

AMERICAN ASSOCIATION of UNIVERSITY WOMEN  
of the STATE of NEW MEXICO, Inc. (AAUW-NM)  
MANUAL of POLICIES AND PROCEDURES –  
VOLUME II – LEADERSHIP TEAM, COMMITTEES, TASK FORCES, and  
WORKING GROUPS

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## PRESIDENT

**STATUS:** Serves as chair of the Leadership Team. Although not required, the custom of AAUW-NM is to elect two Co-Presidents every even-numbered year.

In each even-numbered year, the longer serving Co-President leaves the position after two terms and becomes the Immediate Past President. The continuing Co-President is re-elected and a new Co-President is elected at that time. Accepting the position of Co-President thus becomes a six year commitment to AAUW-NM.

**QUALIFICATIONS:** Prior experience on the Leadership Team and in a branch. Ability to work harmoniously with diverse people; to communicate both orally and in writing; to manage time and people effectively.

**VACANCY:** If one Co-President is incapacitated, the other Co-President will take full responsibility as president and the Program Vice-President position stays intact. If both co-presidents are incapacitated, the position goes to the Program Vice-President. If there are Co-Vice-Presidents and a conflict filling the vacancy, the conflict will be resolved by a vote of the Leadership Team.

**DUTIES AND RESPONSIBILITIES.** The President shall:

- Be the chief executive officer of the organization.
- Preside at all meetings of the Leadership Team and meetings and conventions of AAUW New Mexico.
- Oversee and supervise the business and affairs of the organization and perform the duties usually incident to the office of the president of a non-profit organization, subject to State bylaws.
- Represent AAUW New Mexico in the activities of National on all levels and in working with other organizations.
- Communicate with the branch president, State Leadership Team members, and National Board and staff.
- The President shall compile and maintain a directory of Leadership Team members. This directory shall include the contact information for all members and display the term of service (e.g., 2011-2013) for each appointed and elected officer.
- Input the names and required information for incoming and continuing officers with the national Member Services Database immediately following the election and no later than July 1.
- Prepare a State calendar of AAUW-NM events for each fiscal year in cooperation with the Program Chair for approval by the Board. The calendar shall be presented at the spring Leadership Team meeting or as soon thereafter as possible.

- A modified calendar shall appear in issues of the newsletter. Dates to be included shall be:
  - workshops;
  - AAUW-NM Convention, including location;
  - other state meetings;
  - due dates for specific reports;
  - deadlines for nominations and resolutions;
  - newsletter deadlines, and/or
  - AAUW programs and other pertinent dates.
- Serve as ex-officio member of all task forces, working groups and committees except the Nominating Task Force.
- Appoint, after consultation and approval from the Leadership Team, all appointed officers and chairs of all task forces, working groups and committees except the Nominating Task Force and those otherwise provided for in the Manual of Policies and Procedures. Appoint the members of these groups in consultation with the chairs and with the approval of the Leadership Team
- Disburse funds in the absence of the Finance Chair and enforce disbursement policies.
- Facilitate the annual convention by:
  - Recruiting a branch to host the convention a least one year in advance,
  - Issuing the official call to convention 30 days in advance [this call may be published in the *Roadrunner*],
  - Working with the Program Vice President and the convention chair [appointed by the host branch] on all facility arrangements for the convention and approving all arrangements,
  - Appointing a head teller, and
  - Consulting with the parliamentarian regarding the conduct of business sessions and any anticipated parliamentary problems.
- Visit a petitioning group desiring to form a branch and recommend action to the Leadership Team. If Leadership Team approval is given, the President shall notify National and request the State Membership Vice President to continue organizing activities.
- 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 Leadership Team within a designated and reasonable period of time. Upon action by the Leadership Team, the President shall notify National of the discontinuance of the branch.
- Administer and account for the President's travel and officer/program budget items. Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with President-elect for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.

## PROGRAM VICE PRESIDENT

**STATUS:** Serves as member of the Leadership Team. Elected in odd-numbered years. This position is often filled with two people (co-officers) who are elected at the same time.

**QUALIFICATIONS:** Prior experience with AAUW program activities and issues.

**DUTIES AND RESPONSIBILITIES.** The Program Vice President shall:

- Assume the duties of the President in the President's absence or inability to serve. Preside at meetings of the Leadership Team in the absence of the President.
- Contact branch counterparts in spring and summer to encourage including National and State program priorities in branch programs. Act as a resource for branch program development.
- Coordinate publication of the agenda for the workshop and convention.
- Request a National representative for the State Convention and/or the workshop.
- Request and schedule speakers and panel members for the workshop and convention. Assist the President and local arrangements chair with the workshop and convention arrangements.
- Prepare articles for *The Roadrunner* announcing the workshop and convention [fall and spring editions] and summarized the meetings after they are held [summer and winter editions].
- Request branches to prepare program reports for the convention booklet.
- Prepare a program report for the convention booklet.
- Evaluate the convention, including attendee's evaluation at the next meeting of the Leadership Team.
- Maintain a convention notebook including the programs, budgets evaluations, and suggestions from the past five conventions. Pass this notebook on to the chair of the local arrangements committee by July 1 preceding the convention or as soon as the local committee begins preparations.
- Administer and account for the program budget item. Submit budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files, including the convention notebook, before July 1 or the conclusion of office.

### RESOURCES:

Mission based program tools and resources on AAUW.org website.

Program-in-a-box [PIAB] section of website has varied programs with guidelines for organizing and presenting.

## MEMBERSHIP VICE PRESIDENT

**STATUS:** Serves as member of the Leadership Team. Elected in even-numbered years. This position is often filled with two people (co-officers) who are elected at the same time.

### QUALIFICATIONS:

**DUTIES AND RESPONSIBILITIES.** The Membership Vice President shall:

- Preside at meetings of the Leadership Team in the absence of the President and Program Vice-President.
- Compare branch membership figures for the two preceding years for any significant differences; analyze the data and report findings to the President and Leadership Team.
- Prepare and distribute a membership report for the State Convention. Distribute reports to Membership Vice Presidents of branches not represented at convention.
- Administer and account for membership budget item. Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.
- Certify the voting body for the State Convention as follows:
  1. Consult with the Finance Chair on total membership for each branch after receipt of the formal membership report from national.
  2. Send a copy of total membership voting strength as of February 1 for each branch to the Branch Presidents, State President(s), and the Chair of the State Convention.
- Provide a program for statewide membership development in the areas of recruitment, orientation, and retention.
- Encourage membership growth by providing branches with information about successful membership activities:
  - Submit membership articles to *The Roadrunner*, and
  - Communicate directly with branches.
- Assist the President in forming new branches by:
  - Attending organization meetings,
  - Recruiting board members to participate,
  - Directing the organizing group to refrain from publicizing itself as an AAUW Branch before receiving formal recognition from National,
  - Attending the meeting of the new branch at which permanent officers are elected and approved bylaws adopted,
  - Arranging for a Leadership Team member to be present, if possible, at the next two general meetings of the new branch; and
  - Informing the State President on committee activities with the organizing group.

**RESOURCES** --There are a *Membership Toolkit*, processing information, criteria for membership, brochures and marketing tools, and online webinars on AAUW.org.

## FINANCE CHAIR

**STATUS:** Serves as a member of the Leadership Team. Elected in odd-numbered years.

**QUALIFICATIONS:** Prior experience as treasurer or finance chair in a branch or similar non-profit organization or other accounting experience.

**DUTIES AND RESPONSIBILITIES.** The Finance Chair shall:

- Collect New Mexico State dues and other money owed the state.
- Make timely disbursements in accordance with the approved budget, or as directed by the Leadership Team.
- Serve as custodian of all funds and securities except AAUW Funds.
- Present a detailed financial statement to the Leadership Team at each meeting, to the State Convention and to the President when requested.
- Present the budget for action by the delegate body at the AAUW-NM Convention.
- Instruct board members as to reimbursement policies and procedures.
- **Obtain a bond and renew it as needed.** Does this still happen?
- Maintain the following bookkeeping procedures:
  1. Keep an accurate set of books.
  2. After taking office open a new checking account, if needed, with the current President as the alternate signatory, or update signature cards of current account.
  3. Record budget assignments and amounts for each deposit and disbursement. Keep bank statements and deposit slips.
  4. Verify bills prior to payment and itemize each receipt with the budget assignment.
  5. Keep the financial records for the duration required by the IRS.
- Maintain the following timetable of duties:
  1. Summer: after July 15, receive the reviewed/audited books from predecessor, along with files and pertinent materials.
  2. Fall: Before November 1 prepare and file appropriate tax forms with national AAUW and/or the Internal Revenue Service [IRS form 990] as per national procedures. Remind all branch treasurers annually of this responsibility in time for them to comply with the IRS regulations.
  3. Spring: Convene Finance and Budget Working Group and prepare budget. Present the budget to the Leadership Team for recommendation and to the State convention for approval.
  4. Summer: Close books on July 15 for fiscal year ending June 30. Prepare the annual report for the year, July 1- June 30 and distribute to board members and branch presidents or include in the next president's distribution. Submit records for review/audit at the close of term of office.
- In conjunction with the Vice President Membership, distribute information and procedures for payment of State dues to all branches in May or June. Emphasize that

dues are payable by each branch on or before July 1 and are in arrears unless postmarked by August 10. The outgoing or continuing Finance Chair does this distribution.

- At the close of the term of office, work with the President to have a review task force appointed. The books shall be reviewed before the new finance chair takes office.
- Plan with successor for a smooth transition of responsibilities, turning over records at the expiration of term, but no later than August 10.

The **Budget Working Group** is comprised of the Finance Chair and two other members appointed by the Leadership Team. It shall:

- Prepare a budget for the coming year using realistic projections of membership and other income. This budget is presented to the Leadership Team, which then recommends it with or without changes to the State Convention for final approval.
- Recommend an investment policy to the leadership Team for approval.
- Prepare a budget for the coming year. Such budget is to be presented during the AAUW-NM Convention. The budget Working Group shall consist of the elected finance officer and two additional members appointed by the President and approved by the Leadership Team during the winter meeting. The Working Group shall draw up a budget based on actual and estimated expenditures, establish a travel allowance and submit them to the Leadership Team for discussion and changes.

The **Financial Review Task Force**:

- Shall consist of three members appointed by the Leadership Team, including one member from the general membership. **No elected officer may serve; however, the Finance Chair will provide records and assist as necessary.**
- All members shall have financial or budgetary experience, and at least one member shall have financial expertise.
- The initial meeting shall be held following the close of the fiscal year.

#### **RESOURCES:**

Finance tool kit and various forms available on AAUW website.

## SECRETARY

**STATUS:** Serve as a member of the Leadership Team. Elected in even-numbered years.

**QUALIFICATIONS:** Prior experience recording minutes or experience on the AAUW-New Mexico Leadership Team and the ability to summarize discussions accurately and concisely.

**DUTIES & RESPONSIBILITIES.** The Secretary shall:

- Record the business conducted at all meetings of the Leadership Team and AAUW-New Mexico, including:
  - Accurate statements of all motions and amendments brought before the group for its consideration. Description of the discussion is not necessary.
  - All supplementary materials germane to the actions taken, including financial reports.
- Transmit separate draft copies of the Leadership Team meeting minutes and convention to the President(s) for preliminary approval.
- Then:
  - Transmit minutes of the Leadership Team to all Leadership Team members within nine (9) weeks of the meeting, and
  - Transmit minutes of the convention or any other official State meetings to all Leadership Team members, branch presidents, and all college/university representatives within three (3) months of the convention or meeting.
- Maintain a permanent file that shall contain:
  - Minutes of all regular and special meeting for the Leadership Team for the past three (3) years,
  - Minutes of the convention for the past three (3) years, and
  - The *Roadrunner* and other official State periodicals for the past three (3) years.



## ACADEMIC CHAIR

**STATUS:** Serves as member of the Leadership Team. Elected in even-numbered years.

**QUALIFICATIONS:** Interest in statewide educational issues at all levels, K-higher education.

**DUTIES AND RESPONSIBILITIES.** The Academic Chair shall:

- Identify educational needs and issues in New Mexico. Bring these to the attention of the membership through speakers and panels at the workshops, conventions, and other statewide activities and articles in *The Roadrunner*.
- Initiate projects and support legislation that focuses on strengthening education, educational equity, educational funding, bullying and sexual assault prevention, and better enforcement of Title IX in New Mexico K-higher education institutions.
- Represent AAUW (or designate an alternate) in the education coalitions active within New Mexico, such as THINK New Mexico. Report to the Board of Directors on statewide education initiatives and issues and coordinate AAUW's participation in these coalition activities.
- Coordinate legislative activities and testimony to government panels and committees with the Public Policy Chair. (Various New Mexico education committees and commissions meet throughout the year as well as during the legislative session. AAUW's input is needed year round.)
- Encourage, support, and provide training to branches in building coalitions and promoting AAUW's education agenda. Maintain regular contact with branch academic coordinators.
- Attend the legislative session and appropriate working committees' meetings when possible throughout the year. This responsibility may be delegated to a Lobby Corps member or any other AAUW member who has been adequately advised on accepted procedures and AAUW's education public policy position.
- Prepare an annual report to be included in the convention booklet.
- Administer and account for the academic coordinator budget item. Submit a budget request for the coming year to the finance chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.

## AAUW FUNDS CHAIR

**STATUS:** Serves on the Leadership Team. Elected in odd-numbered years.

**QUALIFICATIONS:** Commitment to advancing education and equity for women and girls and willingness to raise funds for AAUW Funds and Legal Advocacy Fund.

**DUTIES AND RESPONSIBILITIES.** The AAUW Funds Chair shall:

- Promote the mission of the AAUW Funds and programs to branches, members and the general public. Publicize through *The Roadrunner* or other media with announcements of available Funds and application process, articles on recognition of recipients or donors, information on upcoming fundraising events, etc.
- Coordinate the fundraising efforts within the State. May plan and with Board approval implement, or, delegate a specific Fund's program or project. With Board approval, may designate allocation between AAUW Funds and a State project of any joint fundraiser(s).
- Co-ordinate program and recognition events with Program Chair for state conventions. Recognition should be given to recipients, branches and individual donors.
- Instruct and encourage branch Chairs to submit individual donations immediately to National, which will acknowledge the giver. Instruct branch Chairs to submit proceeds from branch fundraising activities annually according to AAUW timetables and forms. Mail, or provide access to, annual AAUW report forms and follow up to confirm all Branches have submitted appropriately and in a timely manner
- Maintain regular communication with branch Presidents and Funds Chairs informing them of Funds and special programs. Provide names of current and former Fellows and grant holders living in their area and encourage contact. Provide specific training to branch Funds Chair as needed. Facilitate communication and act as liaison to/from the National AAUW Funds Committee as necessary. Supply, or provide access to, current Funds materials.
- Provide assistance to branch Chairs in identifying potential donors or partners to expand fundraising efforts. Consult on fundraising ideas, event planning, and applicable policies and procedures.
- Administer the financial obligations.
  - Request and administer a state AAUW Funds line item. Submit a budget request for the coming year to the Finance Chair by April 1.
  - Report state Funds contributions and disbursements to state board.
  - Maintain Funds bank account to administer Funds from fundraising activities at the state level. Submit individual donations immediately to National, which will acknowledge the giver. Keep accurate records of all funds received and disbursed.
  - Maintain accurate records for at least seven years and submit an annual report which includes:
    - a list of all branches with current year's Funds contributions;
    - an accounting of funds via a simple statement of receipts and disbursements.

- In consultation with the Governance Chair, advise state board members, branch presidents, and branch Funds Chairs of both the IRS regulations and the New Mexico tax regulations concerning separation and use of AAUW Funds and local 501(c)4 funds.
- Plan with successor for a smooth transition of responsibilities. Prepare material and pass on permanent files before July 1 or the conclusion of office.

## NOMINATING TASK FORCE CHAIR

**STATUS:** Serves as member of the Leadership Team. Elected in even-numbered years.

**QUALIFICATIONS:** Prior experience on either the Nominating Task Force (formerly committee) or AAUW-New Mexico Leadership Team.

**DUTIES AND RESPONSIBILITIES.** The Nominating Chair shall:

- Form the Nominating Task Force in consultation with the President to ensure the members represent geographically diverse parts of the state. Present the task force to the Leadership Team for approval not later than their fall meeting.
- Inform the branches of the officers to be elected, request suggestions for nominees, and provide the deadline for submitting suggestions to the task force. This task may be accomplished by use of *The Roadrunner*.
- Obtain lists of branch officers and/or yearbooks for use by the task force.
- Prior to task force discussions, a list of suggested nominees and their qualifications with names of branches and the individuals suggesting such nominees, shall be sent to the task force members.
- Be responsible for delivering to each nominee, before the election, a copy of the specific job description for which they have been nominated.
- Present the list of nominations to the first business session of the State Convention.
- Administer and account for the nominating task force budget item. Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare material and pass on permanent files, including current job descriptions before July 1 or the conclusion of office.

### Nominations Task Force Operations

- **Task force Responsibilities and Authority**
  - 1) Nominations shall be made for offices and their terms as specified in the Bylaws.
  - 2) The task force shall develop the slate of candidates from suggested nominees and from nominees of their own selection.
  - 3) A nominee who is filling an interim term, or who is seeking a second or third term, shall be entitled to the task force's consideration for that office.
  - 4) In selecting a candidate for nomination, geographic distribution and branch representation shall be considered, but qualifications of the nominee shall supersede other considerations.
- **Task Force Procedures**
  - 1) Receive suggestions from members and branches for nominees. Suggestions must be accompanied by a completed vita. Each task force member shall canvas the branches assigned to her for qualified nominees.

- 2) Meet to prepare a list of one or more nominees for each office who best fulfill the qualifications, represent age, ethnic, cultural and geographical diversity and have received the recommendation of the majority of the task force members.
  - 3) Present the above-mentioned list of nominees to each branch at least one month prior to the State Convention. This is most easily accomplished by publishing the list in *The Roadrunner* and/or on the State webpage.
- If a member is unable to participate, an alternate, selected by the Leadership Team shall become a regular member of the task force.
  - Should a candidate withdraw before election, the task force shall select a replacement for the office. If time allows, the branches and Convention delegates shall be informed of the substitution before the Convention begins.
  - **Qualifications of Nominees for State Office**
    - 1) AAUW background and experience.
    - 2) Branch leadership demonstrated as an officer or chair in the position being considered.
    - 3) State AAUW interest indicated by attendance at workshops and Conventions.
    - 4) Sufficient time for branch visits, when requested.
    - 5) Tact, punctuality, organizational ability, positive and constructive approach to problems, willingness to speak publicly and/or to work well behind the scenes.
    - 6) Awareness of special needs of both large and small branches.

## PUBLIC POLICY CHAIR

**STATUS:** Serves as member of the Leadership Team. Elected in odd-numbered years. This position is often filled with two people (co-officers) who are elected at the same time.

**QUALIFICATIONS:** Prior experience with AAUW public policy issues at the branch or state level.

**DUTIES & RESPONSIBILITIES.** The Public Policy Chair(s) shall:

- Coordinate the Public Policy Lobby Corps (see below).
- Monitor and encourage activism on AAUW federal and state legislative priorities.
- Encourage, support, and provide training to branches in building coalitions and promoting AAUW's public policy agenda. Maintain regular contact with branch Public Policy chairs.
- Form and/or join statewide coalitions to work on AAUW public policy priorities for both state and national issues.
- Request the branches, in the fall of the odd-numbered years, to suggest changes or additions to the Public Policy Chair for consideration of inclusion or change in the coming year's public policy program.
- Register as a lobbyist to the New Mexico Legislature for New Mexico AAUW, securing the proper forms from the Secretary of State. This responsibility may be extended to include Lobby Corps members and other members who have been advised of accepted procedures and AAUW positions.
- Attend the legislative session and appropriate working committees' meetings when possible throughout the year. The Public Policy Chair is authorized to testify on bills pertaining to items on the public policy list. This responsibility may be delegated to a Lobby Corps member or any other interested AAUW member who has been adequately advised on accepted procedures and on AAUW's position.
- Inform the President and Board of Directors at the quarterly Leadership Team Meetings and in the Roadrunner of testimony and statements made on behalf of AAUW and prepare a report for the State Convention's booklet.
- Be responsible for preparing a list of New Mexico legislative bills of interest to AAUW-NM members.
- Present the proposed Public Policy Program for action by the Convention delegates at a business session.
- Submit a report of pertinent changes in the Public Policy Program to the Convention delegates before the Annual Convention. This submission may be done electronically.
- Plan with the successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of term of office.
- Prepare in even-numbered years a public policy program which takes into consideration priorities submitted by the branches. In odd-numbered years, the program may consist

entirely of amendments to the previous program. Submit each year’s program to the Leadership Team for review prior to approval by the membership at the State Convention.

- Organize an AAUW legislative day program in Santa Fe during the New Mexico legislative session. Brief members on AAUW positions and encourage members to visit their legislators to promote AAUW public policy. This event may be held by a coalition of organizations.
- Recruit members and advise them on accepted procedures to follow specific bills and issues covered by the public policy program; and to report the results to the Public Policy Chair and to the membership in appropriate media format.
- Establish a communications network statewide to be used in connection with calls for action from the National AAUW, State Public Policy Chair, and the Lobby Corps.

**Co-ordinate, support and inform AAUW by:**

- Keeping national updated on branch and state public policy and Voter Education Campaign activities in the state. [Note: Branches need to advise the Public Policy Chair of the name, date, branch [or branches], and results for the program].
- Taking positions and advocating on state legislation, regulations and issues in accordance the AAUW Public Policies. [Note: Branches should advise members to mention AAUW only when agreeing with AAUW policy and priorities].

**Lobby Corps Members**

These are self-appointed members of AAUW-NM who are passionate about participating in the state legislative process. They:

- Work with Public Policy Chair(s) to draft legislative priorities.
- Learn AAUW Principles and Priorities and AAUW positions on issues.
- Maintain relationships and communications with National and State legislators or locally elected officials.
- Contact local, State and Federal elected representatives or public bodies on State and National Public Policy prioritized issues or presents AAUW position in hearings.
- Participate in State Legislative Day Activities.
- Attend the pre-legislative luncheon and/or the pre-Legislative Leadership Team Meeting prior to lobbying day.
- Help acquaint others with AAUW Lobbying Tools such as: Two-minute Activist and AAUW’s Congressional Voting Record.
- May become an issue expert for Lobby Corps and resource to legislators.
- Need to register with Secretary of State as an AAUW Lobbyist if Corps member will be speaking as a Representative of AAUW-NM.

## IMMEDIATE PAST PRESIDENT

**STATUS:** Serves as member of the Leadership Team.

**DUTIES AND RESPONSIBILITIES.** The Immediate Past President shall:

- Serve as resource to incoming President(s) and provide continuity.
- Chair the Branch Project Grants Task Force.
  1. Branch Project Grants of up to \$200 per branch per year, not to exceed total amount established by the annual budget, may be made outreach, education or mentoring projects. After the budget has been adopted, branches shall be notified in writing and in the newsletter of the availability of the grants. The Leadership Team will make the final decision on which projects to fund (all or part of the amount requested).
  2. The Branch Project Grants Review Task Force shall consist of the immediate past-President as Chair and two persons appointed by the current President and approved by the Leadership Team. Working Group members should be from various parts of the state and should have working e-mail.
  3. A branch seeking a Branch Project Grant shall submit to the chair a proposal in writing, preferably via e-mail, in a format of the branch's choosing. The project must have an outreach, education or mentoring component. The application, which needs to be submitted between July 1 and October 1, must include:
    - Branch name, contact person, e-mail and mailing information;
    - Project summary;
    - Grant amount being requested;
    - Simplified budget of project costs; and
    - A list of contributors/supporters, if any.
  4. Upon receipt of a Branch Project Grant proposal, the Chair shall forward copies to the task force members for review and comment. The Chair may request further information from the branch.
  5. The task force shall meet in person or electronically to determine its recommendations on the projects.
  6. The task force may recommend a grant of less than the full amount requested.
  7. The task force shall bring the proposals and the task force's recommendations to the fall meeting of the Leadership Team for acceptance/rejection. These Branch Project Grants will be awarded at the AAUW-NM Fall Workshop.
  8. If all monies budgeted for the Branch Project Grants are not disbursed in October, a second call for grant proposals may be sent to the branches. The Leadership Team shall decide whether to issue the second call for grant proposals. The proposals are to be submitted between February 1 and April 1. These Branch Project Grants will be awarded at the AAUW-NM Spring Convention. The procedures detailed in will apply for the second set of proposals. Branches that did not receive a grant in the fall will be given first priority.



## AWARDS CHAIR

**STATUS:** Serves as Chair of the Awards Task Force and member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** The Awards Chair must be objective in judging candidates for various awards based on the criteria for the award and must have excellent communication skills and be able to work well with others.

**COMPOSITION OF THE AWARDS TASK FORCE:** The chair will select other New Mexico AAUW members to serve on the task force. The number selected is at the discretion of the chair. Some of the task force members may be AAUW liaisons to other organizations in the community that have similar interests and goals as those of AAUW.

**DUTIES AND RESPONSIBILITIES.** The Awards Chair shall:

- Be responsible for the implementation and oversight of the selection of candidates for various state awards. The Chair will have the flexibility to appoint a task force of New Mexico AAUW members to assist the chair as needed, but in the case of a tie will retain the final authority in selecting the winning candidate(s). As of January 2017, the awards include the following:
  - (Sheila – please describe the current awards)

NOTE: This is not meant to limit the awards to those mentioned above, but to encompass any awards that may become available in the future.

- The Awards Task Force, with the approval of the Leadership Team will set the date that nominations for the various awards are due as well as the date of the presentation of the awards.
- Information about all award recipients must be communicated to the Newsletter Editor for publication in the *Roadrunner*, to the Media Relations Chair to ensure publication in their local newspaper and/or any other communication media such as the AAUW-NM web page, Facebook or Twitter.
- The Awards Chair will keep a permanent record of the task force's activities.
- Prepare an annual report to be included in the State Convention booklet.
- Provide the Finance Chair with a budget request each April 1 for the upcoming year.
- Administer and account for the Awards Chair and Awards Task Force budget.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files whenever a new Awards Chair is appointed.

## COLLEGE/UNIVERSITY CHAIR

**STATUS:** Serve on the Education Working Group and the Membership Working Group. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** An interest in statewide higher education issues, an interest in AAUW program activities, planning and goal setting skills, and communications skills.

**DUTIES & RESPONSIBILITIES.** The College/University Chair shall:

- Encourage all branches to appoint a C/U chair who will:
  - Advise them on recruiting strategies to help them find the right fit for the position.
  - Provide ongoing support to the branch C/U chairs with communication, resource sharing, and strategy development. Report successful C/U activities to all branches and the AAUW manager of C/U relationships.
  - Coordinate with branch C/U chairs to establish a relationship with C/U representatives in New Mexico so that they know you are available to them. Describe AAUW initiatives and relevant research to representatives.
  - Follow up with branch C/U chairs in support of recruitment initiatives (such as personal letters to campus presidents and C/U representatives in your state).
  - Collaborate with branch C/U chairs to encourage their participation in C/U-related work at the State Conventions.
  - Encourage branches in towns with colleges or universities to appoint a College/University Chair who will be a member of a state C/U task force that plans and implements C/U activities in New Mexico.
  - Recruit a team of people who are familiar with higher education and are effective marketers.
  - Work with branch C/U chairs to collect end-of-semester updates and communicate them to AAUW's manager of C/U relationships in the national office.
- Develop an annual action plan that includes specific, measurable goals.
- Develop and oversee the C/U budget in New Mexico.
- Ensure that partner-member recruitment and retention priorities are included in new Mexico's strategic plan and state budget.
- Work with other state C/U chairs and the national C/U committee to integrate colleges and universities into other aspects of your state's activities, including programs, public policy, membership, fellowships and grants, AAUW Legal Advocacy Fund efforts, and your state's convention.
- Contact institutional members and obtain a representative who is willing to receive communications; then, ensure they have received pertinent information sent by AAUW.
- Develop and implement programs that are geared toward college and university faculty, administrators, staff, and students (for example, AAUW Legal Advocacy Fund Campus Outreach Programs).
- Develop commitments from local colleges and universities and the branches to support students' attendance at the National Conference for College Women Student Leaders.

- Involve C/U representatives in the State Conventions, conferences, and special events or invite them to be speakers in their areas of expertise at these events.
- Assist the membership vice president (MVP) in promoting individual AAUW memberships to graduating seniors, graduate students, faculty, administrators, staff, and other potential AAUW members on campus.
- Promote the e-student affiliate program to undergraduate students at current C/U partner-member institutions. Request that C/U representatives ask their students to enroll themselves in AAUW's e-student affiliate program using AAUW's online form.
- Participate in state coalitions that will help move AAUW's C/U efforts forward.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files to the new College/University Chair when appointed.

Note: FYI Not part of job description, but information for this position is available from model at AAUW website.

#### **AVAILABLE RESOURCES**

- AAUW C/U Relations Committee
- AAUW Manager of College and University Relationships
- *AAUW Mission & Action*
- *AAUW Membership Center*
  - Membership tool kit
  - AAUW Starter Kit mailing
  - C/U recruitment packet
- *AAUW Programs in a Box*
- AAUW social networks
  - AAUW Dialog blog
  - AAUW Facebook, Twitter, Second Life

Blue font at [www.AAUW.org](http://www.AAUW.org)

## DIVERSITY CHAIR

**STATUS:** Serves as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** This person must be very interested in diversity of all kinds including but not limited to cultural, religious, gender and age. They must have good communication skills as well as team building skills.

**DUTIES AND RESPONSIBILITIES.** The Diversity Chair shall:

- Ensure diversity and social justice priorities are included in the state strategic plan, and printed in state materials.
- Work with other state officers, especially the Program chair, Public Policy Chair and the AAUW Funds Chair, as well as with task forces, working groups and committees, to integrate diversity goals with other state priorities and to identify diversity training needs.
- Be available to branch diversity chairs to support and encourage their efforts.
- Actively seek out and promote AAUW membership and programs to underrepresented groups. This might be accomplished by making connections with a broad range of coalition partners, such as Hispanic Organizations and Native American Groups.
- Provide the Finance Chair with a budget request each April 1, for the upcoming year.
- Administer and account for the diversity chair budget.
- Prepare an annual report to be included in the State Convention booklet.
- Plan with their successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files whenever a new Diversity Chair is appointed.

## GOVERNANCE CHAIR

**STATUS:** Serves as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** Prior experience as a member of either a state or branch Leadership Team or bylaws experience in another organization.

**DUTIES AND RESPONSIBILITIES.** The Governance Chair shall:

- Ensure AAUW New Mexico Bylaws, Policies and Procedures and Leadership Team job descriptions are up to date.
- Review AAUW New Mexico Bylaws, and Policies and Procedures for changes at least every four years.
- Review AAUW New Mexico Bylaws for compliance with New Mexico Nonprofit Corporation Law.
- Receive and review proposed AAUW New Mexico Bylaws amendments from New Mexico members.
- Maintain a permanent file [printed and/or electronic] that shall contain:
  - Current AAUW New Mexico Bylaws,
  - Current AAUW New Mexico Policies and Procedures,
  - Current job descriptions for all elected, and some appointed, members of the Leadership Team,
  - Current Bylaws for each branch of AAUW New Mexico,
  - Current AAUW Bylaws,
  - Reference copies of previous versions of AAUW New Mexico Bylaws and Policies and Procedures, and
  - Reference copies of previous versions of each New Mexico Branch's Bylaws.
- Assist branch bylaws chairs in the writing of new branch bylaws or in the amending and changing of their current bylaws. Provide copies of the National model bylaws when necessary.
- After adoption of amendments to the AAUW-NM Bylaws at the State Convention, the chair submits an electronic of the amended bylaws to national.

### Duties regarding branch bylaws:

- The state Governance chair notifies branches of mandatory changes.
- The state Governance chair reviews each set of bylaws for conformance at the Branch's request.
- The branch amends its bylaws and submits them to national and sends one copy to the state Governance chair for the permanent state files.
- The state Governance chair notifies delinquent branches, requesting amended bylaws. The chair notifies national of actions taken and subsequent responses.

### BYLAWS FILES

It is the responsibility of the state Governance chair to maintain current copies of branch bylaws.

## HISTORIAN

**STATUS:** Serves as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** An interest in history and historical records. Ability to organize and categorize documents of all types. Knowledge of AAUW at the branch, state, and national levels.

**DUTIES AND RESPONSIBILITIES.** The Historian shall:

- Receive yearbooks and newsletters from each branch as available.
- Prepare a brief history of AAUW New Mexico annually. Have this history available at the State Convention.
- Prepare a more comprehensive history of AAUW New Mexico for special anniversary years e.g.: 25<sup>th</sup>, 50<sup>th</sup>, etc. Have this history available at that year's State Convention.
- Research questions concerning AAUW history as requested by the state president. Other state officers shall make such requests through the president.
- Receive material from state officers. Evaluate these materials for permanent storage or for disposal.
- Receive the records of discontinued branches. Evaluate these materials for permanent storage or for disposal.
- Place materials designated for permanent storage in the AAUW archive in Zimmerman Library at the University of New Mexico. Additional copies of such materials may also be placed in the AAUW archive in the New Mexico State University Library.
- Encourage branches to properly maintain their historical records.
- Administer and account for historian's budget item.
- Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.

**RESOURCES**-Available at AAUW website:

- Records Management Guidelines for AAUW States and Branches [pdf]
- Guidelines for Preserving State and Branch Archives [pdf]

## INTERNATIONAL INTEREST CHAIR

**STATUS:** Serve as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** Prior experience with international relations in an AAUW Branch, Women Graduates USA or similar nonprofit such as Sister Cities, Elder Hostel, Rotary, Peace Corps, or Commission on the Status of Women, etc.

**DUTIES & RESPONSIBILITIES:** The International Interest Chair shall:

- Seek opportunities to increase the awareness of issues facing the lives of women and girls across borders and worldwide.
- Coordinate AAUW NM targeted activities and projects to break through barriers globally so women have a fair chance.
- Focus on gender rights and equity globally to fight against global poverty.
- Promote active dissemination of programs highlighting issues of concern to women around the world.
- May host international visitors and promote global linkages.
- Assist branches in planning a program around International Women's Day.
- Support legislation and treaties and participate in UN related activities.
- Maintain a statewide International Interest contact list.
- Administer and account for the International Interest budget item.
- Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.

## MEDIA RELATIONS CHAIR

**STATUS:** Serve as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** Experience with the print, audio, visual and social media and in writing press releases or news articles. Ability to post to social media formats such as Facebook and Twitter.

**DUTIES & RESPONSIBILITIES:** The Media Relations Coordinator shall:

- Coordinate newspaper, radio, television, and social media coverage of all AAUW-NM meetings, workshops and conventions. Arrange for interviews of officers and leaders-on-loan with local media.
- Coordinates with Website Manager to have such coverage posted to AAUW-NM web page as appropriate.
- Coordinate publicity for membership statewide and appropriate media coverage for public policy statements and press releases.
- Coordinate press releases and media coverage of joint activities cosponsored by statewide coalitions in which AAUW takes an active part.
- Coordinate media coverage for any and all Branch or Statewide awards with recipient's home town news media, and the convention site media as appropriate.
- Forward publicity from AAUW national to appropriate branch officers.
- Keep a paper or digital file of AAUW activities within the state and forward clippings or digitally formatted publicity of outstanding state and branch activities to the AAUW Public Information Office.
- Maintain a statewide media contact list.
- Administer and account for the media relations budget item.
- Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.



## NEWSLETTER EDITOR

**STATUS:** Serve as a member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** Prior editing and desk-top publishing experience suggested. Proficiency in Microsoft Word, Publisher, Excel or equivalent software. Ability to convert newsletter to Adobe PDF format.

**DUTIES & RESPONSIBILITIES:** The Newsletter Editor shall:

- Prepare, edit, publish, and post to the AAUW-NM website the quarterly AAUW-NM newsletter, *The Roadrunner* according to recommended procedures.
- Print and mail copies to those members who do not have email or who prefer to receive a paper copy.
- Do additional electronic distribution, as recommended.
- Maintain electronic files of:
  - All newsletter editions;
  - A record of administrative information including as follows:
    - Submissions for the most recent issue; and
    - Photo and graphics archives.
- Submit, at the completion of each issue, all receipts for newsletter expenses to the Finance Chair for reimbursement.
- Keep accurate accounts of all expenses related to the newsletter and present them in a budget to the Finance Chair by April 1st. This budget shall include preparation, printing, postage, labels, and miscellaneous expenses.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files by the summer Leadership Team meeting.

### Newsletter Content and Procedures

- Four issues shall be published each fiscal year at the following specified times: fall, winter, spring and summer. Each issue shall include:
  - Issue #1, Winter --Serves the January, February, and March quarter; with a deadline in November to be published in early December. This issue includes a listing of the offices to be filled by election at the State Convention and the call for nominations for officers and awards; information about the Winter Leadership Team Meeting and Lobby Day; and a report on the Fall Workshop.
  - Issue #2, Spring --Serves the April, May, and June quarter; with a deadline in February to be published in early March. This issue includes the proposed State Convention program (including resolutions, bylaws changes, public policy program); the report of the committee on nominations; information on Convention facilities, with a registration form; and the official call to Convention from the

State. In even-numbered years, it includes Rocky Mountain regional conference information.

- Issue #3, Summer --Serves the July, August, and September quarter; with a deadline in May to be published in early June. This issue includes the Calendar of AAUW-NM events for the following fiscal year; the AAUW-NM Public Policy program for the following program year as adopted by the delegate body; and information on the Summer Leadership Team Meeting.
      - Issue #4, Fall --Serves the October, November, and December quarter; with a deadline in August to be published in early September. This issue includes the list of state officers, branch presidents; and the proposed program and information on facilities for the Fall Workshop and registration form.
    - State and AAUW schedules and deadlines of interest to the membership; State, AAUW, and branch news; and the AAUW-NM calendar of events that will occur prior to the next issue
    - Articles submitted by branch and state officers
  - Produce and distribute as follows:
    - Email distribution:
      - Convert the final version of the newsletter to ADOBE PDF format and email to the Website manager who will post the newsletter to the website and send you the proper link.
      - Compose an email titled Current Roadrunner now available and stating: The current version of the Roadrunner is now available on the state website. Click on the link below to display this issue, and include the link.
      - Send this email to all branch presidents or their designated representatives. They will forward the email to their branch members.
      - New Mexico college/university/institutions (to Office of the President and to librarian) and representatives
      - AAUW state presidents and state newsletter editors
      - AAUW Executive Director, national officers, and board of directors
    - Print distribution
      - Obtain electronic label masters from branch presidents or their representatives prior to the distribution of each issue. Print labels and count the number of hard copies needed.
      - Have the required number of copies printed, stapled, and folded at your preferred printer (e.g., Office Max (gives a very large discount to AAUW), Staples, FedEx, Kinkos). Print 10 extra copies for emergency mailings and distribution at state meetings.
      - Seal the folded copies, affix the address labels and appropriate postage, and mail.

## PARLIAMENTARIAN

**STATUS:** Serve as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** Familiarity with *Robert's Rules of Order, Newly Revised*. Prefer prior experience with parliamentary procedures with an AAUW Branch or other organization.

**DUTIES & RESPONSIBILITIES:** The Parliamentarian shall:

- Advise the presiding officer of proper meeting procedures, according to *Robert's Rules of Order, Newly Revised*.
- Be familiar with the AAUW-NM Bylaws and Policies and Procedures and advise the presiding officer and the Leadership Team of their applicability to topics under discussion.
- Plan with successor for a smooth transition of any materials and pass on any permanent files before July 1 or the conclusion of office.

## STEM CHAIR

**STATUS:** Serves as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** Interest and background in STEM programs. Knowledge of AAUW resources.

**DUTIES AND RESPONSIBILITIES:** The STEM Chair shall:

- Collect and maintain information on varied STEM activities in New Mexico.
- Serve as a resource and advisor for STEM activities.
- Provides presentations based on AAUW's research to other groups or organizations.
- Serves as AAUW-NM Representative to other STEM associated organizations within or outside New Mexico.
- Serves as liaison to the annual Tech Trek program in New Mexico.

## WEBSITE MANAGER

**STATUS:** Serves as member of the Leadership Team. Appointed in even-numbered years, or at the will of the president and Leadership Team.

**QUALIFICATIONS:** This person should have the computer skills and necessary equipment to manage a functional website.

**DUTIES AND RESPONSIBILITIES:** The Website Manager shall:

- Be responsible for maintaining and updating the State website to function well and is easy to navigate.
- Keep track of budget and payments needed to insure the website stays online for the best price.
- Help the branches start their own websites and link it to the State website.
- Set up email accounts and ftp accounts as it relates to the State website.
- Plan for future changes to the website.

Please note: Although a Website Manager sometimes assumes the role of a web designer, the main job of a Website Manager is to monitor, improve, and update the performance of the existing website.

### Website Content

The following current AAUW-NM materials should be posted on the AAUW-NM web site for access by AAUW-NM general membership.

- Mission Statement
- Calendar
- List of officers and their e-mail addresses
- Bylaws
- Policies and Procedures including:
  - 1) Duties and Responsibilities of each Task Force and Committee
  - 2) Leadership Team Position Job Descriptions
- Budget
- Strategic Plan and Goals
- Public Policy Program
- AAUW-NM Past Presidents
- Slate of nominated officers