



AAUW NEW MEXICO PRESIDENT

STATUS: Serves as chair of the Leadership Team. Elected in even-numbered years for a two-year term with a limit of three consecutive terms.

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 [or designee] shall:

- Be the chief executive officer of the organization.
- 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.
- Preside at all meetings of the Leadership Team and meetings and conventions of AAUW New Mexico.
- Bring State bylaws into conformity with AAUW Bylaws after each Association convention in coordination with the Bylaws Chair.
- Maintain up-to-date state documents that include policies and Procedure, job description, and AAUW New Mexico history, the last in coordination with the Historian.
- Prepare a State calendar for approval by the Board.
- Maintain a file of members who could serve as board membered, committee chars or committee members.
- Serve as ex-officio member of all tasks forces and committees except the Nominating Committee.
- Appoint, after consultation and approval from the Leadership Team, all appointed officers and chairs of all task forces and committees except the Nominating Committee and those otherwise provided for in the bylaws.

These should include but are not limited to Secretary, Historian, Grace Barker Wilson Awards Chair, Bylaws Chair and Parliamentarian.

- Select members of special committees, including task forces, in consultation with the respective chair. Appoint by the time of the winter board meeting a Budget and Finance Committee and an Audit Committee. The Audit Committee shall audit all of the financial records including the Finance Chair's, and AAUW Funds records.
- After consultation with the nominating Committee Chair, make a recommendation to the Leadership Team to fill a vacancy in an elected office.
- 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 at least two additional tellers, and
 - Consulting with the parliamentarian regarding the conduct of business sessions and any anticipated parliamentary problems.
- File an annual report with National immediately following the election and no later than July 1.
- File the names and required information for incoming and continuing officers with National records office immediately following the election and no later than July 1.
- 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.