

Duties of Board Members- AAUW-HILO Branch

PRESIDENT

The Branch's Administrator, coordinator and creative planner.

Serves on the state board.

Presides and schedules all branch board meetings and arranges the agenda.

Uphold the ByLaws

Appoints the chairperson for the scholarship and nominating committees.

Writes a monthly email (website) message to members.

Represents the branch at the state convention.

Interprets the objectives of AAUW to membership and networks with other similar mission based organizations.

PROGRAM VICE PRESIDENT

The Branch Program Vice President assists with the development and implementation of Programs and other projects that promote the mission of AAUW- advancing equity for all women and girls through advocacy, education, philanthropy, and research.

Ensure that AAUW mission- based programs are the priority.

Collaborate (networking) with other groups that will promote the mission.

Oversee the Mentoring Program with UH Hilo and Hawaii Community College.

Arrange speakers, reserve meeting rooms for Community and General Membership Meetings.

Formulate a group list and help promote the event.

Send BRANCH calendar of Programs to publicity.

FUNDRAISING VICE PRESIDENT

Plans fundraising activities to raise money for the AAUW HILO Scholarship Fund.

Coordinates a budget for the Event.

Formulates a group email list.

Send out the Evites, keep track of the guest list and who has paid.

Arrange the venues for the events. Help with programs if needed.

MEMBERSHIP VICE PRESIDENT

Initiates and coordinates branch recruitment efforts. Sends out dues renewal notices to members. Promotes online membership. Is familiar with AAUW websites related to membership information and renewals.

Arranges new member orientations. Hospitality at branch meetings and social events- welcoming new and prospective members. Emailing new members with branch's programs and special interest groups.

Maintaining the current directory via the websites.

Assist with the printing of the new directory.

SECRETARY

Recording officer for minutes at board and general meetings.

Sends a copy of minutes to President and other board members.

Keeps minutes of board and branch forever, as they are the legal record of the organization.

Send thank you emails to speakers and members that host events.

TREASURER

Maintains all financial records, prepares the annual budget, recommends financial strategies.

Receives all monies, pays all bills, manage the branch's bank accounts.

Prepares any records required by the IRS

SCHOLARSHIP CHAIR

Is responsible for identifying potential recipients for scholarships that AAUW HILO offers.

Work side by side with UH Hilo to promote the scholarships and offer writing workshops for students to help with the application process.

NOMINATING CHAIR

Is responsible for seeking and proposing qualified candidates for future board officers.

UNIVERSITY LIAISON

Is responsible for the implementation of University and Community projects as they relate to the AAUW mission. Work with our University partners (UH Hilo and Hawaii Community College).

Assist with the VP Programs if needed.