**STATE PRESIDENT/ADMINISTRATOR POSITION DESCRIPTION**

The state President/Administrator develops, implements, and oversees all AAUW activities in the state; conducts the business of AAUW in the state; and serves as the primary AAUW liaison to the state, region, national office, and external communities.

**Responsibilities to Your State**

* Convene a state board of directors to plan, implement, and monitor AAUW activities in your state.
* Communicate your vision for the state, commitment, and expectations to the board and state and branch leaders.
* Work with the board to evaluate previous state efforts and develop a state strategic plan that supports AAUW’s current priorities.
* Support board officers in carrying out the strategic plan and achieving its measurable goals and objectives, including but not limited to membership recruitment and retention, public policy and voter education, diversity, and leadership programs.
* Encourage collaboration and teamwork, link membership development to all programming, and weave diversity into all that you do.
* Participate on state coalitions that advance AAUW’s mission.
* Carry out AAUW business through the state board, state conventions, regional conferences, the national convention/multi-state meetings, and in accordance with state and AAUW bylaws.
* Serve as AAUW’s state spokesperson internally and externally.
* Review and monitor the state’s fiscal health and sign off on expenditures as appropriate.
* Approve/sign contracts as needed and file with Secretary and Treasurer.

**Responsibilities to Branches in Your State**

Establish a communications schedule with branch presidents. Regular contact helps ensure that local efforts are consistent with AAUW’s mission and goals. Share successful branch programs among branches.

**Responsibilities to AAUW**

Encourage the state board and branches to support national initiatives and programs. Keep AAUW informed of activities in your state. Support AAUW’s leadership development efforts by nominating members in your state for national leadership positions.

**Leadership Skills Helpful to the Position**

A good candidate will be skilled at planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, public speaking, orientation, training, consensus building, intercultural sensitivity and understanding, dealing with the media, and fundraising.

**Time Commitments**

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

Adopted 11/13/23

**POSITION DESCRIPTION: AAUW FLORIDA PRESIDENT-ELECT**

**Position overview**: Learn as much as possible about carrying out the responsibilities

of the state president from shadowing the state president.

**Overall responsibilities:**

Accompany the president to meetings and other mentoring opportunities.

Undertake duties assigned by the President and board of directors.

Assist the President if and when the need arises.

Prepare to assume the Presidency at the end of the one-year term as President-elect.

Perform the duties of the President in all cases in which the President is unable to

serve.

Learn about financial policies and procedures.

Be invited to all committee meetings.

**Specific responsibilities to the state:** Be prepared to assist the President with any

activities and decisions, and undertake all assigned duties. Be prepared to perform the

duties of President in any case in which the President is unable to serve.

**Specific responsibilities to AAUW.** Encourage qualified AAUW FL members to

apply for national committees and leadership positions.

**Specific leadership skills helpful to the position:** Strategic planning, program

planning and development, communications, team building, coalition building,

mentoring, public speaking, intercultural sensitivity and understanding, public relations

and fundraising.

**Time commitments:** Serve on the AAUW FL state board; attend all state board

meetings, annual meetings, workshops, statewide membership meetings and state

conventions. Attend the AAUW national convention/multi-state meetings when possible. Stay up to date on all AAUW initiatives.

Approved 11/13/23

POSITION DESCRIPTION: AAUW FL DIRECTOR FOR PROGRAM

**Overview of the position**: The Director for Program shall advance the AAUW mission and priorities through the development and implementation of mission-based programs and other projects that promote education and equity.

**Overall Responsibilities**:

 Establish and utilize a committee to plan and implement AAUW FL programs and projects.

* Communicate with branch Program Directors as necessary to disseminate state information and serve as a consultant on their program development.
* Plan and oversee the program components of the state convention and statewide meetings with the assistance of the program committee, and in coordination with the state President, President- Elect and the convention Local Arrangements Chair or the host branch.
* Establish a committee to implement the Project Grants. They shall review applications and make recommendations to the Board as to which projects should receive grants.

 Ensure that program priorities are integrated in the AAUW FL strategic plan.

 Evaluate previous program efforts and assess state program needs.

 Work with other state officers and committees to integrate program goals with other state priorities.

 Participate in coalitions that will help promote AAUW’s program agenda.

**Specific responsibilities to branches**: Establish communications with branch Program Directors. Conduct periodic surveys to learn of successful programs. Share successful branch programs and initiatives among branches.

**Specific responsibilities to AAUW**: Disseminate program information received from National to the state board, branches, and community.

**Specific skills helpful to the position**: strategic planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, intercultural sensitivity and understanding.

**Time commitments**: Serve on the AAUW FL state board; attend all state board meetings, annual meetings, workshops, statewide membership meetings and state conventions. Attend the AAUW national convention when possible. Stay up to date on all AAUW initiatives.

Adopted 12/11/2023

**POSITION DESCRIPTION: AAUW FLORIDA DIRECTOR FOR MEMBERSHIP**

**Position overview:** Oversee efforts to recruit and sustain a diverse, active AAUW FL membership.

**Overall Responsibilities**:

* Assemble a state membership committee to develop and implement membership activities. consider Florida branch directors for membership as her/his team.
* Evaluate previous state membership development efforts, assess current membership state demographics, and identify underrepresented groups.
* Ensure that membership development priorities are integrated throughout the AAUW FL strategic plan.
* Based on the AAUW FL strategic plan develop a state membership action plan with measurable goals and objectives which support branch and state recruitment efforts and recognize branches for growth, retention, diversity, and significant anniversaries. May also recognize branches for attaining development goals.
* Communicate state membership goals to branches and support their membership development efforts.
* Work with College/ Universities to increase membership.
* Review state members-at-large list; forward to branches and encourage them to invite members-at-large to join a local branch.
* Work with other state officers and committees on membership.
* Attend all AAUW FL executive committee and state board meetings.
* Establish an e-mail group list of all branch membership vice-presidents for communicating AAUW FL and AAUW information on a timely basis. Use telephone communication with branches that are not technically inclined.
* Host bi-monthly regional Zoom meetings with branch membership directors to accomplish the following as needed.

Listen to the directors’ concerns and find remedies, if possible.

Share ideas and brainstorm for new approaches to recruit new members.

Share resources available at national and state websites including webinars.

Share and showcase changes at national website

Share important dates for actions to be taken by branches.

Explore possibilities for merging with neighboring branches.

Recommend attending national’s office hours online.

 Suggest holding membership meetings via Zoom to ensure greater participation.

Encourage branches to hold public meetings in order to increase visibility and get new members.

Request branches to let her/him know when new members join the branches.

* Summarize the promising ideas in FloriVision and give credit to deserving branches.
* Support new members with their questions and possibly send an introductory email
* When time permits, visit the websites of neighboring states to get additional ideas.

**Specific responsibilities to branches**: Maintain regular contact with branch membership vice- presidents and support their membership development efforts through motivation, encouragement, technical assistance and support. Attend membership recruitment workshops and training at state conferences. Distribute information sent by AAUW’s membership office to branches.

**Specific responsibilities to AAUW**: Complete, maintain, and submit all membership reports and adhere to all AAUW membership policies. Encourage branches to do the same. Establish relationship with AAUW membership office staff.

**Leadership skills helpful to the position:** Planning and goal setting, communications, marketing, team building, leadership development, and a working familiarity with AAUW membership recruitment strategies.

**Time commitment:** Serve on the AAUW FL state board, attend all state board meetings, state convention/leadership conference and serve on committees as assigned. Attend AAUW Convention/multi state meetings when possible.

Approved 11/13/23

POSITION DESCRIPTION: AAUW FLORIDA DIRECTOR FOR FINANCE

**Overview of the position:** Serve as the AAUW FL chief financial officer and oversee the fiscal operations of AAUW FL.

**Overall responsibilities:**

• With the state board, evaluate the financial health and stability of AAUW FL.

• Appoint a committee to develop an annual budget that is consistent with the AAUW FL Bylaws and policies, review budget overages, and recommend changes in the financial policies.

• With the state board ensure that budget supports the programs and activities described in AAUW FL strategic plan.

• Open and maintain appropriate accounts. Ensure that our designated financial institution identifies the incoming Director of Finance as the Key Executive for both the checking and savings account. Update the list of approved Signatories for all accounts to reflect the current officers: President, President-Elect, Treasurer and Secretary.

 • Prepare regular state financial reports for each board meeting analyzing actual performance against budget.

• Be aware of special federal and state charitable tax issues and legal liabilities.

* Renew Florida Articles of Incorporation annually.

• Work with the director for membership to secure membership renewals and process dues and fees, including filing the necessary forms with AAUW.

• Request AAUW National File the IRS 990 form annually.

• Secure adequate insurance coverage in compliance with Article XI including general liability and directors and officers’ liability policies

• Cooperate with the qualified individual conducting the annual review of the AAUW FL financial records.

• Retain the following for seven years: bank statements, cancelled checks, tax returns and receipts from vendors.  Archive the following: all annual financial statements, IRS forms and correspondence, sales and use tax certificates, tax-exempt status determination letters and budgets. (from AAUW Records Management Guidelines ((per Ellen))

**Specific responsibilities to branches:** provide support and technical assistance to branch finance officers as needed. Review and maintain state copies of branch dues and fees, membership and contribution reports.

**Specific responsibilities to AAUW** at all reports are submitted and filed with AAUW’s national office according to established procedures and timelines. Ensure that AAUW FL is in compliance with all charitable tax laws and general accounting principles and practices.

**Specific skills helpful to the position:** knowledge of accounting principles and practices, planning, budgeting, team building, mentoring, and fiscal management.

**Time commitments:** Serve on the AAUW FL state board. Attend all AAUW FL board of directors’ meetings, state conventions and statewide membership meetings.

Approved 11/13/23

**POSITION DESCRIPTION: AAUW FLORIDA DIRECTOR FOR PUBLIC POLICY**

 **Overview of the position**: Take action on AAUW FL’s federal, state and local public policy priorities, lead AAUW FL Voter Education efforts, and represent AAUW FL’s public policy priorities to elected and appointed officials, AAUW members, the public and the media.

**Overall responsibilities:**

* Establish a Public Policy Committee to plan and implement statewide public policy action and

provide training and resources for branch public policy chairs, state leaders, and AAUW members.

* Establish e-mail group list of public policy chairs, public policy committee members, and

state board members for the dissemination of information in a timely and effective manner.

* Use the statewide e-mail network to disseminate Voter Education, information about the

status of bills in the federal and state legislatures, and other important public policy

information to encourage AAUW FL activism.

* Ensure that the public policy program and voter education are included in the AAUW FL

strategic plan.

* Evaluate previous public policy efforts and based on the AAUW FL strategic plan develop a

public policy action plan.

* Work with state officers and committees to integrate public policy and voter education with

other state priorities including but not limited to membership, program, diversity, and

visibility.

* Develop active network of contacts in each Florida congressional district.
* Work with other statewide coalitions on AAUW FL public policy priorities.
* Prepare articles for *FloriVision* and for the AAUW FL web site public policy page.
* Plan and attend AAUW Florida Lobby Days and/or Lobby Days at home.

**Specific responsibilities to AAUW FL branches**: Encourage, support and provide training to branches in building local coalitions, promoting AAUW FL’s public policy priorities, and voter education efforts. Maintain regular contact with branch public policy chairs.

**Specific responsibilities to AAUW:** Disseminate information received from the AAUW Public Policy Committee and staff on federal legislation, public policy initiatives and voter education throughout Florida. Inform AAUW about AAUW FL’s public policy activism.

**Specific leadership skills helpful to the position:** Passion for public policy, program planning and development, team building, coalition building, conflict resolution, consensus building, communications, public speaking and media relations.

**Time commitments:** Serve on the AAUW FL board of directors and other committees as assigned. Attend all state board meetings, state conventions and any other state meetings AAUW FL and Lobby Days. Attend the AAUW convention when possible.

Adopted 12/11/2023

**POSITION DESCRIPTION: AAUW FL DIRECTOR FOR COMMUNICATIONS**

**Position overview:** Promote visibility for AAUW FL’s mission and programs among AAUW members and residents throughout the state.

**Overall responsibilities:**

* Appoint a Communications Committee. Committee members should assist the Director in promoting the policies and programs of AAUW FL and the Association through state publications and other forms of media, marketing, and coordination with AAUW.
* Utilize Electronic Communications to disseminate information in a timely and efficient manner.
* Ensure that communications are a part of the AAUW FL strategic plan.
* Evaluate previous AAUW FL communications efforts and assess current needs.
* Be responsible for publishing and distributing FloriVision at least three (3) times during each fiscal year to all members and others designated to receive the publication.
* Prepare press releases on any AAUW FL newsworthy event as well as for the annual state convention.
* Provide guidance and assistance to branches in media relations, preparation of press releases, newsletters, web site content, etc .
* Along with the AAUW FL president serve as the AAUW spokesperson within the State.

**Specific responsibilities to the AAUW FL branches:** Maintain regular contact with the branch communications chairs. Share successful strategies with them.

**Specific responsibilities to the state:** To publish and distribute at least three issues of a state newsletter that is both interesting and informative in a timely manner.

**Specific responsibilities to the Association.** Increase visibility for AAUW initiatives and events by disseminating AAUW to Florida media. When representing AAUW adhere to AAUW positions on key issues. Adhere to the AAUW style guide. Send media clippings to the Association.

**Specific leadership skills helpful to the position:** Public speaking, media relations, marketing, planning team building, consensus building, publications management and design, and web site design, management and maintenance.

**Time Commitments:** With the time necessary to accomplish the above responsibilities, serve on the AAUW FL state board of directors, attend all state board meetings and the state convention. Attend regional conferences and the Association Convention if possible.

Adopted 12/11/2023

**POSITION DESCRIPTION: AAUW FL SECRETARY**

**Position overview**: Record, distribute, and retain minutes for all ~~Executive Committee and~~ Board meetings.

**Overall responsibilities:**

* Attend all AAUW FL Board meetings. If unable to attend; find a replacement to take minutes.
* Record minutes of all Board business sessions as follows.
1. All minutes are labeled DRAFT until approved at the next Board meeting.

 b. Be concise and specific.

* 1. Record all official business and motions with maker of motion, seconder, and result of vote.
	2. Include in minutes:

 Purpose of meeting

 Date and Place of meeting Time meeting opened

 Presence of quorum

* 1. For guest speakers indicate only name, position, and subject.
	2. Record only business sessions.
	3. Indicate time of adjournment.
	4. Sign minutes - name, AAUW FL Secretary. (Do NOT sign respectfully submitted)
	5. Obtain two (2) readers to critique minutes before they are distributed. Give those names to the President before opening of the first session.
* After readers return corrections/suggestions, produce minutes and distribute to all Board members via email~~.~~
* Maintain record of minutes for seven (7) years, then send minutes to Archives for AAUW FL documents. Eliminate non-archival paperwork for preceding years.
* Provide sign-in sheets for all in-person Board meetings and verify that all Board members have signed. Give same to the Director for Finance who will use to verify attendance for reimbursement of expenses. These will be returned and become part of record with minutes.
* Produce sign-in sheets for additional activities as requested by President.
* Maintain supply of motion forms and sign-in sheets for use at in-person meetings.
* Have access to the following at all Board meetings:
	1. Current *AAUW Charter and Bylaws and Affiliates Agreement*
	2. Current AAUW Florida Policy Book and Bylaws
	3. Lists of AAUW FL officers, committees and task forces
	4. Copy of previous Board meeting minutes for President
	5. Motion forms and sign-in sheets

**Specific responsibilities to the state:** Record and maintain accurate record of all business conducted by AAUW FL. Maintain files in chronological order for ease of searching for materials.

File archival materials.

**Specific responsibilities to the Association:** same as above.

**Specific skills helpful to the position:** Good listening skills, ability to write clearly and succinctly, spelling skills, note taking, typing, and understanding of AAUW policies and procedures.

**Time commitment:** Time necessary to accomplish all of the above. Serve on the AAUW FL state board. Attend all state board meetings and the state convention. Attend any additional meetings if proceedings must be recorded. Attend regional conference/meetings and Association Convention, if possible.

Adopted 12/11/2023