



Edmonds SnoKing (WA) Branch
Welcoming members from South Snohomish and North King Counties

Proposed

POLICIES AND PROCEDURES

MANUAL

Revised May 2018

EDMONDS SNOKING AAUW BRANCH

Manual Contents

Policies and Procedures

I Preface

II. General Procedures

III. General Policies

IV. Board Position Responsibilities and Checklists

Policies and Procedures Manual

I. PREFACE

History. The Edmonds SnoKing AAAUW Branch was organized in 1973.

Mission Statement. To advance equity for women and girls through advocacy, education, philanthropy and research.

About the Manual. This Manual contains the Policies and Procedures and Position Board Member Position Responsibilities and Checklists.

II. GENERAL PROCEDURES

A. **Projects.** All projects and activities undertaken in the name of Edmonds SnoKing Branch of AAUW must have the prior approval of the Board.

B. **Donations.** The Edmonds SnoKing Branch of AAUW welcomes donations from members and non-members.

C. **Dues Amounts** are established by a two-thirds vote of the Board (ByLaws Article IV. Section 4. The categories and eligibility of membership and the National dues are established by AAUW National:

- Individual Members (MOB, 2018-2019 rate: \$59 National, \$10 State, \$13 Branch).
- Branch Graduate Student (MOBG 2018-2019 rate: \$18.81 National, \$0 State, \$13 Branch).
- Student Associates (SAF, 2018-2019 rate: National \$18.81, State \$), Branch \$13).
- College/University Representatives (\$0 National, \$0 State, \$13 Branch).

D. **Dues Policies.** Branch Member annual dues are due at the same time as National dues (June 30th of each year). After December 31st, membership dues for the remainder of the fiscal year are automatically discounted for half year dues (see AAUW National website). Members will be informed by National via email regarding dues renewal. The Membership Team will be responsible for membership retention activities, including renewal of dues.

E. **Membership Benefits:** All members will have access to the Branch Newsletter and Member Directory via a secure Member Section on Branch website. Members in good standing (fully paid dues) will be eligible to run for elected office and have full voting rights.

F. **Trial Membership.** Potential Members may attend three (3) monthly meetings, without becoming official Members.

G. **General Membership Meetings** are usually held at Edmonds Community College. Notice of exact locations and times are posted in Newsletter and on the Website. The Educational portion of General Membership meetings are usually open to visitors.

H. **Responsibilities of Board Members:** (See ByLaws Article X. Branch Elected Officers and Article XI. Branch Appointed Officers.) The Branch ByLaws provide for five (5) elected and four (4) appointed Board Positions. Board Members work together to establish Branch priorities and budgets. Each Board Member may recruit a Team from membership to support their Branch-related activities and will Chair such Team, as approved by the Board. See Section IV for descriptions of positions and responsibilities of each elected and appointed Board Member.

I. **Responsibilities of Committees.** The Branch policies and procedures distinguishes Teams from Committees. The Branch has the following Committees that convene and carry out their duties at the request of the Board of Directors.

1. Nominating Committee: (See Bylaws, Article XII. Teams and Committees) The President appoints three (3) Members of the Branch, one of whom is a Board Member (not the President) and 2 are Members at Large. Appointments to the Nominating Committee are made by November 30th. The Nominating Committee submits an article for publication in the Branch Newsletter soliciting nominations, interviews potential candidates and finally submits their recommendations to the Board of Directors at least six (6) weeks prior to the Annual Meeting.
2. ByLaws/Governance Committee. The President appoints three (3) Members to form the ByLaws/Governance Committee. The Committee Members review ByLaws and Governance documents at least annually to update documents as necessary, e.g. conform with National and State AAUW requirements for updates.
3. Ad Hoc Committees. Ad Hoc Committees may be formed from time to time at the discretion of the Board to coordinate a special event, audit a Branch function or committee, or perform other short-term activity. The tenure of the specific Committee is terminated when it has completed its assignment or at the end of the calendar year with the approval of the Board.

[Note, ByLaws and Ad Hoc Committees were not specifically defined in ByLaws Article XII.]

J. **Responsibilities of Branch Teams.** (See Section IV of Policies and Procedures and ByLaws Article XII. Branch Teams and Committees.) Branch Teams perform core functions of the Branch under the leadership of Elected and Appointed Board Officers. Branch Members volunteer and/or are recruited for Branch Teams to carry out the mission of the

Branch and may serve on more than one team or specific team projects, or may serve as Chairperson for specific priority programs as approved by the Board. For example, the Program Team may have a Chairperson or Team Leader for Scholarships, National Programs, Educational Events, etc. The Membership Team may have Team Leaders for Member Recruitment, Member Meeting Support, etc.). Members volunteer or are recruited for Teams, and work together to carry out the mission of the Branch.

K. *Operating Information*

1. Scheduling Meetings. The President/Administrator working with the Program Team shall coordinate location arrangements for meetings and events.
2. Branch Physical Storage: signs, banners, brochures are managed by the Community Outreach Team and stored in a location with easy access. Nametags and Membership Packets are managed by the Membership Team and made available at each Membership meeting.
3. Digital Library: Computer files are retained on a Branch owned computer hard drive managed by the Communications Director. The mechanical storage form, e.g. Hard Drive, Google Drive, thumb drives, etc. may be updated from time to time as technologically advisable. The Communications Director shall inform the President and the Board at least annually about the technological specifics of storage.
4. Used Book Donations and Exchanges. Informal donation and exchange of used books may take place at General Meetings. Arrangements are handled by a volunteer Member.
5. Special Interest Groups. Financially self-sustaining special interest groups may convene with pre-approval of the Board. Priority for Membership is limited to branch members, but non-members may also attend. Existing special interest groups include: Book Group and Bridge Group. Membership team may recommend a special interest group, as they find momentum from new membership information.
6. Membership Diversity Goal. Expanding membership to include diverse members should be part of the Branch strategic plan.

B. *Calendar*

- A. General Member Meetings: 2nd Saturday of Month
1. 1st Meeting of Year: September
 2. 2nd Meeting of Year: October
 3. 3rd Meeting of Year: November
 4. 4th Meeting of Year: December

5. 5th Meeting of Year: January
6. 6th Meeting of Year: February
7. 7th Meeting of Year: March
8. 8th Meeting of Year: April - Annual Business Mtg. election of officers
9. 9th Meeting of Year: May
10. 10th Meeting of Year: June [Annual Retreat]

B. Meetings of the Board of Directors: Thursday following General Members' Meeting

III. General Policies

- A. Policies and procedures may not conflict with the Bylaws of the Branch, State or National AAUW Bylaws.
- B. Edmonds SnoKing Branch may not take a stand in conflict with the State or National AAUW positions.
- C. Requests to make announcements at the monthly meetings should be submitted to the President prior to the meeting. Agenda constraints will determine approval.
- D. No Member's address, e-mail or phone number may be given out except with her consent.
- E. Copies of Policies of Edmonds Branch and copies of Branch Bylaws will be given to all elected and appointed Board Members and posted on the Branch website

President/Administrator Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National AAUW Bylaws, policies and procedures, and facilitate implementation.
3. Support Branch relationships with local College/University(s) and students.
4. Represent the Branch within the community and state.
5. Encourage collaboration and teamwork.
6. Promote leadership development within the Branch.
7. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Chair the Board of Directors with respect to planning and implementation of activities that advance AAUW priorities and issues.
2. Establish annual goals with the Board that support Branch Membership and Programs.
3. Oversee budgetary process and financial reporting.
4. Serve as an ex-officio member of all teams and committees except the Nominating Committee.
5. Recruit nominees for appointed positions.
6. Attend at least one State or National AAUW Leadership convention or event per year.

President/Administrator Checklist

Administrative

1. Review Branch bylaws, policies, and procedures at least biannually; ensure National AAUW Bylaws changes are incorporated by required deadline. Note: No membership approval is required for mandatory AAUW changes.
2. Be familiar with and adhere to all AAUW fundraising policies and procedures through compliance with the AAUW Bylaws, Affiliate Agreement, and Fundraising Guidelines, all of which are contained in AAUW Policy 501.
3. Check the National AAUW website; make use of AAUW Leader Essential Resources. Check the AAUW WA website regularly to stay updated on state issues; check the members only section.
4. Between mid-April and mid-June, enter the Branch officers for the next year in the AAUW Member Database.
5. Identify Name Grant Honorees in April, the number determined by National.

Finance and Membership

1. Confirm that Branch members' dues are submitted to National in a timely matter (by June 30) so members are entered in the National Member Database; make sure new members are aware of membership renewal dates. Encourage members to use of the MPP (Membership Payment Plan).
2. Confirm that the Branch Finance Vice President files IRS-Form 990 by October 15.
3. Ensure the annual application for liability insurance is completed and filed, and premium payment is timely paid.
4. Confirm with Communications Director that the AAUW Member Database includes all Branch members emails, addresses, and phone numbers and that the information is up-to-date.

Organizational Leadership

1. Arrange for location, meeting date, and time for General Meetings and Board Meetings; create the agenda for each meeting.
2. Preside over meetings in compliance with Roberts' Rules of Order.
3. Remain current on Public Policy through AAUW Washington Update and subscribe to the 2-Minute Activist. Check the State (AAUW-WA) website for State Legislative issues and updates.

Communications

1. Manage email communications and forward to other Branch officers and members as appropriate, or delegate task to Membership Vice President.
2. Submit a President's message for the Branch newsletter.
3. Oversee compilation of the annual membership packet that includes the Branch directory, list of officers, annual Branch calendar and links to National, State and Branch websites, in coordination with the Membership Vice President and Communications Director as needed.
4. Ensure retention of Branch records including financial records, meeting minutes, list of elected officers, and historians' records utilizing recommendations from AAUW, in coordination with Secretary Vice President, Finance Vice President, and Communications Directed as needed.
5. Maintain a procedures notebook of information regarding duties to facilitate transition to a new President/Administrator.

Secretary Vice President Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National Bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Prepare Minutes of each Board meeting and Member meeting, to be proofed by at least one person.
2. For Board Meeting Minutes:
 - a. Submit proofed draft Board Meeting Minutes to Communications Director for inclusion in the *Members* Section of Branch website in a timely manner.
 - b. Submit proofed draft Board Minutes to President/Administrator for approval at the next Board meeting.
3. For Member Meeting Minutes:
 - a. Submit proofed draft Member Meeting Minutes to Communications Director for inclusion in the *Members* Section of Branch website [in a timely manner].
 - b. Submit proofed draft Member Meeting Minutes to President/Administrator to be included in agenda for approval at the next Members meeting.
4. Ensure copy of Branch Bylaws and Policies and Procedures are available at each Board and Member meeting.

Secretary Vice Present Checklist

1. Board Minutes shall include: organization name, date, time (start and adjournment) and location of meeting; names and positions of Board attendees and absentees, and names of all other attendees; wording of each Motion made, seconded and approved or not approved and the names of persons who made and seconded a motion.
2. Member Meeting Minutes shall include: organization name, date, time (starting and adjournment) and location of meeting; names of attendees (by list); summary description of program, and description of any Member votes.
3. Summarize the annual meeting (April) minutes for the next newsletter following the annual meeting and submit to Communications Director.
4. Submit timely budget requests and expense forms and reports as needed.
5. Submit year-end report.
6. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Secretary Vice President.
7. Utilize Resources for Secretary on AAUW website.

Finance Vice President Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Recruit Branch members to serve on the Finance Team.
2. Open and maintain bank and investment accounts for checking and/or savings and establish authorized check signers for the Branch, as approved by the Board.
3. Work with Membership Vice President to secure membership renewals, and process dues and fees in a timely manner. File the necessary forms with AAUW-WA and the AAUW national office,
4. Work with the Board to evaluate the financial health and stability of the Branch finances, develop a budget that supports the programs and activities of the Branch, and support a financial review process.
5. Prepare monthly financial statements for Board review and include analysis of actual performance against budget.
6. Prepare condensed version of monthly financial statement; submit to Communications Director for posting on Branch website.
7. Process all approved requests for reimbursement/checks in a timely manner.
8. Be aware of relevant Federal and State charitable tax issues and legal liabilities.
9. Ensure that all dues, fees, and contribution reports are submitted and filed with the AAUW National according to established procedures and time frames.
10. Prepare and file IRS 990-N annually in a timely manner.
11. Protect the assets of the Branch by securing adequate annual liability insurance coverage and implementing internal accounting controls and procedures.
12. Retain in good order all financial statements, IRS forms and correspondence, tax determination letters, paid checks, deposits, contracts, and other financial supporting documents consistent with best practices and state laws.
13. Adhere to all local, state, and federal charitable tax laws and generally accepted accounting principles and practices.

Finance Vice President Checklist

1. Deposit cash and checks received for the Branch in a timely manner. Recommended weekly deposits.
2. Balance bank accounts monthly after receipt of bank statements.
3. Educate Board members on how to read and understand the financial reports.
4. Present Board approved Budget to the Membership at the Annual Business Meeting.
5. Require members to use Branch reimbursement request form when seeking reimbursement of out of pocket funds.
6. Work with the Finance Team on the annual budget and to evaluate the financial health of the branch.
7. Communicate with Membership Vice President and Communications Director to keep them updated on new members and other changes in membership information.
8. Submit dues received from new and renewing members to AAUW National in a timely manner.
9. Secure annual liability insurance coverage as required/recommended by AAUW National for the Branch.
10. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Finance Vice President.
11. Utilize the Resources for Finance Officers found on the AAUW National website:
 - Branch and State Finance Toolkit
 - Sample Fiscal Year Deadline Checklist for Branch Treasurers
 - Branch Financial Report Template
 - Checklist for Transitioning New Treasurers and Finance Officers

Membership Vice President Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National Bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Recruit Branch members to serve on Membership Team.
2. Work with Membership Team to develop recruitment and membership retention activities.
3. Coordinate work of Membership Team including mentorship program, Branch meeting duties, and membership social activities.
4. Receive new member names from National and route to (i) Branch President/Administrator, (ii) Communications Director (for directory update) and (iii) Membership Team.
5. Prepare new membership packets, in coordination with President/Administrator.
6. Keep log of attendance at Branch meetings.
7. Keep file of New Member Interest Survey responses.
8. Write articles for monthly newsletter as needed.

Membership Vice President Checklist

1. Contact new members, provide orientation to AAUW, provide new member packet, complete member survey.
2. Follow up with contact at Branch meetings, with telephone calls, text and emails as needed.
3. Monitor Branch email account and forward messages to appropriate Branch officer or team leader, as directed by the President/Administrator.
4. Responsible for name tags, sign-in forms and sign-in table at Branch meetings; provide Branch brochures and manage supply as needed.
5. Coordinate social activities, which may include monthly coffees, movies, and field trips.
6. Maintain contact with book group and bridge group and encourage formation of other interest groups.
7. Work with Community Outreach Team and other Branch Teams to support membership recruitment at events as requested.
8. Submit timely budget requests and expense forms and reports as needed.
9. Submit year-end report.
10. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Membership Vice President.
11. Utilize the Resources for Branch Membership Chair on the AAUW website:
 - Resources for State and Branch Membership Officers
 - Membership Campaigns
 - The Power of Membership Recruitment Video
 - How to Use the Relational Recruitment Method to Grow Your Branch

Program Vice President Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National Bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities:

1. Recruit a Program Team each year that will: solicit ideas from Members for Branch's core programs/activities; evaluate the previous year's programs/activities; and meet at least quarterly to implement planning.
2. The Program Vice President and Program Team will become familiar with AAUW State and National priorities and recommendations for Programs.
3. The Program Team will annually evaluate and prioritize proposed activities, examine relevancy as to whether proposed programs are (i) AAUW mission-based and (ii) related to community needs, and (iii) present the proposed annual programs to the Board for approval at the 1st Meeting of the Year.
4. The Program Vice President, with support from the Program Team, will develop an annual and five-year Strategic Plan for Branch programs and an Action Plan to implement.
5. The Program Team will identify recommended priorities for Board approval, (e.g., Advocacy, Education, Scholarships, support of National Program (Tech Trek, StartSmart/WorkSmart).
6. The Program Team will work with other Branch Board members and teams to integrate Programs.
7. The Program Team will recruit and appoint a Chairperson for each of the specific priority programs adopted by the Program Team and approved by the Board (e.g., Advocacy, Education, Scholarships, support of National Program (Tech Trek, StartSmart/WorkSmart).
8. The Program Vice President, with support from the Program Team, will prepare and implement specific General Meeting programs, and provide details to the Communications Director for publication to Branch Members and the public where appropriate.
9. The Program Vice President, with the support of the Program Team, will propose an annual budget for proposed programs. The proposed budget will be submitted to (a) the Board, (b) Development-Fundraising Director, and (c) Finance Vice President.
10. The Program Vice President and the Program Team will work with the Development-Fundraising Director to carry out fundraising activities.
11. The Program Vice President will assume the position of President/Administrator in the event of a vacancy.
12. The Program Vice President will serve as a member of the Development-Fundraising Team.

Program Vice President Checklist

1. Prepare Member Survey to be presented at the May Meeting or the Annual Retreat meeting soliciting ideas for upcoming Programs.
2. Prepare a quarterly evaluation sheet for all Programs during the past quarter and disseminate at the Program Teams quarterly meeting.
3. Evaluate current projects on an annual basis and seek new opportunities.
4. Work with President/Administrator to ensure General Meeting locations are determined, comfortable, and accessible.
5. Provide Branch Meeting information to Communications Director for publication in monthly newsletter and inclusion on the website.
6. Convene Program Team meeting at least quarterly.
7. Submit year-end report to the Board and the membership.
8. Maintain a file of all Programs presented and implemented.
9. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Programs Vice President.
10. Utilize Resources for Program Chairs on AAUW website.

Development-Fundraising Director Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National AAUW bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Recruit Branch members for Development-Fundraising Team.
2. Work with Program Vice President and Program Team to plan fundraising activities and determine feasibility of proposed projects.
3. Oversee all development-fundraising activities as determined by the Development-Fundraising Team and approved by the Board.
4. Be familiar with AAUW fundraising reports; work with Finance Vice President to review reports as needed.
5. Be familiar with AAUW fundraising policies, "AAUW Fundraising Policies 501 with Guidelines" and ensure Branch compliance.
6. Work with other Branch Vice Presidents, Branch Directors and Teams to integrate development and fundraising with other priorities.
7. Help members understand the vital relationship between AAUW Programs and Development-Fundraising.
8. Write articles for monthly newsletter as needed.

Development-Fundraising Director Checklist

1. Stay up-to-date on AAUW's Fundraising Strategies as appropriate for Branch demographics including subscribing to "AAUW Fund Facts E-newsletter" produced quarterly.
2. Work with Financial Vice President to review AAUW quarterly Branch donation reports.
3. Submit timely budget requests and expense forms and reports.
4. Submit year-end report.
5. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Development-Fundraising Director.
6. Utilize Resources on AAUW website.

Communications Director Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National Bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Recruit Branch members for Communications Team to support Branch communications projects and activities (e.g. Newsletter Editor, Webmaster, Historian, Public Relations, Social Media, Member Connection).
2. Coordinate writing, editing and publication of Branch publications including newsletter, website, and brochures.
3. Coordinate Branch archiving of documents including meeting minutes, financial reports, etc.
4. Maintain an up-to-date membership list and email distribution list; publish a member directory annually.
5. Use all available communication channels to advance AAUW National and local Branch work, including marketing, social media and website.

Communications Director Checklist

1. Branch Newsletter
 - a. Shall be published monthly September through June, with one summer issue,
 - b. Should include Message from the President/Administrator, Board meeting summary, calendar (date, time and location of events), announcements, and a link to AAUW-WA newsletter.
 - c. Shall be distributed via internet or US mail to members and to a variety of AAUW state officers.
2. Website
 - a. Should provide: an introduction to AAUW and our Branch, links to State and National websites, and contact information for membership.
 - b. Shall include a copy of the latest newsletter.
 - c. Shall promote branch events and projects.
 - d. Shall have a secure Members Only section that includes current member directory, board and branch minutes, budget, branch forms, and archives.
3. Publicity, including press releases and articles may be used to promote Branch events and projects as approved by the Board.
4. Social media may be used to promote AAUW as approved by the Board.
5. Individual member information shall be protected and not released without member permission; photo of minors requires a photo release form.
6. Submit timely budget requests and expense forms and reports as needed.
7. Submit year-end report.
8. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Communications Director.
9. Utilize Resources on AAUW website:
 - AAUW Branding Tool Kit
 - Communications Tool Kit for States and Branches
 - Why Archives Matter: The Importance of Preserving Your AAUW History

Community Outreach Director Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National Bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

1. Recruit Branch members for Community Outreach Team and event teams.
2. Recruit and sustain College/University members within the Branch's geographical area (e.g. Edmonds, Shoreline, and Everett).
3. Act as primary contact to AAUW State and other Branch College/University Chairs.
4. Recruit and sustain College/University students as members.
5. Work with Community Outreach Team to develop and implement community outreach activities, including collaborative community programs such as Expanding Your Horizon, Title IX, Candidate Forums, and Voter's Registration.
6. Work with other Board members to support and coordinate community projects.
7. Promote branch involvement in the community and partner with other organizations with whom we share values and concerns.
8. Select student(s) for National Conference for College Women Student Leaders (NCCWSL).
9. Write articles for monthly newsletter as needed.

Community Outreach Checklist

1. Coordinate with Communications Director regarding publicity for Community Outreach activities
2. Manage signage and banners for community outreach events.
3. Coordinate with Public Policy Director on policy-related activities such as Lobby Day.
4. Keep College/University representatives updated on AAUW priorities, research and reports.
5. Distribute updated AAUW research reports to stakeholders in the community.
6. Update membership regarding Title IX actions in high schools and colleges.
7. Submit timely budget requests and expense forms and reports as needed.
8. Submit year-end report.
9. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Community Outreach Director.
10. Utilize Resources for Community Outreach and College/University Chairs found on AAUW website:
 - State and Branch College/University Chairs Tool Kit
 - Resources for STEM Chairs

Public Policy Director Position

General Responsibilities

1. Attend Branch and Board meetings.
2. Be familiar with Branch, State and National Bylaws, policies and procedures, and support implementation.
3. Work with other Board members to promote Branch activities.

Specific Responsibilities

4. Recruit Branch members for Public Policy Team to develop and implement public policy activities.
5. Work with Program Vice President to integrate public policy priorities into Branch activities.
6. Act as primary contact to AAUW State and other Branch Public Policy Chairs.
7. Keep up-to-date on AAUW National and State public policy priorities; work with Branch leadership to identify Branch Public Policy priorities.
8. Alert membership monthly about AAUW policy priorities and encourage members to sign up to receive 2-Minute Activist email alerts and Washington Update E-bulletin.
9. Become a resource for members and the community regarding questions on AAUW public policy priorities and actions.
10. Write articles for monthly newsletter as needed.

Public Policy Director Checklist

1. Oversee Public Policy Team activities.
2. Coordinate with Communications Director regarding publicity for public policy activities.
3. Coordinate with Community Outreach Director on policy-related activities such as Lobby Day and Candidate Forums.
4. Keep membership up-to-date on AAUW priorities regarding legislation at Washington State and National levels.
5. Submit timely budget requests and expense forms and reports as needed.
6. Submit year-end report.
7. Maintain a procedures notebook of information regarding duties to facilitate transition to a new Public Policy Director.
8. Utilize the Resources for State and Branch Public Policy Chairs found on the AAUW website:
 - Branch Public Policy Chair Manual
 - Your Every Question Answered: Advocacy How-to Guides



