Date: 2025 Review/Update Cycle
- **Public Policy Chair**
  - Content Manager Title (Reviewer): Public Policy Chair (Ashe)
  - Last Updated: June 2025
  - Last Approved Date: June 2025 Review/Update Cycle
- **Secretary**
  - Content Manager Title (Reviewer): Secretary (Pou and Ashe)
  - Last Updated: June 2025
  - Last Approved Date: June 2025 Review/Update Cycle
- **STEM Chair**
  - Content Manager Title (Preparer): STEM Chair (Tew)
  - Last Updated: June 2025

    - Last Approved Date: June 2025 Review/Update Cycle
- **AAUW Funds and Fellowships Chair** (Title updated June 2025)
    - Content Manager Title (Preparer): Funds Chair (Bernard)
    - Last Updated: June 2025
    - Last Approved Date: June 2025 Review/Update Cycle

Non-elected Board positions are appointed by the President and the individual serves for the term of the President. After the end of a President's term, the new President may reappoint that individual.

The back up for any open position is at the discretion of the President. The position may be filled by a new appointment to the board, duties may be appended to another board member, or the position can be left unfilled.

Communications Chair

Communications Chair Responsibilities

- Manages internal and external communication tools of the organization.
- Coordinates a team of volunteers and contracted staff.
- Works collaboratively with state officers to ensure timely communications with branches and members.
- Serves as a member of the Board of Directors.
- Assists in recruiting committee members for the communication responsibilities.

Communications to the Public and AAUW NC Members

- One of the primary communications tools is the website, AAUWNC.org.
- There are several key communications services/tools included in the AAUW NC budget: Dreamhost.com, GetYOUFound, Zoom and MailChimp.
    - **Dreamhost.com:** Dreamhost.com is the service that hosts the AAUW NC website. It also provides domains for the organization plus creation and forwarding service for email alias addresses/names.
    - **GetYOUFound:** The AAUW NC Website editing platform, WordPress, is provided and maintained by GetYOUFound.com, located in Greensboro. The contact address for GetYOUFound is projectmgr@getyoufound.com. The editing platform used for the AAUW NC website is WordPress with the Bakery Page Builder theme. This support is not website content maintenance.
    - **Zoom:** A paid Zoom video conferencing account is used for state meetings and is available for all AAUW NC branches to use, at no cost to the branches.
    - **MailChimp:** The Intuit MailChimp product is licensed to create, host and distribute the AAUW NC Connect newsletter. Additional information about use of MailChimp for the Connect newsletter is included in Part 2 and Part 3 of the AAUW NC Guidelines and Procedures documentation.
- State website content changes/updates are performed by appointed AAUW member volunteers or by hired support staff arranged by the Communication Chair and AAUW NC President.
- Most AAUW NC affiliates/branches use the AAUW national web services to host their websites. Websites with 'aauw.net' in the web address are hosted with this service. For example: https://brevard-nc.***aauw.net***/. Information can be found at https://site-resources.aauw.org/webpage. This includes WordPress editing tips, FAQ and tutorials. The support email address for this service is: site-resources@aauw.org.
- Facebook is a supplementary tool to share updates and news. There is currently no individual assigned to share regular posts. The AAUW NC Facebook account

is: https://www.facebook.com/aauwnc/. Facebook is currently the sole social media focus. A small AAUW NC Board subgroup is working to define support roles and responsibilities for the AAUW NC state Facebook account. It will also summarize AAUW NC branch Facebook account presence data. Additional information will be documented and added to the AAUW NC Guidelines and Procedures documentation in Part 3.

- All account passwords are included in the credentials file maintained by the President.

Notes for AAUW NC Leadership Meeting – August 13, 2026 – Communications Summary

Connect Newsletter

1. Newsletter distributed each month with the exception of July. An extra issue may be distributed with info about the Annual Meeting. We had extra issues in 2026 about the AAUW NC State Conference.
2. Always distributed on the 1st day of the month.
3. Each newsletter includes a section with the due date for the articles to be submitted. Reminders are sent to the State Board members and branch presidents.
4. Content for the newsletter is also found in branch newsletters, websites and FB accounts. However, many of these resources are not updated regularly. So, it is difficult to find content for some branches. It would be helpful to include the editor@aauwnc.org on the mailing list for branch newsletters. If newsletters are posted to the branch website for Members only, please provide the password, so that the newsletter editor can access yours.
5. The June newsletter includes an In Memoriam article to honor members that have passed during the past year.
6. Important not to include a lot of embedded text in images. Encourage images, text, Word and PDF files. Embedded text cannot be viewed by people using a text browser or adaptive software, etc.
7. The 10 most recent newsletters are posted on the AAUW NC News webpage. Therefore, newsletters are open to the Public to read.
8. New branch members are added to the MailChimp audience list based on New Member emails from National. Members have the option to unsubscribe.
9. Info about how many newsletter opens and most links accessed is shared at AAUW NC board meetings.
10. Please encourage your members to scan/read the newsletters.

AAUW NC Website

1. Mary Ann is an unofficial website editor for the state website. The Get You Found contractor is also used to help with some updates like the Gravity Forms used for the AAUW NC State Conference.

2. The sections of the website include:
    a. About
        i. Board of Director names
        ii. Strategic Goals
        iii. Documents
            1. Bylaws
            2. Policies
                a. Guidelines and Procedures – reviewed and updated at least every 2 years or as needed
                b. Part 1: Elected Officials
                c. Part 2: Appointed Chairs and Leads
                d. Part 3: Checklists, Procedures & Additional Resources (by special request)
                e. Part 4: Meetings
                f. Part 5: Mission Related Activities
            3. Grant Application
            4. Annual Budget
            5. Annual Meeting and Board Meeting Minutes
    b. Branches – includes names of Presidents, links to websites, FB, etc.
        i. Includes a webpage with links to resources for branch leaders
            1. Community Hub Tools & Resources
            2. Community Hub FAQ
            3. Membership Matters Newsletter – most recent issue; use this link for the National Leadership Resources & Tools webpage – use the Membership Matter heading
            4. State & Branch Tools
            5. Leader Resources & Tools
            6. AAUW National Website Support – site-resources@aauw.org
    c. Events – including links to some recorded AAUW Zoom events
        i. AAUW NC 2026 State Conference Info
        ii. Empower Her Series
        iii. Includes the Events Calendar for the fiscal year
    d. News – links to Connect newsletter (10 most recent newsletters), STEMEd newsletters and AAUW NC Facebook account
    e. Public Policy Info
    f. Programs
        i. Diversity, Equity and Inclusion (DEI)
        ii. Young People's Literature Award
        iii. Mini-Grants
        iv. NCCWSL
        v. NC Fellowships and Grants
        vi. STEM

vii. WorkSmart and StartSmart links

3. Still working to trim obsolete/older content

Resource for Branch Website Editors – along with Laura Tew, the State Branch Advocate

AAUW NC Facebook Account – Administrator and Moderator Functions

1. Kathy Pearre, Laura Tew and Mary Ann partnered to improve use of this social networking tool
2. Content is open to the public
3. Mary Ann updates posts each month including the Connect and STEM Ed newsletters, some posts from AAUW National, posts from other resources pertinent to women and girls. Have started to reference some of these resources in the Connect newsletter. Encourage your members to visit this resource.
4. In 2025 there were ~400 posts. The sources of the posts that received reactions, shares, or comments are shared with the AAUW NC Board members. The number of posts each month for 2026 varies from 20-65.

AAUW NC Community Hub Liaison

1. Mary Ann available as a resource to help answer and/or resolve Community Hub issues and to serve as a liaison with the AAUW National support group.

AAUW NC Zoom Meeting Coordinator

Guidelines for Using AAUW NC Zoom Account

- Authorized users include the following branch officers:
    - Presidents
    - Membership VPs
    - Program VPs
    - Treasurers
    - A Branch President may identify a specific branch contact to collaborate with the Zoom Meeting Coordinator to schedule recurring Zoom meetings like book group sessions.
- Details about how to request and advertise Zoom meetings using the AAUW NC Zoom account will be shared with branch presidents.
- Authorized users may schedule Zoom for branch leadership meetings, membership meetings, and programs/events.
- Dates and times may be reserved up to 3 months in advance.
- Requests for Zoom meetings are sent to zoom@aauwnc.org.
- Zoom sessions are scheduled by the AAUW NC Zoom Meeting Coordinator. A confirmed meeting link and a meeting ID is sent to the meeting requester.
- The branch officer/point-of-contact requesting the meeting is the person who shares the meeting link with attendees. Some Zoom events are open to participants outside a branch; promoting the Zoom information via the AAUW NC Connect newsletter or AAUW NC website is available. In these instances coordination with the Connect Editor and the Communications Chair is advised.
- The AAUW NC host opens each meeting by admitting the branch officer and appointing one or more co-hosts, who then admit participants and conduct the meeting.

CONNECT Newsletter Editor

Software to Support the CONNECT Newsletter

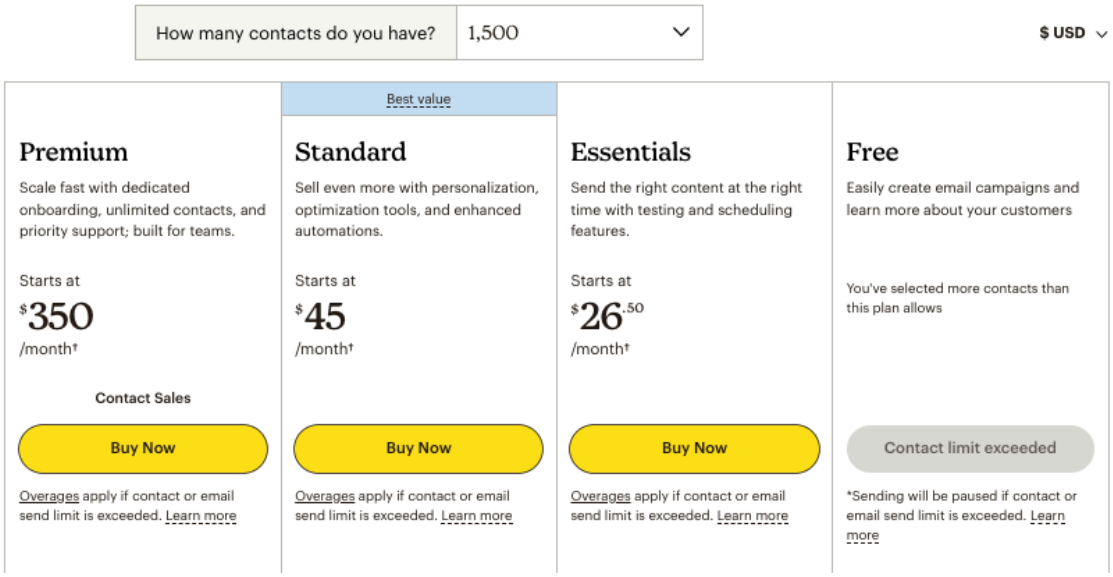
AAUW NC has a MailChimp paid account with credentials known to the Communications Lead, newsletter editor and other members of the communications team, as necessary. The President and Communications Lead manage the userid and password information. It is recommended that the password be changed when there are changes to the any of the key people supporting this communications function and tool.

MailChimp is now part of the Intuit family of products.

> The Rocket Science Group, LLC
> 675 Ponce de Leon Ave NE
> Suite 5000
> Atlanta, GA 30308 USA

In March 2023 the MailChimp vendor changed the licensing terms. We are no longer eligible to use the Free version because of the number of addresses in our audience group; we have over 1300 addresses.

The following webpage has a summary of their pricing for MailChimp: https://mailchimp.com/pricing/marketing/. If you select 1500 as the number of contacts, it will show the following (snippet from the page). The specific details are summarized on this webpage: https://mailchimp.com/pricing/marketing/compare-plans/.



While MailChimp recommends the Standard version for us, it is not believed that we need that version. The Essentials plan should be sufficient. At $26.50/month this would be $318/year. This is what we are currently subscribed to. The AAUW President and Executive board approved this expenditure after adopting a paid subscription. The Essentials plan includes 3 user seats, 3 audiences and 15,000 monthly email sends. This subscription also includes 24/7 Email & Chat Support, Guides and Tutorials.

The AAUW NC credit card information was added to the account information with assistance by the AAUW NC Treasurer. It is important to periodically check that the card expiration date documented In our MailChimp account is current so that the company can coordinate payments. In addition, any change to the AAUW NC Treasurer role and associated credit card information will require an update of this information in the MailChimp account profile and other data.

Newsletter Audience/Recipients

CONNECT Newsletter – AAUW NC allows nonmembers to subscribe to the e-newsletter and does not (always) remove lapsed members from the subscription list. The board has not discussed policies about nonmember access. For now, "member only" content should not be shared in an e-newsletter that goes to every subscriber. The standard newsletter distribution process includes a step that will link the 10 most recent newsletters to the AAUW NC website.

The Connect Editor should be added to the AAUW NC Community Hub Committee Chairs/Officers list as a Membership lead. This will allow the editor to receive email messages when new members join AAUW NC branches. This information can be used to manually add member addresses to the MailChimp audience group associated with the Connect Newsletter distribution. There is a link to self-subscribe to the list: https://aauwnc.us1.list-manage.com/subscribe?u=20cf727cb43cc711ba495431a&id=282b9261bd. This webform can be used by the Connect Editor to add new members to the audience group. The member's AAUW ID must be obtained from the new member's Community Hub record.

A separate procedure document is available that describes maintenance of the MailChimp AAUW NC Communications audience group.

Newsletter Schedule

The newsletter editor, in consultation with the AAUW NC president, sets the schedule for the newsletter publication and notifies other board members. The current practice is to distribute and publish the CONNECT newsletter during the first week of each

month as close to the beginning of the month as possible; most recent newsletters are distributed the 1st of each month. The President may approve a schedule that does NOT include the June and/or July issues since many branches do not meet during this timeframe. A special issue can be created and distributed during these two months if warranted. Submitted articles should be sent to the Editor by board members or branch contacts by the week before distribution. Time must be allotted for key AAUW NC contacts to review and approve the drafted newsletter (president, past president, communications lead). Historically, a reminder message is sent to the AAUW NC Board members and the branch presidents/administrators about the upcoming article submission deadline. Each newsletter issue has a section with Connect Newsletter Topics that includes the deadline date to submit articles for the next issue.

Information on events such as the annual meeting should be sent as early as possible. The date and location for the annual meeting must be sent at least 30 days in advance. It is a good idea to have an editorial calendar to schedule information about the annual meeting (speakers, agenda, nominations, awards, etc.) and coordinate how that info is posted on the website and in the newsletter.

Newsletter Content and Design

The newsletter editor ensures good practices, including mobile friendly layout, eye-catching graphics, etc. To support display on standard computers, tablets and other mobile devices, a single column format is recommended; an email template has been created in MailChimp to support this layout. Other recommended best practices include:

- Use smaller size images and use of text wrapping to compact content layout
- Use web page heading styles (H1, H2, H3) in MailChimp to provide clear hierarchy of content.
- Use PDF linked content conservatively and ensure that embedded text content is not obscured in images.
- Support Accessibility (Compliance with international legislation & standards: ADA, WCAG 2.1, Section 508). MailChimp has some basic information about Accessibility online: https://mailchimp.com/help/accessibility-in-email-marketing/. Those most important for the CONNECT newsletter include:
    - Don't hide information in images (embedded text cannot be read/viewed by individuals using text browsers or adaptive tools)
    - Use Proper Alt Text for Images. Additional information about use of Alt Text is available at: https://webaim.org/techniques/alttext/.
    - Use meaningful link text (also do not use the same text for multiple links on the same message/page)

- A list of AAUW NC historical style tips was compiled and is posted at: https://www.aauwnc.org/tips-on-writing-aauw-news-items/ (Tips on writing AAUW news items, 2008)

Major items of interest or those requiring lengthy discussion should be published on the website so that a link to those items can be included in the newsletter, while the newsletter content can concentrate on "teaser" content more likely to generate interest. This is considered a best practice, but may not always be possible. In addition, often the newsletter readers are not inclined to access content using links.

Board members are responsible for writing at least the web version of content in their responsible support areas. The Branch Advocate and AAUW NC President can help to solicit content from the branches. Branches should send drafted articles to the CONNECT Editor (editor@aauwnc.org). In addition, the Connect Editor can excerpt information from AAUW NC branch newsletters that are shared or posted to their branch websites or from branch Facebook account posts. MS Word format is advised rather than PDF format. The best formats for image upload to MailChimp images are: JPG, GIF, or PNG. The CONNECT Editor should have access to a tool to capture and save images that may be embedded in submitted documents.

Each newsletter mailing includes a reminder "please share this with the members of your branch who may not have email or who may have joined very recently".

A separate procedure document is available that describes how to create and distribute the CONNECT newsletter using MailChimp. This documentation provides the baseline steps required.

Communications to Branch Members and Public (via the AAUW NC website)

Each newsletter issue that does not include member-only content is tagged so that it appears on the list of 10 most recent newsletters on the website. This will add the newsletter to the AAUW NC website on the News webpage at: https://www.aauwnc.org/news/. The Public therefore can view these newsletter issues.

If a survey of branch members is needed, options include: Gravity Forms (AAUW NC pays for the version that has survey capability through our contract with the company, Get YOU Found), or MailChimp (if the audience is the subscribers and the survey is simple). An additional software survey tool option is Google Forms (AAUW NC has a business license for Google Docs which includes Google Forms).

Members with multiple email addresses

When importing the branch member, national member and college/university data the MailChimp audience group may end up with multiple different email addresses for the same member. In 2022, outreach was initiated to contact members to identify the preferred email address. In some cases the member may want multiple email addresses subscribed. The unneeded record(s) in the audience group is/are then archived in MailChimp and no longer used for CONNECT messages.

Communications to Select AAUW NC Members (i.e. officers)

MailChimp has a very flexible way of marking and selecting recipients for the messages. Historically, the MailChimp audience group maintenance process used data from the AAUW Member Services Database (MSD). This system was replaced with the Community Hub system. The Community Hub does not track all historical committee and officer positions that were used in the MSD. New processes using the Community Hub branch rosters and committee/officer data needs to be developed.
In cases where an issue of the newsletter goes only to branch presidents or branch officers, or when there is a special email communication to a subset of branch members, the message should highlight exactly who is receiving the message and whether it should be shared with other members of the branch or branch board. A separate audience group may be appropriate to consider.

CONNECT Newsletter Statistics

At least once a quarter the newsletter editor reports to the board on the open rates of the newsletters and what links generated the most "clicks." It is suggested that the percentage, as well as, raw data open rates be shared. According to data compiled by Neon One (https://neonone.com/resources/blog/nonprofit-email-benchmarks/), the average nonprofit email open rate is 28.59%. The average email click-through rate for nonprofits is 3.29%.

More information about MailChimp campaign reports is available at: https://mailchimp.com/help/about-email-campaign-reports/.

An Apple Privacy Update was implemented that may impact the accuracy of MailChimp reports. Read more about this change and the impacts at: https://mailchimp.com/help/apple-privacy-faq/.

Diversity, Equity and Inclusion Lead

The state diversity, equity and inclusion (DEI) chair develops, implements, and monitors programs and activities that promote diversity and inclusion at the AAUW state level. The person in this position values, considers, and advocates for solutions that meet the needs of all.

The DEI Chair will be responsible for sponsoring the branch's strategic initiatives to support the recruitment and retention of diverse members. The successful individual will be comfortable in specific area(s) of diversity and will establish a strong working relationship with AAUW's Diversity & Inclusion Committee, enabling them to help increase overall representation, engagement and, in turn, branch results. This role will also manage external diversity partnerships and will serve as the diversity liaison to various internal entities.

Core Responsibilities:

- Applies in-depth knowledge of diversity principles and practices to deliver solutions in areas such as inclusion, member engagement, training and communication
- Serves as key contact for all external diversity partnerships
- Partners with internal AAUW entities to set annual strategies
- Serves as the diversity liaison with key partners: Branch, State, National
- Takes on other diversity projects as assigned

Responsibilities to Your State

- Initiate actions to foster an open and inclusive environment
- Serve as the "go-to" person for inclusion issues that must be addressed by the state
- Use the AAUW Diversity, Equity, and Inclusion Tool Kit to develop a broadly inclusive, diverse, and welcoming membership, culture, and climate
- Develop programs to attract and retain a diverse membership for the state; the programs may be developed in conjunction with the program vice president or other appropriate AAUW leaders
- When introducing diversity and inclusion initiatives, consider the unique needs of the state and coordinate with board members to achieve goals and objectives
- Coordinate the purchase or preparation of appropriate training and other materials as needed in order to support diversity and inclusion initiatives

- Update programming and related activities to ensure that they remain relevant to changing trends in diversity and inclusion
- Evaluate the effectiveness of diversity and inclusion initiatives and make recommendations for future programs and activities
- Seek to include diversity at all levels of the organization, specifically at state meetings and conventions

Responsibilities to Branches in Your State

- Provide guidance to assist branches in Initiating actions to foster an open and inclusive environment
- Provide guidance to branches in helping serve as the "go-to" person for inclusion issues that must be addressed by the branch
- Develop sessions to educate members and leaders on how to recognize, consider, accommodate, value, appreciate, and advocate for individual differences
- Educate members on how differences in race, gender, national origin, ethnicity, marital status, sexual orientation, gender identity, and physical disability can be incorporated to strengthen the overall branch
- Maintain contact with others in the community whose knowledge and experience could assist the branch in enhancing its diversity and inclusion focus

Responsibilities to AAUW

- Foster and continuously monitor the culture and climate for membership growth at all levels in ways that explicitly celebrate inclusiveness and diversity
- Maintain contact with AAUW national, particularly in regard to diversity and inclusion tools and outreach efforts; comply with all reporting requirements
- Actively attend and participate in board and membership meetings and other activities, as needed

Recommended Characteristics:

- Knowledgeable or interested in diversity and inclusion
- Experience working in or volunteering in a diversity and inclusion capacity or on tasks that have required implementing diversity and inclusion programs in the past
- Active participant in AAUW
- Knowledge of AAUW's history and mission
- Previously engaged in work related to diversity and inclusion issues in AAUW or elsewhere
- Energetic, enthusiastic and willing to complete the work
- Able and willing to collaborate with members of the branch board and the national Diversity and Inclusion Committee

- Able to create buy-in and lead others
- Open to new ideas and willing to think outside the box

*If someone does not possess all of these characteristics, the most important thing is someone who is eager to learn and willing to do the work. This person will not be working alone. The branch board should work together to make plans for diversity and inclusion and support the execution of this work.

AAUW NC Guidelines and Procedures Manager

This is a new role for the AAUW NC established in 2021 associated with development of new comprehensive Guidelines and Procedures documentation. The AAUW NC President will appoint a Guidelines and Procedures Manager (or Co-Managers).

The Guidelines and Procedures provide supplemental resources to compliment the North Carolina Bylaws and Policies documents. The Guidelines and Procedures reflect additional information for AAUW NC Elected Officials, Appointed Committee Leads and Task Groups and other related volunteers.

The following provides some initial guidance to maintain these materials.

Guidelines and Procedures: Documentation components

- **Part 1: Key Roles and Responsibilities – General Information – Elected Officers and Executive Committee & Board of Directors**
  - **President/Administrator**
    - Content Manager Title: President
  - **Vice President**
    - Content Manager Title: Vice President
  - **Treasurer (Finance and Budget)**
    - Content Manager Title: Treasurer
  - **Branch Advocate**
    - Content Manager Title: Branch Advocate
  - **Past President**
    - Content Manager Title: Past President
  - **Executive Committee**
    - Content Manager Title: President
  - **Board of Directors (BoD) and Director of BoD**
    - Content Manager Title: President
- **Part 2: Key Roles and Responsibilities – General Information – Appointed Committee Chairs and Task Leads**
  - **Communications Chair**
    - Content Manager Title: Communications Chair
  - **Zoom Meeting Coordinator**
    - Content Manager Title: Programs Chair
  - **CONNECT Newsletter Editor**
    - Content Manager Title: CONNECT Editor
  - **Diversity, Equity and Inclusion Lead**
    - Content Manager Title: DEI Lead/Chair
  - **Guidelines and Procedures Manager**
    - Content Manager Title: Guidelines and Procedures Manager(s)
  - **Programs Chair**

        - Content Manager Title: Programs Chair
    - **Public Policy Chair**
        - Content Manager Title: Public Policy Chair
    - **Secretary**
        - Content Manager Title: Secretary
    - **STEM Chair**
        - Content Manager Title: STEM Chair
    - **AAUW Funds and Fellowships Chair**
        - Content Manager Title: AAUW Funds and Fellowships Chair
- **Part 3: Key Roles and Responsibilities: Process Checklists, Procedures and Additional Resources**
    - **AAUW NC Nominating Committee Checklist**
        - Content Manager Title: Branch Advocate
    - **AAUW NC CONNECT Newsletter Creation and Distribution**
        - Content Manager Title: CONNECT Editor
    - **AAUW NC CONNECT Newsletter MailChimp Audience Group Maintenance**
        - Content Manager Title: CONNECT Editor
    - **AAUW NC Zoom Meeting Coordination**
        - Content Manager Title: Zoom Coordinator/Communications Lead (no longer updated in Part 3; Zoom info elsewhere is sufficient)
    - **AAUW NC Document Retention**
        - Content Manager Title: President
    - **AAUW NC Important Bank and Treasurer Information**
        - Content Manager Title: Treasurer
    - **Additional Resources (AAUW, AAUW NC and External)**
        - Content Manager Title: President
    - **AAUW NC Facebook Presence Administrator/Moderator**
        - Content Manager Title: AAUW NC Facebook Presence Administrator/Moderator
- **Part 4: Meetings**
    - **Meetings: General Information – Information, Rules/Guidelines and Responsibilities**
        - Content Manager Title: President
    - **Meetings: Annual Meeting Coordination**
        - Content Manager Title: President
    - **Meetings: Zoom Meeting Coordination**
        - Content Manager Title (Preparer): Programs Chair
    - **Meetings: Coordinating and Hosting Online Programs/Meetings (Sample: Not to be updated)**
        - Content Manager Title (Preparer): President

        - **Meetings: American Association of University Women of North Carolina Annual Conference Planning Guidelines (SAMPLE document – not to be updated; publish PDF version only)**

    - **Part 5: Mission Related Activities:**
        - **Young People's Literature Award Selection**
            - Content Manager Title: President and Treasurer
        - **Grants to Branches (Mini-grants)**
            - Content Manager Title: President
        - **5 Star Program**
            - Content Manager Title: President

Guidelines and Procedures: Reviews, Updates and Re-authorizations

- It is intended that this documentation evolve over time and be updated to promote continuous improvement. As such, it is important to establish triggers to review and validate accuracy of the document and update as warranted. These reviews and updates can be scheduled or may be event-driven. It is important that the documents are re-verified at least once every two years. Event driven reviews/updates may be performed due to officer elections, appointed chair/lead changes, changes in state bylaws or policies. Scheduled reviews/updates: All content should be reviewed and re-authorized at least every two years.
- Event drivers for initiated reviews, revisions or additions should be based on officer or appointed team or functional lead changes. Event drivers may also relate to changes in AAUW NC Bylaws or Policy changes.
- Ideally, to foster knowledge transfer between elected/appointed volunteers, it would be helpful for the outgoing and incoming volunteers to review the materials together. This can help to identify content that warrants revision due to changes or that needs clarification.

Miscellaneous Formatting Recommendations

- It is recommended that each topic presented in a Part of the Guidelines and Procedures document identify the responsible functional title, last name of the person creating/reviewing/revising specific content. For example:

- **Communications Chair**
    - Content Manager Title (Preparer): Communications Chair (Pearre)
    - Last Updated: July 2022
    - Last Approved Date: July 2022

- Page numbering should be included on all pages along with a Month and Year indicator in the footer
- A header should be included that identified the document title and Part Number. For example:

AAUW North Carolina – Guidelines and Procedures – Part 2: Appointed Chairs and Leads

Guidelines and Procedures: Storage and Publication

- An MS Word version of each Guidelines and Procedures Part should be saved in the AAUW NC Google Drive workspace. Older versions should be archived after replaced with a revised version.
- Publication of the Guidelines and Procedures on the AAUW NC website on the Documents webpage (https://www.aauwnc.org/documents/). This task should be coordinated with the AAUW NC President, Communications Chair and person appointed to make updates to the AAUW NC website. A high level outline of the Guidelines and Procedures documentation shall be published on the AAUW NC website under the Menu option, Documentation. The outline will define the Parts of the documentation. The outline will include links to a PDF version of each Part of the documentation. Some Parts may be represented one the website with a high level outline of topics and only available per request and approval by the President.

AAUW NC Programs Chair

This position does not have to be a Board Chair, but acts as a liaison between the board and branch Program Chairs

The Programs Chair:

- Serves as a resource for branch Programs Chairs for ideas and assistance with specific issues identified by the branch Chair
- Acts as the point person for the branch Chair to contact to begin plans for a state co-hosted presentation
- Monitors planned program topics such that similar topics are not scheduled in the same month for co-hosted presentations; limits the presentations to no more than 2 per month to help avoid decreased attendance due to “Zoom overload"
- Communicates regularly with branch Chairs either by Zoom or email, e.g. quarterly meeting on Zoom to foster networking and with email communication in between
- Facilitates sharing among the branch Chairs on program ideas and plans
- Collaborates with individual branch Chairs on programs to be co-hosted as state membership presentations
- Provides input to branch Chairs to encourage AAUW mission and priorities based programs for their branches and particularly for ones shared with the state membership
- Collects and collates branch programs identified for the year and seeks to work with branches who have similar topics to collaborate to either enhance their own programs through sharing ideas and/or go together to co-present the topic as a state offering
- Collaborates with the Communications Team responsible for Zoom functions to assist with obtaining a specific date and time for branch and state co-hosted presentations and to facilitate electronic media needs, e.g. videos, slide shows, etc.
- Keeps up with the AAUW webinar schedule to see if the topic would be of value to all branch Chairs or particular ones that may be planning a presentation on the topic; alert branch Chairs for potential registration and attendance
- May create and offer 2-3 programs per year to the state membership on important AAUW topics that are not getting attention at the branch level
- Collaborates with other board Chairs, i.e. STEM, Public Policy, Diversity, Equity and Inclusion, and potentially others to assist with specific programs needed in their areas
- Completes other tasks related to programming as requested by the board

AAUW NC Public Policy Chair

Role/Function
The State Public Policy Chair (SPPC) helps to advance AAUW's Public Policy Priorities while shaping and encouraging other AAUW members to do the same.

Position Description
The State Public Policy Chair advocates for and represents AAUW's public policy priorities to policy makers, elected and appointed officials, AAUW members, the public, and the media. They also coordinate AAUW voter education and turnout campaigns among branches in the state.

Responsibilities to AAUW

- Keep the national AAUW office updated on branch and state public policy and voter education activities. Use this online AAUW Advocacy Event and Activity Report-Back Form: https://ww3.aauw.org/resource/advocacy-event-activity-report-back-form/.
- Find and take positions on state and local issues. AAUW state boards should take positions and advocate on state legislation and regulations in accordance with the AAUW Public Policy Priorities

Responsibilities to Your State

- Know and adhere to the branch bylaws, policies and procedures.
- Maintain regular contact with the state president and keep them informed of branch public policy activities
- Identify and assess current state legislation to support and oppose proposed bills.
- Encourage members to support national and state initiatives and programs.
- Advocate for AAUW's position on federal legislation to your state's U.S. senators through letters and meetings
- Join statewide coalitions to work on AAUW public policy priorities
- Contribute to the state newsletter to keep members updated on efforts

Leadership Skills Helpful to the Position

An effective leader will be skilled at program planning and development, team building, coalition building, communications and public speaking, and media relations. A leader is

able to recognize and employ the talents of others; to inspire collaborative work toward common goals; to mentor and encourage; and to be empathetic, reassuring and decisive.

Resources to Support this Role

- AAUW NC State Public Policy Chair Job Description: https://ww3.aauw.org/resource/state-public-policy-chair-position-description/
- Legislative Priorities 2025-2027 https://www.aauw.org/resources/policy/aauw-public-policy-priorities/
- AAUW PP Tips: https://ww3.aauw.org/resource/top-tips-for-public-policy-chairs/AAUW Leader's Essentials: https://ww3.aauw.org/leader-essentials/
- League of Women Voters: https://www.lwv.org
- ERA Alliance of North Carolina: https://www.era-nc.org
- NCNewsline: https://ncnewsline.com/

Time Commitment

Approximate time required for this position is six hours per month. Attendance at state board meetings and conventions is required. Attendance at the AAUW Atlantic Regional Conference is strongly encouraged.

AAUW NC Secretary

Summary: The Secretary attends and takes minutes for the monthly Board Meetings and Annual Business Meeting.

Responsibilities:

1. Attend Board meetings (or identify a substitute note taker when attendance is not possible)
    a. Using the AAUW NC Google Drive (i.e., Google Docs), take the minutes (sample provided in Appendix A – use the meeting agenda to organize the rows).
    b. Include the agenda, treasurer's report, and other supporting documents as Appendices in the minutes. The President typically emails these to the board prior to the meeting. Formatting of the appendices can be facilitated by using the Google CloudConvert extension, which converts files in Google Drive into a wide variety of formats such as images that can be pasted into the Appendix pages.
    c. As soon as possible, after the meeting, provide the President with a share link to review the Google Doc minutes for accuracy. The President makes comments or edits. The President shares the link with the Board by email prior to the next meeting for Board review.
    d. During the Board comment period at the next meeting (or if Board members email changes in advance), document the edits. Make the approved edits in a new copy of the document.
    e. Save the approved document as a PDF and clearly rename the file including the characters 'final' in the name.
    f. Email the approved document PDF to the Communications Director, Website Editor and/or designee, to post to the AAUW NC website at https://www.aauwnc.org/documents/ and save to the AAUW NC Google Docs for records archive.
2. Attend the Annual Business Meeting (or identify a substitute note taker when attendance is not possible).
    a. Using the AAUW NC Google Drive (i.e., Google Docs), take the minutes (sample provided in Appendix A – use the meeting agenda to organize the rows).
    b. Provide the supporting documents, converted to PDF format, to the Communication Chair, website editor and/or designee to post in a folder at https://www.aauwnc.org/documents/ (see examples from previous years) instead of as Appendices.
    c. As soon as possible, after the meeting, provide the Review Committee with a share link to review the Google Doc minutes for accuracy (Review Committee is appointed by the president).

d. After Review Committee edits and approval, save the approved document as a PDF. Rename the file to include the characters 'final' for clarity.
e. Email the approved document PDF to the Communications Director, website editor or designee to post to the AAUW NC website at https://www.aauwnc.org/documents/. A copy of the documents should also be posted to Google Docs for records archive.

APPENDIX A

Template for Minutes (to be used in Google Docs)

American Association of University Women North Carolina (AAUW NC)

Board Meeting - DATE

Minutes

Meeting Date: DATE
Meeting Time: TIME
Meeting Location: *ZOOM* or physical location

Board Members Present: LIST

Board Members Absent: LIST

Guests Present: LIST

Subject	Discussion/Progress/Decisions
TOPIC *Facilitator or Speaker Name, Role*	NOTES
ADD ROWS AS NEEDED	
Next Meeting	DATE/TIME/LOCATION
Adjournment	The meeting was adjourned at TIME
Notetaker	The minutes were prepared and submitted by NAME, Secretary, AAUW NC.

Add pages as needed for Appendices.

AAUW NC STEM Chair

The science, technology, engineering, and math (STEM) chair serves on an AAUW NC board. The purpose of the role is to encourage and demonstrate support for women's and girls's representation in STEM education and careers in communities and statewide.

Alignment(s) with AAUW Key Issues (Education, Workplace & Economic Equity, Leadership), if applicable. Highlighting indicates primary focus topics.

Education
- Gender Bias in Schools
- The STEM Gap
- Higher Education & Other Career Pathways

Workplace & Economic Equity
- The Gender Pay Gap
- The Gendered Workforce
- The Future of Work

Leadership
- Barriers & Bias
- Global Connections

Specific Responsibilities of this State Appointed Role/Position

Responsibilities to Your State

The AAUW NC STEM chair creates activities and distributes communications about the national and state STEM education priorities/key issues. The focus of these communications and activities is the encouragement of women and girls to pursue STEM educational opportunities and STEM career fields.

Regular monthly reports to the board include new STEM activities for girls around North Carolina that are being conducted in the state that branches have reported to the STEM chair. Consultations on STEM support requested from the STEM chair should also be included in the monthly reports. Communications on events to occur at or after the current meeting should be included in the monthly reports.

State-led activities, such as the branch STEM chair meetings will be listed on the AAUW NC website as a registration link if they occur in the future and as a short news item if they occur in the past. Depending on the Connect newsletter timeline, these items will also be included in the newsletter. The chair will post registration links to branch-led items and state-led items on the AAUW NC Facebook page.

The STEM Chair may elect to create and distribute a periodic STEM newsletter with options for both members and non-members to subscribe; links to the current issue can be posted to the AAUW NC website News and STEM webpages and also posted to the AAUW NC Facebook account. This practice was adopted beginning in January 2024. The link to subscribe to the current STEMEd newsletter is: https://aauw.us1.list-manage.com/subscribe?u=1d816a8575b48eecf4641b16e&id=1a4eab3f3a.

Responsibilities to Branches in Your State

Featured branch opportunities are communicated to branch STEM chairs, and other leaders if no STEM chair exists for a branch, two to three times per year. These should be statewide or large regional STEM activities in North Carolina for K-12 students. The communication should be a virtual encounter to ensure as many STEM chairs as possible can attend. The news article for the website should include the links to the resources shared for future reference by other STEM chairs and interested people.

The AAUW NC STEM chair should be available to connect with people interested in promoting STEM activities, particularly K-12 STEM activities, in North Carolina. This person should also be available to speak at events and branch meetings as requested on topics related to AAUW national, state, or regional STEM activities or be able to connect branch leaders to knowledgeable individuals in organizations related to these STEM activities.

Responsibilities to AAUW

National STEM programming currently includes STEMEd for Girls (https://www.aauw.org/resources/programs/stemed-for-girls/). As this is a recently piloted virtual program, current responsibilities include announcing and pushing the registration for this program in the spring as soon as dates are announced.

Facilitation of branch applications for Community Action Grants (https://www.aauw.org/resources/programs/fellowships-grants/current-opportunities/community-action/) to support state and branch-led STEM education activities for girls in the physical sciences and engineering.

Resources for STEM Chairs

- **AAUW Branch STEM Chair Position Description**: https://www.aauw.org/resources/member/governance-tools/state-

branch/volunteer-leader-position-descriptions/. Read under Branch/Branch STEM Chair.

- **AAUW STEMpacks**: curriculum in aerospace and cybersecurity: https://www.aauw.org/resources/programs/stempacks/
- **AAUW Tech Trek**: https://www.aauw.org/resources/programs/tech-trek/
- **National Center for Women & Information Technology (NCWIT)**: https://NCWIT.org and **NCWIT Aspirations in Computing (AIT)**: https://www.aspirations.org/
- **N.C. Science, Mathematics, Technology (SMT) Center:** https://www.ncsmt.org/ **and NCSMT STEM Website** (still under development): https://www.ncsmt.org/programs/nc-stem-learning-network/nc-stem-center-website/

- **North Carolina Center for Afterschool Programs STEM Lessons**: https://ncafterschool.org/stem-lessons/
- **TechGirlz**: https://TechGirlz.org

Leadership Skills Helpful to the Position

- Connections to STEM education groups in North Carolina
- Presentation skills for leading others in short effective meetings

Time Commitment – 8 hours per month; 2 hours for each monthly meeting; 6 hours of work to support and communicate activities

Resources Used to Support Role/Function

- AAUW Resources
- Non-AAUW Resources
- National Center of Women in IT (NCWIT) https://ncwit.org/
- TechGirlz.org for lesson plans and workshops https://techgirlsglobal.org/
- NC Science Leadership Association http://ncsla.net/
- NC Science Teachers Association https://www.ncsta.org/
- The NC STEM Center (https://www.ncstemcenter.org/learn/stem-in-north-carolina/)
- NASA STEM Engagement (https://www.nasa.gov/education/materials/)

AAUW Funds and Fellowships Chair (Title Renamed in June 2025)

The state funds and fellowship chair oversees efforts to maximize the impact of strategic philanthropic development and donor stewardship to ensure sustainability of AAUW's programs.

Specific Responsibilities of the State Funds and Fellowship Chair

Responsibilities to Your State and Branches in Your State

- Monitor and promote giving to AAUW Funds
- Promote AAUW's Legacy Circle
- Maintain contact with annual NC recipients of AAUW Fellowships and Grants
- Share information about the Fellowship and Grants recipients with the NC membership
- Utilize current state communication vehicles to promote Fellowship and Grant opportunities