

AAUW La Mesa-El Cajon Branch

Job Descriptions

The following is an overview of each officer's basic responsibilities. Detailed information on job duties can be provided to each officer after installation by the preceding officer.

ELECTED OFFICERS

PRESIDENT:

Required to attend Board Meetings

- Before your Installation as President, choose a theme which you would like to focus on for the coming year.
- Plan an Installation for the incoming board. The Installation could be carried out at a luncheon or other event of your choice. Choose a person to perform the Installation ceremony and incorporate your chosen theme into the event as you choose. The Past Presidents Group (FKA Club Xer's) will help you with the planning and carrying out of the event if you wish.
- Plan and carry out a retreat for the new officers and appointed chairs, in order to plan for the coming year. This event can take place at a location of your choice. In the past it has been held at a hall and lunch included with each board member paying to cover the cost of the event.
- Ensure those past and incoming board members meet to discuss job responsibilities. Job descriptions should be updated and shared with board.
- Review 5 Star criteria with new board to ensure strategic planning and succession plan.
- Prior to September, set up an email list of all members of the new Board
- In June or July work with the Branch Treasurer and hold a budget meeting to develop the budget for the coming year. The new budget is approved by the members at the September General Meeting and monitored by the President throughout the year.
- Preside at Board and General Meetings and/or other events as needed.
- Prepare for Board Meetings in the following way:
 - A week to 10 days in advance of the meeting, send out an email notice of the meeting to all Board members, including date, time and place of the meeting and if there is a request to be on the agenda of the meeting. Ask Branch Treasurer and Recording Secretary to send their reports out under separate cover.
 - Email the agenda to all Board members a few days ahead of the meeting.
 - Prepare for the General Meeting by working with the First Vice President(s) - Program ahead of the meeting to establish the order of the meeting. Write the President's article for each issue of the Forecast and email it to the editor.
- Make needed decisions about issues which come up during the year.
- Website: Submit articles and important information to Website Manager for posting. Oversee the website to ensure important and interesting communications are updated and current.

PRESIDENT ELECT

Required to attend Board Meetings

- Is a member of the Board of Directors, the Executive Committee, the Budget Committee and serves as Chair of the Nominating Committee.
- Shall hold office for one year and succeed to the Presidency the following year.
- Shall assume various duties and responsibilities in agreement with the President and preside at meetings in the absence of the President
- Helps plan and execute Board Retreat

FIRST VICE PRESIDENT(S) - PROGRAM:

Required to attend Board Meetings

- Book general meeting speakers and activities
- September is Tech Trek, January the IBC luncheon and General Meeting, February is the AAUW Fund Recipient, March is usually Public Policy, April is the Author's Luncheon, and June is installation. These 6 events are usually booked by the committee chairs, but in consultation with the program committee.
- Book the location for the general meetings: October, November, December, January, February, March and May.
- Submit the list of programs and locations to the Directory Chair by the deadline to be included in the Directory.
- Submit an article on the General Meeting to the Forecast Editor (or delegate this to the chair of that particular meeting) by the 10th of the month preceding the event. Sample announcements are in the binder from the previous year. Also ask the Mass E-mail Chair to send out reminders to the membership before the meetings.
- Be sure to arrange with the person in charge of the meeting venue to get the key, be prepared to get to the venue early to help set up, clean up and lock up after the meeting and arrange to return the key. Some of the venues do include custodian service in the rental cost.
- Order the check for the facility and any honorarium for speakers from the treasurer.
- Be aware of all holidays, religious and otherwise before booking any activities.

Other information about speakers, locations, ideas has been kept and added to by previous program committees and is very helpful.

SECOND VICE PRESIDENT(S) - MEMBERSHIP:

Required to attend Board Meetings

- Work with potential new members and applicants. Send info emails to President, President-Elect, Membership VP, Treasurer, Activities Chair, Directory Editor, *Forecast* Editor and Mass E-mail Chair.
- Welcome new members with phone call, welcome letter; includes branch info, directory and recent *Forecast*.
- Attend general meetings with sign-in book, give name tags to attendees, distribute directories, brochures, applications, *Forecasts*, and badge orders as needed.
- Write monthly *Forecast* article including info on new members.

- Plan events for new members to meet with members, board, committees and interest group chairs. Include light refreshments.
- Follow up with Treasurer on dues renewal as needed. Renewal form in Forecast that can be mailed or renewal online. Follow up with letters or phone calls as needed at least once.

THIRD VICE PRESIDENT(S) - AAUW FUND:

Required to attend Board Meetings

- Attend regional AAUW luncheon to hear prospective speakers for our brunch in October. These have been on Zoom the last two years.
- Plan and coordinate fund raising efforts for Fund throughout the year.
- Instruct members how to donate (check or online) through newsletter as well as at meetings.
- Submit monthly Forecast articles as part of fundraising efforts and to give recognition to donors.
- Plan January AAUW Reception with Hospitality, featuring a recipient whom we choose after we hear all at the luncheon in October. In years past, this has been a brunch with board members bringing egg and fruit dishes. Due to COVID, we made it a reception with goodies provided by interest groups.
- Choose one or two of our Branch members as NAMED GIFT Honorees for the year (criteria in bylaws).
- List donors on the program for our February Brunch with speaker.

BRANCH TREASURER:

Required to attend Board Meetings

- According to the AAUW Bylaws, branches are only required to have two elected officers: Branch President and Branch Treasurer. The Branch Treasurer oversees the fiscal and financial operations of the branch.
- Responsibilities to the Branch
 - Work with the branch board to evaluate the financial health and stability of your branch finances.
 - Work with the branch board to develop a budget that supports the programs and activities described in the branch annual plan.
 - Open and maintain bank accounts and establish authorized check signers for the branch.
 - Prepare regular monthly and annual branch financial reports analyzing actual performance against budget.
 - Be aware of specific federal, state, and local charitable tax issues and legal liabilities.
 - Process and submit AAUW contributions in compliance with proper financial accounting procedures and Internal Revenue Service regulations.
 - File the appropriate IRS Form 990 if gross receipts exceed \$50,000.
 - Electronically file the IRS Form 990-N if gross receipts are \$50,000 and under or elect to have the AAUW national office assist in the electronic filing.
 - Support the branch financial review process by cooperating with other officers assigned to this task or with a hired accountant.

- Retain in good order all annual financial statements, IRS forms and correspondence, tax certificates, a letter in good standing or tax determination letters, deposits, and supporting documents (i.e., disbursement, receipts, contracts, licenses, and permits).
- Responsibilities to Your State
 - Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and good business operating practices. Support, protect, and maintain provisions of the AAUW Affiliate Agreement.
- Responsibilities to AAUW
 - Work with other officers in your branch to ensure that all dues and fees, reports, and contribution reports are submitted and filed with the AAUW national office according to established procedures and timelines. Review all branch dues, fees, contributions, and membership reports sent by the national office and alert staff of any discrepancies with your records. Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and practices.
 - Leadership Skills Helpful to the Position
 - A good candidate is skilled at planning and budgeting, accounting, project management, team building, consensus building, and fiscal and financial management.
- Time Commitments
 - Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the branch board of directors.

MEMBERSHIP TREASURER:

Required to attend Board Meetings

- Work with your Second Vice President – Membership to secure membership renewals and to process dues and fees, including filing the necessary forms with the state and the national office.

PUBLIC POLICY CHAIR(S)

Required to attend Board Meetings

- You are responsible for communicating AAUW Public Policies to the branch. We hold meetings and activities throughout the year (except the summer). Once a year Public Policy prepares a general meeting with the Program committee.
- Normally the monthly program consists of a speaker. Since convenient times for the speakers vary, we have not had a set time or place. We have had speaker programs on Title IX, TimesUp (equal rights in the workplace), MeToo (sexual assault) and early education, Covid education, affordable housing, and human trafficking. During even-numbered years, local and state ballot measures should be presented. It is important you participate in Lobby Day which is a part of our being a 5 Star Branch.
- You are responsible for publicizing meetings by notifying the *Forecast* Editor. Notice for meetings must be in by the 10th of the month before the actual program. For example, an October meeting

would give information for the Forecast before September 10th. An Eblast alert is sent to Mass E-mail Chair about a week before the meeting. You attend Board meetings and have a vote. If there is a Co Chair, that person also has a vote.

Possible meeting locations:

Community Room of the La Mesa Police Department, 8085 University Avenue, La Mesa, call Theresa 1-619-667-7514

El Cajon Public Library, 201 E. Douglas, El Cajon, call 1-619-588-3718

St Dunstan's Episcopal Church, 6556 Park Ridge Blvd, San Carlos area, call 1-619-460-6477

San Carlos Public Library, 7562 Jackson Drive, call 1-619-527-3430, note electronic enrollment

Rolando Public Library, 6600 Montezuma Road, college area, call 1-619-533-3902

Mission Trails Visitor Center, One Father Junipero Serra Trail, 92119 area, call 1-619-668-3280. Note: can charge a fee

RECORDING SECRETARY:

Required to attend Board meetings

- Board meetings are held on the second Monday of the month, from September through May.
- The responsibility of the Recording Secretary is to record the proceedings of Board Meetings and any business meeting held during a general meeting.
- The proceedings are then transcribed into Minutes.
- Draft Minutes are sent to the President(s) for approval or changes.
- The Minutes are then provided to all Board members and any interested parties about one week prior to the upcoming Board meeting. The Minutes are distributed using the Mail Chimp website.
- The Secretary prepares the Board attendance sheet. The attendees are recorded in the Minutes.
- The Motion form should be used when a Motion is put forward and if passed is filed with the Minutes.
- The Secretary files the Minutes along with any Motions and the Treasurer's reports.
- The Secretary is responsible for storing the binders from past years and passing them on to her successor.
- The Secretary sends a copy of all motions to the Forecast Editor.

TECH TREK COORDINATOR(S):

Required to attend Board Meetings

- You will act as liaison between your AAUW branch and the director(s) of your local Tech Trek camp(s). This includes reporting the number of girls you wish to send, amending as necessary, sending in funds in a timely manner and making sure you have a good understanding of the camp procedures.
- Hold fundraisers and/or approach local businesses and individuals for donations to fund the scholarships your branch will award.

- Be aware of the AAUW financial policies concerning donations, especially the correct way for donors to write checks (made payable to AAUW CA SPF) in order to claim an IRS deduction.
- Make sure all funds for Tech Trek are sent to the camp treasurer in a timely manner and that the camp treasurer knows how to properly submit checks for deposit.
- Work with a committee of branch members to engage with local public schools and teachers about the selection process, distribute Tech Trek materials, and make sure teachers are aware of the qualities of a successful camper.
- Work with a committee of branch members to review camper applications and essays, interview students and select the appropriate number to attend Tech Trek based on qualifications and our budget
- Submit the spreadsheet of the selected campers to the camp director by the appropriate date.
- Confirm your branch’s Tech Trekkers are prepared for camp. This includes confirming they have transportation to the camp site.
- Keep in touch with former campers (i.e., contact information, high school and college careers).
- Create a TTAG (Tech Trek Alumnae Group) and committee. Find ways to collaborate with other branches and create avenues for alumni to stay connected, continue to learn about careers, visit local businesses and network.
- Manages Tech Trek finances in conjunction with the Branch Treasurer
 - AAUW California determines the cost of the camper fee for the upcoming year. The Branch Coordinators decide how many campers they want to send to Tech Trek based on the budget they have requested for the fiscal year. The Coordinators request the number of campers they want, and when this number has been set by the Camp Director, the Camp Treasurer sends a bill to the Branch Treasurer. The Branch Treasurer then sends a check made out to “AAUW CA SPF” and mails it to the Camp Treasurer. During the fiscal year, if any member wants to make a contribution to Tech Trek, she makes the check out to “AAUW CA SPF” and sends it to the Branch Treasurer who then sends it on to the Camp Treasurer along with a required form.
 - The families, who can afford to make a contribution, should make the check out to “AAUW La Mesa-El Cajon Branch” and send it to the Branch Treasurer to be used the next year for Tech Trek.
 - The budgeted money comes from individual donations, fundraisers, and the annual distribution from the San Diego Foundation. The money for the campers will come from the AAUW La Mesa-El Cajon CA Foundation Philanthropy Fund, but the Branch Treasurer will have to request the check so that she can send it to the Camp Treasurer.

WAYS AND MEANS CHAIR:

Required to attend Board Meetings

Provides the suggestions to the Board for raising revenue for our programs and projects

Author’s Luncheon

- **Summer**
 - Pick an author – ask for suggestions from branch members.

- Pick a venue and sign a contract for a date that doesn't conflict with the state meeting, Easter or Passover. Arrange with the finance officer(s) of the LMEC Foundation to pay the deposit.
- Send a "Save the Date" message to the branch
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- **Fall**
 - Get the following volunteers to serve as chairs:
 - Raffle Chair (in charge of distribution of raffle tickets)
 - Silent Auction Chair
 - Basket Chair
 - Reservation Chair (probably will be a Foundation officer)
 - Table Assignment Chair (if Reservation Chair is not willing to do this job)
 - Name Tag Chair – must include name, table no. and menu choice
- **January**
 - Apply for raffle permit with California Attorney General (paperwork and \$30 fee)
 - Design and distribute flyer.
 - Remind the author about the event and ask her if she is bringing a guest.
- **Spring**
 - Plan centerpieces – may be purchased or made by branch members
 - Contact First Female Chair to remind her that the essay winner will speak at the luncheon
 - Basket Chair will contact Special Activity groups and give them a deadline for the baskets.
 - Silent Auction Chair will request items from the branch.
 - Raffle Chair will find members to sell raffle tickets at the event.
 - Reservation Chair, Table Assignment Chair and Name Tag Chair will work together doing their jobs.
- **After the Event**
 - Send thank you cards to donors
 - Fill out a raffle report for the Attorney General of California.
 - Foundation Treasurer prepares a financial report.

APPOINTED CHAIRS

CAREER DAY CHAIR

Recommended to attend Board Meetings

- February:
 - Chair contacts schools (Madison and Meridian Elementary) to establish date that works for both schools (see contact list) *
 - Decide on presenters and point person for contact for each
 - Discuss goodie bag ideas and donations and who to handle this
 - Determine:
 - Who makes gifts for presenters

- Who to make nameplates for presenters, thank you notes
 - Who to send invites to?
- March:
 - Chair: Invitations* sent to speakers once date has been confirmed
- April:
 - Invites to Board sent out
 - Letters to presenters via email with specifics for the day—Chair (see folder) *
 - Chair to touch base with schools (secretary, principals and 5th grade teachers) for final count of girls and send copy of letter to presenters as well as list of presenters. *
- May:
 - Chair to contact Meridian School secretary to discuss set-up for room, final count of girls, custodian access, etc.
 - Make copies of student evaluation form and presenter evaluation form
 - Finish goodie bags if need be
- June:
 - Thank you notes to presenters
 - Article for AAUW Newsletter
 - Set up lunch meeting to debrief event

DEI REPRESENTATIVE

Recommended to attend Board Meetings

- Promote inclusion and awareness for all members to create an equitable, sustainable and inclusive membership reflective of today's world.
- Promote DEI as part of upholding branch's vision of equity for all and values of inclusion and intersectionality.
- Encourage members to incorporate inclusive practices into branch activities.
- In each issue of the Forecast, publish an item that encourages members to reflect upon DEI issues.
- Refresh the DEI page of the branch's website periodically with pertinent articles and illustrations.

DIRECTORY EDITOR

Recommended to attend Board Meetings

- Maintains the address/phone numbers of our Branch. Publishes a Directory in mid-September to be mailed to our members.
- Solicits Board and General Meeting dates to be included from appropriate members.

FINANCIAL REVIEWER:

Recommended to attend Board Meetings

- Examines the financial records of our Branch after July 1st annually.

FIRST FEMALE

Recommended to attend Board Meetings

- Solicits high school English teachers to elicit female candidates to enter our Branch's essay contest. The theme is "I am the first female in my family to...."
- Forms a committee of readers of the essays and disperses the essays to each reader who will rate them, including First, Second and Third choices. Attends the annual Author's Luncheon and introduces the winner and her parent(s).

FORECAST EDITOR:

Recommended to attend Board Meetings

- Before the retreat
 - Review and update the *Forecast* info document. Send it to the President for the retreat packet and to the Special Activities Chair(s) asking her to share with the lead person in each group.
- How to start the *Forecast*
 - Send a MailChimp email to *Forecast* tag group about the 7th of each month.
 - Start with an updated Google docs template then make a copy for the current month.
 - Add and edit the articles as they come in.
 - Use the *Forecast* template in MailChimp.
 - Add the articles.
 - Revise and rearrange as necessary.
 - It may be best to have someone edit the final copy before sending it to the President and then to the membership.
- What to do after *Forecast* is complete
 - Make a pdf of the MailChimp document. Send a copy to branchnewsletters@aauw-ca.org and send a pdf copy to the Website Manager to be included in the Newsletter archive. Branches are encouraged to send our newsletters to the above email address. They are then disseminated to anyone who wants a copy of all the branches newsletters.

FOUNDATION REP

Recommended to attend Board Meetings

- Attends the quarterly meetings of the AAUW La Mesa El Cajon Foundation. Usually, it is the President.

HISTORIAN CHAIR

Recommended to attend Board Meetings

- Collect and archive the records of the Branch, including but not limited to:
 - o Articles of Incorporation and charters
 - o Bylaws and policies
 - o Minutes of Board and general meetings
 - o Budgets, audits, and financial reports
 - o Legal documents
 - o Strategic plans
 - o Membership lists
 - o Lists of Branch leadership positions
 - o Lists of recipients of Branch awards and honors
 - o Lists of scholarship winners
 - o Newsletters
 - o Relevant clippings and other media
 - o Job descriptions
 - o Photographs of Branch events
 - o Audio-visual recordings of meetings and events
- Keep track of activities and update the Operations Manual as needed
 - Creates, or has created, a photo and clipping memory book of President's Year

Qualifications:

- Excellent organizational skills
- Knowledge of Branch operations and history
- Knowledge of or ability to learn about digital archiving (i.e., Google Drive)

HOSPITALITY COMMITTEE:

Recommended to attend Board Meetings

- Definition of hospitality: *The friendly and generous reception and entertainment of guests, visitors, and strangers.*
- The committee is to be the welcoming face of AAUW at the general monthly meetings throughout the year. Most important job is to be friendly and talk to people before and after the meetings as well as:
 - o Provide light refreshments for each monthly meeting
 - o Provide coffee, hot water for tea, and cold water for each monthly meeting
 - o Provide decor for the food tables
 - o Invite activity groups to volunteer to bring food for one meeting
 - provide a brunch for the February meeting

- Provide paper plates, cups, napkins, silverware and a tablecloth
- Get to meeting before the start of meetings so the coffee will be ready and room set up
- Choose a committee to help with everything

INTERNATIONAL AFFAIRS CHAIR:

Recommended to attend Board Meetings

- Relay information and send out announcements regarding international events both local and national, ex: International Women’s Day and the Women’s Peace Makers’ Program at USD Institute for Peace and Justice.

LOCAL SCHOLARSHIPS CHAIR:

Recommended to attend Board Meetings

COLLEGE LIAISON:

- Be alerted to monthly website information from Grossmont / Cuyamaca Calendar of Events
- Support AAUW student club on Grossmont campus by attending their planned events on campus.
- Also attend their officer meetings as needed.
- Attend student government meetings at both campuses at least twice a year. Introduce our own branch website and also what National has to offer.
- E-Student Affiliates - Free online enrollment for all students who attend colleges that are partners with AAUW National.
- Good idea to have personal contact with the advisor of the student club as well as the student president.
- Write *Forecast* articles as needed.

MASS E-MAIL CHAIR:

Recommended to attend Board Meetings

- Install the Mail Chimp website on your computer.
- When a member wants an email sent out to either the entire branch or one of the other distribution lists, send out that notice.
- Maintain the contact list (adding new members, changing email addresses, and deleting dropped members) and the other distribution lists.

PARLIAMENTARIAN:

Required to attend Board Meetings (position filled by the immediate Past President)

- Attend Board meetings and assist with parliamentary procedure when needed.
- Be knowledgeable of parliamentary procedure based upon Robert's Rules of Order.
- Maintain up to date branch bylaws and Public Policies documents.

PUBLIC RELATIONS CHAIR

Recommended to attend Board Meetings

- Create Press Release format of AAUW LMEC mission and contact information
- Create targeted listing of digital and hard copy publications, websites, contact information and publication requirements
- Create a master calendar with timelines and deadlines
- Work with Vice President - Programs regarding events to promote to the community
- Work with Vice President – Programs to have representative of Branch available to help with any reporter who covers an event with photo sessions and interviews
- Send selected event information to local branches
- Compile a list of like-minded associations, vetted by the Board, to collaborate with our Branch. Consider the following:
 - Branch membership criteria
 - AAUW Mission
 - AAUW State and National policy positions

SPECIAL ACTIVITIES CHAIR:

Recommended to attend Board Meetings

- Monitors the chairs of all our Special Activities and especially at the first or second meeting when we have sign-ups.
- August: Provide a two-page entry for the AAUW directory listing (1) names of chairs/activities; and (2) monthly calendar of activities. Provide copies as needed to others during the year. Submit the data by the needed date to the Directory Editor.
- Attend retreat & board meetings/submit monthly reports.
- Fall - Plan, organize, and set-up “meet, greet, and sign-ups” September meeting with First Vice President(s) - Program, President, Hospitality Chair, Tech Trek Coordinator(s), and custodian (if possible). Provide maps of the layout, store props for the next year; contact special activities and other groups’ chairs for participation in this event.
- Set up an updated list of email addresses/phone numbers of Special Activities Chairs to contact them during the year.
- Communication with special activities’ chairs by email or phone to welcome them to the new AAUW year, thank them for their leadership service, answer questions, and pass on/review *Forecast* information re: submitting monthly articles by the 10th of the preceding month.
- Ongoing - Encourage setting up new activities as interest level dictates; assist in forming such a group and then setting a time/day for them on the monthly activities’ calendar.
- Encourage members involvement in as many activities as their calendar allows.
- Coordinate with Membership Chairs regarding special activities welcome letter to new members; participating in new member welcome group meetings when requested to do so

- Author's Luncheon: Send out a letter in the late fall (as requested by the AL committee) to special activities/other groups chairs to encourage participation in submitting baskets for the April Author's Luncheon; send reminder letter to them in February to emphasize the due date and the procedure for turning in the baskets while also thanking them for their involvement.
- Spring: Check with the special activities chairs regarding plans for next year in regard to leadership in their group; assist as needed.
- Optional: Monthly column in the Forecast titled "Special Activities Update" which is used to highlight special activities information, encourage lifelong learning & socialization, thank chairs for their leadership, present opportunities in the community, and offer occasional tours for members

SPEECH TREK

Recommended to attend Board Meetings

Speech Trek is a speaking contest open to all California high school students, whether from public, private, home or continuation high schools. Students who were among the top three finalists in the state contest may not compete again at the state finals.

- The contest begins when your branch of AAUW California decides that they want to participate in the contest. Your board will meet and then determine the level of financial support necessary from your branch. Budget items may include prizes, printing, postage, video preparation, refreshments, or space rental for the contest. Branches vary in levels of prizes awarded to contestants--from certificates to actual cash awards. Your local branch covers all costs. Be sure to budget for the AAUW California Speech Trek Contest.
- Next, identify a member to coordinate your contest and form a committee of interested members. Draw from members with interest or expertise with public speaking, writing press releases, connecting with high schools, recruiting, training, tutoring or coaching students, conducting fundraising; or just with an interest in raising awareness about the contest.
- Develop a calendar for the contest. Take time to check against competing events, such as the Lions Club Speech Contest, Rotary Speech Contest, Mock Trial, F.F.A. and other area speech contests, etc. Your calendar should include dates for:
 - Notice to state Speech Trek Program Director of branch's intent to participate.
 - Date of branch competition
 - Date for submitting branch winner's online submission to the state semifinals.
 - Date of State competition if named to top three in the state.
 NOTE: State Finals' top 3 videos will be showcased at the AAUW California Annual Meeting. This meeting will be virtual. Winners will be announced at this meeting.
- Create a list of your area high schools. Decide whether your contest will be limited to students within your city or county, and if it will be in-person or virtual. Create AAUW California Speech Trek posters and recruitment brochures. Develop an email list for specific contact people to save costs of postage and printing.

- Arrange for informational meetings at your schools. Be willing to speak to student groups or classes. Your school may have a debate club or forensics program--or a Future Business Leaders chapter--or even a Mock Trial group just waiting for an opportunity to speak!
- Have student and parent sign participation agreement. This will protect your branch and allow it to publicize, photograph and post the names of the participants.
- Write press releases to announce the contest.
- Notify AAUW California via the signed Memorandum of Understanding (MOU) of your branch's intent to participate in Speech Trek by November 1. Include the name, email address, and phone number of your local contact person, as well as your branch name. Email AAUW California Speech Trek Program Director at spechtrek@aauw-ca.org.
- Offer tutoring services to contestants. Tutors with experience may be available from local community college communication instructors or from local Toastmasters clubs. Working with the students helps to keep them on task with the topic and deadlines. You may decide to have a "rehearsal" prior to your contest or if participation is great, you may need to hold a semi-final round prior to your branch final contest.
- Hold your branch Speech Trek Contest; video all speeches so that the winning speech can be posted to the AAUW California YouTube channel for submission for the state competition. NOTE: Only date-stamped videos taken AT the branch competition may be considered for the state competition; any taken after that date are automatically disqualified for consideration for the state competition.
- Prepare press releases of your branch winner for submission to local media.
- Submit a BRANCH NOTICE OF CONTEST SEMI-FINALIST form, which includes the YouTube URL, and \$25 fee made out to AAUW CA SPF (Special Projects Fund) with "Speech Trek" on the note line to Marlene Cain, AAUW California Speech Trek Program Director. Plan on attending the virtual AAUW California Annual Meeting to hear the top three speakers via video and see who will win the \$1500 first prize.
- Keep records for next year's contest.

WEBSITE MANAGER:

Recommended to attend Board Meetings

- The branch's website is a source of information for both current and potential members. As such, the website must present up-to-date correct information. The Website Manager should become familiar with the layout of the website, including the Home page, and the function-specific pages such as Programs and Membership. The Home, Programs, and Forecast pages must be updated at least once a month. Other pages may be updated as needed.
- The President and Chairs should provide updated content as needed and desired. The Website Manager is responsible for uploading content to the website. She generally is not expected to write articles and other content. The Website Manager may edit provided content as needed to align with commonly accepted guidelines, e.g., for grammar and best online formatting practices.

- The Website Manager should ensure that any images used for the website are copyright-free. The Website Manager may replace images of unknown provenance with images confirmed to be copyright-free.
- Since the website uses Wordpress, it is not necessary for the Website Manager to know and use HTML, but it can be helpful. The Website Manager may avail herself of website training provided by AAUW.
- There are no costs for the website as long as it uses the WordPress template provided by AAUW National.

WOMEN IN HISTORY CHAIR:

Recommended to attend Board Meetings

- Maintain up-to-date list of Women In History presenters.
- Determine days of the week and time of day that each presenter is available for school programs.
- In January send letter (via email or U.S. mail) describing the WIH school program to all school principals in La Mesa-Spring Valley, Cajon Valley, Santee and Lakeside School Districts. [Obtain names and contact information for each school district through district web sites.]
- Follow through with any requirements of the school districts to supply them with AAUW insurance forms, district forms, etc.
- When the appropriate teachers contact you, work with them to schedule school programs for February-March-April.
- Work with new presenters as they develop their characters from history.
- Coordinate community WIH programs with groups such as OASIS and local historical societies.