

AAUW Wisconsin State Board Positions

- Administrative Services Coordinator
- *Badger Briefs* Coordinator
- Bylaws Coordinator
- College/University (CU) Coordinator
- State Communications Coordinator
- Convention – Local Arrangements Coordinator
- District Coordinator
- Finance Vice President
- AAUW Funds Development Vice President
- Historian/Branch Services Coordinator
- Leadership Vice President
- Membership Vice President
- Nominations Chair
- President
- President-Elect
- Program Vice President
- Public Policy Coordinator
- Resolutions Coordinator

Administrative Services Coordinator

Term:

Two years coinciding with the president's term

Status:

Appointed and attends all board and executive committee meetings

Requirements:

Record keeping, word processing and clerical management skills and experience

Duties:

- Records minutes at all state, state board and executive committee meetings and produces first drafts within two weeks after meetings
- Maintains approved copies of all minutes for permanent files
- Orders, stores and distributes all official state board stationery and business cards
- Produces official state board correspondence when requested

- Work with IT manager to keep website positions current
- Makes arrangements for all board and executive committee meetings in consultation with the president
- Provides a summary of the state board meeting minutes to *Badger Briefs*
- As requested by the state president

Updated 16 Oct 2015

Badger Briefs Coordinator

Term:

Two years coinciding with the president's term

Status:

Appointed and attends board meetings

Requirements:

- Competent grammar and writing skills
- Newsletter skill and experience including an understanding of layout principles
- Publishing software competence
- A self-starter with ability to work with and meet deadlines

Duties:

- Acts as a resource to branch newsletter counterparts
- Determines deadline and publishing date for *Badger Briefs*
- Solicits state board members for *Briefs* articles
- Edits, sets up, proofs, and arranges for publishing & distribution of *Briefs*
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Bylaws Coordinator

Term:

Two years coinciding with the president's term

Status:

Appointed and attends board meetings as needed

Requirements:

Bylaws management skills and experience

Duties:

The state bylaws chair holds the official archive of branch bylaws, since AAUW only keeps state bylaws.

- Acts as a resource and advisor to the branch bylaws chairs.
- Updates AAUW-WI bylaws when needed especially after bylaws changes voted on at the AAUW Convention
- Notifies branch leadership when by-laws changes are needed
- Supervises and approves changes to branch bylaws
- Verifies that branch affiliate agreements are in agreement
- As requested by the state president

Updated 16 Oct 2015

College/University (CU) Coordinator

Term:

Two years coinciding with the President's term

Status:

Appointed and attends board meetings

Requirements:

Interest in C/U, management skills and university contacts

Duties:

- Contacts and supports branch C/U Representatives
- Maintains contact with V.P. Membership to coordinate activities
- Recruits all C/U within the state and encourages their membership in AAUW
- Helps branches and individual members understand C/U Program
- Submits board meeting reports as needed
- Provides articles to *Badger Briefs*
- As requested by the state president

Updated 16 Oct 2015

State Communications

Term:

Two years, starting every odd numbered year

Status:

Appointed and attends board meetings

Requirements:

Communication skills

Duties:

- Works with other state officers and committees to help gain visibility for state priorities including program, public policy and voter education, membership, AAUW Funds and leadership
- Serves as a consultant to branch communications chairs in the areas of media relations, newsletters, websites, and planning and goal setting
- Serves, along with the state president, as a media spokesperson
- Maintains regular contact with branch communications chairs. Shares successful media, publications, and website strategies with branches
- Gains visibility for AAUW initiatives by disseminating AAUW information to the media. When representing AAUW, adheres to AAUW positions on key issues and to the AAUW style guide. Sends press clippings to the AAUW
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Convention – Local Arrangements Coordinator**Term:**

One year

Status:

Appointed and attends board meetings as needed

Requirements:

Event planning skills and experience

Duties:

Maintains and chairs the committee on all local arrangements including:

- Hotel set up, food requirements and meal choices
- Registration – Finance
- Convention Program Book
- Welcome and Registration Packet
- Coordinate local volunteers
- Local publicity
- Select and purchase speaker gifts
- Work with State Program Vice-President in all areas as needed
- As requested by the state president

Updated 16 Oct 2015

District Coordinator

Term:

Two years, 3 positions coinciding with the president's term and 2 positions overlapping presidents' terms

Status:

Appointed and attends board meetings

Requirements:

Leadership skills and experience

Duties:

- Provides communication between branches and state board
- Builds a sense of community within district
- Develops ownership, empowerment and leadership potential within district
- Advocates for branches at the state board
- Reports branch needs to the state board
- Reports state board activity to the branches
- Chairs district meetings
- Acts as a resource to district's branches
- Provides articles for *Badger Briefs* as needed
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Finance Vice President

Term:

Two years, starting every even numbered year

Status:

Elected and attends board and executive committee meetings

Requirements:

Finance management skills and experience; computer skills, especially spreadsheet software

Duties:

- Serves as the chair of the Finance Committee which consists of the State President, President Elect and the other four Vice Presidents
- Maintains and balances all State Board accounts, and serves as custodian of all funds, securities and business papers

- Receives all State Board receipts, including state dues, and disburses all State Board expenditures that are pre-approved in the budget or approved by the President or the Executive Committee, and provides an itemized accounting of the same.
- Develops an annual budget in consultation with the Finance Committee
- Secures insurance for state board activity
- Provides a detailed financial report to the Executive Committee and the Board at board meetings and/or upon request of the President
- Submits an annual financial report to the State President and Board
- Submits all financial records for financial review at end of term
- Maintains a list of all branches and annual branch membership totals
- Maintains a list of the total number of state members who are not affiliated with a branch
- Maintains a list of all National members who pay Wisconsin state dues, including contact information, and provides them to *Badger Briefs* editor
- May develop the annual state convention budget in consultation with the President, the Board, the Program VP and the Local Arrangements Coordinator
- Acts as a resource for branch Finance Vice President counterparts
- At the expiration of her/his term of office, but no later than August 1, turns over the records to the incoming Finance Vice President
- Performs such other duties as assigned by the state president

Updated 16 Oct 2015

AAUW Funds Development Vice President

Term:

Two Years, starting every even numbered year

Status:

Elected and attends board and executive committee meetings

Requirements:

Fund raising, management skills and experience, and basic computer skills

- **Duties:**
The AAUW Wisconsin VP of Fund Development supports the work of AAUW by creating opportunities for, supporting, and encouraging giving by AAUW Wisconsin, its members and allies. The VP of Fund Development encourages, shares ideas and can help to facilitate fundraising initiatives at the state and branch levels.
- Serves as the chair of the committee on AAUW Funds
- Suggests ideas for fundraisers at the state and branch levels
- Acts as a resource to branches and AAUW Funds counterparts
- Promotes financial support for state initiatives

- Receives quarterly and annual contribution reports from AAUW and forwards to branch counterparts
- Presents information at the state convention as needed
- Assists with the coordination of fundraising initiatives at state convention
- Helps branches and individual members understand AAUW giving options
- Regularly corresponds with branch counterparts
- Informs board and branches about funds and goals to be completed
- Writes articles for *Badger Briefs*
- Other duties as requested by the state president

Updated 16 Oct 2015

Historian/Branch Services Coordinator

Term:

Two years coinciding with the president's term

Status:

Appointed and attends board meetings as needed

Requirements:

Record keeping management skills and experience

Duties:

- Maintains digital and hard copies of the state board minutes
- Maintains copies of convention minutes and programs, Badger Briefs, and state directory
- Maintains the state AAUW photo albums and scrapbooks
- Maintains state AAUW history
- Publishes a state AAUW history every ten years
- Distributes state AAUW history to branches
- Prepares and deposits historic records to the State Historical Society in Madison in odd-numbered years
- Maintains a media library
- Maintains the state AAUW quilt for branches
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Internet Communications Coordinator

Term:

Two years, starting every odd numbered year

Status:

Appointed and attends board meetings

Requirements:

Active user who understands internet communications, such as website and social media such as *Facebook*, *Twitter* for communication; plus electronic delivery of email Action Alerts (*Two Minute Activist*) to advocacy partners and the *Badger Briefs* newsletter to members

Duties:

- Oversight of internet services provided by paid tech specialists and volunteer administrators
- Gatekeeper for all AAUW-WI internet content to ensure compliance with AAUW policy
- Other duties as requested by the state president

Updated 16 Oct 2015

Leadership Vice President

Term:

Two years, starting every odd-numbered year

Status:

Elected and attends Board and Executive Committee meetings

Requirements:

Leadership management skills and experience

Duties:

- Maintains and chairs the Leadership Development Committee made up of the five District Coordinators
- Oversees the work of the District Coordinators
- Makes arrangement for state workshops and conferences concerning leadership training for Branches and individual members
- Prepares articles for *Badger Briefs*
- Reports to the President/State Board for their meetings
- Assumes the duties of the President in her absence or inability to serve

- Succeeds to the office of President for the unexpired term in the event of the resignation or death of the President
- As requested by the state president

Updated 16 Oct 2015

Membership Vice President

Term:

Two years, starting every odd numbered year

Status:

Elected and attends board and executive committee meetings

Requirements:

Membership recruitment management skills and experience

Duties:

- Assists branches in recruiting and retaining members
- Helps new branches form or disband
- Responds to the needs of the branches and/or individual members
- Acts as a resource to branch membership counterparts
- Submits articles for *Badger Briefs*
- Contacts National members and recruits them for state membership
- Connects branches with state members not affiliated with a branch who desire contact with a branch
- Act as the presiding officer in the absence of both the President and Leadership Development Vice President
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Nominations Committee Chair

Term:

One year

Status:

Selected from Nominations Committee members, approved by the Board

Requirements:

At least one year of service on the Nominations Committee

Duties:

- Recruit candidates to fill open elected positions
- Prepare information announcement at least 15 days prior to election

Updated 16 Oct 2015

President**Term:**

Two years, starting every even numbered year

Status:

Elected and attends all board and executive committee meetings

Requirements:

At least two years on the state board in a vice president position

Duties:

- Chairs and presides at all state, state board and executive committee meetings
- Perform all other duties usually pertaining to the office.
- Files the names and contact information of board officers and coordinators with AAUW by June 1
- Annually appoints all non-elected state officers, coordinators, task forces, standing and special committee members
- Serves as an ex-officio member of all committees and task forces
- Secures a qualified person to conduct a financial review of the state's financial records at the close of each finance vice president's term
- Represents the state or designates a representative to work with other organizations and at meetings and conferences
- Coordinates state participation at AAUW conventions
- Responds to the needs of branches and/or individual members
- Acts as a resource to branch president counterparts and communicates with them periodically
- Submits articles to *Badger Briefs*
- Visit a petitioning group desiring to form a Branch and discuss with it the program of AAUW and the desirability of forming a Branch. The President may designate an official representative to act in the President's stead. After advising the existing Branch or Branches in the area from which the petitioning group might draw membership, the President shall make a recommendation to the State Board.

- When State Board approval is given, the President shall notify AAUW-National and direct the state Membership Vice President to continue organizing activities with the petitioning group, including the preparation of bylaws.
- Notify a Branch which appears to have forfeited the right to continue as a Branch and request it to present its view in writing to the State Board within a designated period of time of reasonable length.
- Accept notification from Branches of their desire to disband.

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President – Elect

Term:

One year, starting every odd numbered year

Status:

Elected and attends all board and executive committee meetings

Requirements:

At least two years on the state board in a vice president position

Duties:

- Observes the President's functions
- Prepares to assume the President position on July 1 of the next year
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Program Vice-President

Term:

Two years, starting every even numbered year

Status:

Elected and attends board and executive board meetings

Requirements:

Program management skills and experience

Duties:

- Determines convention arrangements, programs and evaluations
- Coordinates with local Arrangements Committee for convention planning

- Determines the convention budget in consultation with the local Arrangements Committee and State President
- Provides articles for *Badger Briefs* and the convention program
- Submits board meeting reports as needed
- Acts as a resource to branch program counterparts
- Responds to the needs of the branches
- As requested by the state president

Updated 16 Oct 2015

Public Policy Coordinator

Term:

Two years, coinciding with the president's term

Status:

Appointed and attends board meetings

Requirements:

Interested in and knowledgeable about public policy and voter education issues

Duties:

- Maintains and chairs a statewide committee on public policy development
- Makes arrangements for and organizes statewide public policy and voter education workshops and conferences
- Maintains and organizes a statewide public policy lobby effort that includes the Wisconsin Two-Minute Activist for contacting legislators to promote WI-AAUW priorities, facilitating and coordinating branch public policy chairs' and members' lobbying efforts
- Provides information to AAUW as requested
- Acts as a resource to branch public policy counterparts
- Provides articles for *Badger Briefs*
- Submits board meeting reports as needed
- As requested by the state president

Updated 16 Oct 2015

Resolutions Coordinator

Term:

Two years coinciding with the president's term

Status:

Immediate past president

Requirements:

Management skills and experience

Duties:

- Establishes and maintains contact with branches for the development and implementation of resolutions
- Provides articles to the fall issue of *Badger Briefs* soliciting proposed resolutions
- Reviews and approves new resolutions and prior passed resolutions from three years previous to have them presented at the annual meeting for approval or reaffirmation
- Provide resolutions for publication either in the spring issue of *Badger Briefs*, the convention program, or at the business meeting, depending on deadlines
- Submits board meeting reports as needed
- As requested by the state president

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