

OFFICERS

The following designations will be used in this document: AAUW is the national organization, AAUW-NM is the state organization and Santa Fe-AAUW or the BRANCH is the Santa Fe organization.

There shall be at least three directors/officers to fulfill the functions of administration, record-keeping and finance. All elected offices may be filled by electing more than one person to serve. If more than one person holds the office, they shall be known as "co-officers".

The names of these officers shall be sent to AAUW annually with a designated contact for administration and finance. The administrator or finance chair may not serve as secretary.

All officers shall:

1. attend the summer planning retreat.
2. attend all board meetings. If this is not possible the officer shall appoint a committee member to attend in her absence.
3. maintain records of her/his office.
4. submit a yearly budget to the Finance Officer by August 15th.
5. plan with successor for a smooth transition of responsibilities, prepare materials and pass on permanent files before the conclusion of office.

Elected Officers: Elected officers are elected to carry out the work of the Branch. Elected officers serve for two (2) years and are members of the Board of Directors.

Elected in odd-numbered years:

President

Program Vice-president (1st V.P.)

Finance Chair

Public Policy Chair

Elected in even-numbered years:

Membership Vice-president (2nd V.P.)

Secretary

UNM Endowment Fund Chair

DUTIES OF ELECTED OFFICERS

President

The president shall:

1. be the official representative of the Branch in the activities of AAUW on all levels.
2. serve on the AAUW-NM Board of Directors.
3. be responsible for submitting such reports and forms as required by AAUW.
4. submit a list of the incoming and continuing branch officers and chairs to AAUW-NM and AAUW no later than June 1.
5. submit to the AAUW-NM local arrangements committee an annual report of the Branch for inclusion in the state convention program materials.
6. be responsible for bringing the Branch bylaws into conformity with the AAUW Bylaws after each biennial AAUW convention if necessary and for submitting amended bylaws for review to the chair of the AAUW-NM committee on bylaws.
7. be responsible for bringing the Branch bylaws into conformity with the AAUW-NM bylaws after a state convention if necessary.
8. prepare agenda and preside at all meetings of the Branch and the Board of Directors.
9. serve as an ex-officio member of all task forces and committees except the Nominating Committee.
10. organize a summer retreat for the board to plan for the coming year.
11. communicate with branch members via email and/or newsletter about branch activities.
12. ensure the Branch's record of incorporation is maintained by an appointed registered agent. An annual report and fee must be submitted to the New Mexico Secretary of State's office.
13. should be in charge of the Branch mail, arrangements for delivery, and assignment of keys to the local post office box.

Program Vice President (1st V.P)

The Program Vice President shall:

1. serve as chair of the program committee.
2. preside at meetings in the absence of the President; act in the absence or disability of the President.
3. perform such other duties as are requested by the President or by the Board of Directors.
4. plan along with committee members programs for each branch meeting, including speakers, eating venues and speaker gifts.
5. submit information regarding each branch meeting to the newsletter editor or via email to branch members.
6. present a preliminary plan for the year's programs at the summer retreat.

Membership Vice-President (2nd V.P.)

The Membership Vice President shall:

1. serve as chair of the membership committee.
2. preside at meetings in the absence of the President and Program First Vice-President.
3. perform such other duties as are requested by the President or by the Board of Directors.
4. plan, organize and execute the first Branch meeting of the year, usually held in September, with the goal of recruiting new members.
5. Recruit new members and coordinate applications, dues collections, etc. with new member roster, Finance Chairman, Directory Editor, and all other officers.
6. monitor National member database and update when necessary (member contact information, delete members when needed)
7. distribute updated Branch Directories by email to members and have Website manager post to the branch website
8. provide nametags for all AAUW Branch meetings.
9. pending review, discussion, recommendation, and approval from the Board, be in charge of specific special events when deemed important for membership recruitment.
10. organize a spring social event for new members when appropriate.
11. attend the Board Summer Retreat and all monthly Branch meetings prepared to enter discussion and report current membership information or concerns.
12. notify State contact for Constant Contact email list of any new members or members who need to be removed from the email list

13. submits list of branch officers & chairs 1x/year to State, update National database
14. monitor branch P.O. box for all mail
15. deposit dues checks to branch bank

Time commitment is on average 2 hours per month

Secretary

The Secretary shall:

1. record and keep in custody the minutes of all meetings of the Board of Directors, the annual Branch meeting and any other Branch meetings as necessary. This should include any electronic votes that are taken between meetings. Minutes should be sent to all Board members prior to the following board meeting.
2. have available for reference at all meetings a copy of the branch bylaws and list of officers, committee chairs and their members.
3. have charge of such correspondence of the Board as is delegated by the president or the Board of Directors.
4. keep on file all communications received and copies of all letters sent.
5. perform such other duties as are requested by the President or Board of Directors.

Time commitment is on average 2 hours per month

Finance Chair

The Finance Chair shall:

1. be responsible for collecting and depositing all AAUW annual dues submitted to the branch, in cooperation with the branch membership V.P.
2. forward, using the branch debit card, all AAUW state and national dues collected directly from branch members, to AAUW National (for those members not submitting dues directly online to AAUW National.)

[AAUW National will reimburse to the branch operating account the portion of annual dues designated for the branch, and the AAUW-NM state dues to the state Finance Chair, for member submitting dues online to AAUW.]

3. transmit online to AAUW National all eligible new branch member applications, along with required dues, made to the branch by new members qualifying under AAUW Bylaws.

4. pay all AAUW Santa Fe branch bills, including expense reimbursements, speaker honorariums, insurance bills, PO Box fees, state of NM fees, etc., provided for in the budget or requested by the branch president.
5. prepare and submit monthly or bi-monthly financial reports for board review, based on the monthly operating checking account expenditures, as required by the Board of Directors.
6. prepare and present a comprehensive annual financial report at the annual branch business meeting (usually held in May).
7. keep a proper set of books including copies of expense reports with receipts, new member applications, copies of monthly or bi-monthly financial reports, monthly bank statements, insurance policies, annual reports and annual budgets.
8. present the books to a committee appointed by the board for review at the end of his/her elected term of office.
9. ensure the branch's Non-profit Corporation Annual Corporate Report, with required annual fee, are e-submitted by the Santa Fe Branch registered agent, to the New Mexico Secretary of State. [The registered agent is typically the branch President.]
9. file the IRS form 990 annually through the AAUW Member Services online database in early fall.
10. prepare an annual branch budget to be presented at the annual board strategy meeting, the first board meeting in September, or when requested by the branch president.

Please note this position requires approximately 2-4 hours per month on average.

Public Policy Chair

The Public Policy Chair shall:

1. be responsible for programs/presentations to the Branch that support AAUW, AAUW-NM, and local public policy initiatives.
2. work with the AAUW-NM Public Policy Chair to promote AAUW-NM's public policy priorities and assist with advocacy.
3. assist with organizing and getting members to participate in AAUW-NM's Advocacy Day. This meeting is held in January to discuss issues relevant in the New Mexico legislative session.
4. be responsible for alerting membership to legislation and to the New Mexico State legislative sessions that deal with issues important to AAUW.
5. seek to have the Branch represented at appropriate legislative sessions and committee meetings
6. promote AAUW's national, state, and local priorities.
7. disseminate election information to members.

AAUW-UNM Scholarship Endowment Chair

The AAUW-UNM Scholarship Endowment Chair shall:

1. be the contact person for the UNM Foundation that administers the Branch's UNM Scholarship Endowment.
2. work with the scholarship endowment committee regarding selection of recipients, management of our endowment accounts and other responsibilities as noted in the points below.
3. work with the UNM Dean of Graduate Studies regarding the application process each year. Determine deadline for applications.
4. set up selection meeting date for the next years' recipient. The committee will have this meeting at the UNM Graduate Studies Office to review the applications and select recipients.
5. work with the Program VP to assure that the program for the Spring branch meeting (usually held in April) will include a presentation by the current scholarship recipient. Make arrangements for the meeting to be held at a hotel or restaurant. Submit an article for the April newsletter. The committee provides a speaker gift.
6. the committee will take the current recipient out to lunch prior to the April branch meeting.
7. prepare congratulations letter from the Branch President to the newly selected scholarship recipient.
8. write an article about the new scholarship recipient for a fall newsletter.
9. be the recipient of the UNM Foundation Annual Endowment Report. Share information with the board and committee.
10. request an activity report from the UNM Foundation which is an accounting of activity for the Principal Account and the Spending Account.
11. review the activity report entries for accuracy and request modifications as needed. Share information with the board and committee.
12. review the activity report to determine if additional funds must be added to the

Spending Account to support our annual award of \$2,000. Meet with the board to discuss the issue. We have a contract with UNM that states that we will provide the necessary funds to support the \$2,000 award each year.

13. send deposits of donations to the UNM Foundation with the appropriate documentation.

14. work with the Branch AAUW Funds Chair regarding any donations made through our Education Fund bank account that are designated for our endowment account.

APPOINTED OFFICERS

Officers shall be appointed to carry out the work of the Branch. These officers shall be appointed by the president with the approval of the Board. They are encouraged to attend all board and branch meetings and the summer retreat. The following are possible appointed officers; others to be appointed as necessary:

Website Manager

The Website Manager shall:

1. be responsible for maintaining and updating the Branch website.

STEM Chair

The Stem Chair shall:

1. lead Branch events and efforts related to promoting science, technology, math and engineering to women and girls in Santa Fe.

Outreach Coordinator

The Outreach Coordinator shall:

1. coordinates events and promote the mission of AAUW among other organizations in Santa Fe that align with AAUW. These organizations include but are not limited to Adelante and Girls Inc.

Directory Editor

The Directory Editor shall:

1. get data throughout the year from the Membership VP to update the Directory information.
2. post changes as they come in.

3. solicit photos of all the members to include in the Directory.
4. enter any new members and have at least two people proof-read the draft after the Fall membership event in September.
5. make any corrections and take Directory to the printer.
6. attach labels to the printed Directories so that they can be given out at meetings. Directories that are not given out are mailed by the Membership Chair.

Newsletter Editor

The Newsletter Editor shall:

1. publish a newsletter called Capitol Women on a schedule determined by the Branch board. The editor may use software of her/his choice to do the actual composition.
2. solicit newsletter articles and photographs from all branch members. Information submitted should be copy ready; the editor is not expected to write the articles. Each newsletter must contain information about the up-coming branch meeting(s) and special branch projects or events. The Branch President, Program Vice-president, and special interest groups should have articles or listings of events for each issue. Other officers will have articles at various times during the year, depending on their special activities.
3. convert the newsletter document to pdf format and forward via e-mail to the Branch Website Manager for posting.
4. compose a short e-mail message with information about the up-coming branch meeting, a website link to the newsletter, and a notice of how to unsubscribe and forward this message to the Branch member designated to send official branch e-mail correspondence. The newsletter is distributed to most branch members by an e-mail notice sent by the Branch members designated to send official branch e-mail.
5. send the newsletter through the U.S. Postal Service to branch members who do not use e-mail.
6. email the newsletter to the AAUW-NM officers designated in the AAUW-NM Policies & Procedures (currently President, Program Vice-president, Newsletter Editor and Historian.)
7. send the newsletter to AAUW via e-mail to connect@aauw.org.

8. keep an accurate accounting of newsletter expenses.
9. submit a list of expected expenses to the treasurer when the yearly budget is being prepared.

Historian

The Historian shall:

1. send yearbooks and newsletters to the AAUW-NM Historian.
2. research questions concerning the Branch history as requested by the President.
3. receive material from Branch officers. Evaluate these materials for permanent storage or for disposal.
4. place materials designated for permanent storage in the Branch archives at the State History Library.

Corresponding Secretary

The Corresponding Secretary shall:

1. sends card to members or their families in case of illness or death of a member or his/her immediate family member.

Communications liaison

The Communications liaison shall:

1. Keep AAUW email list up to date
2. Produce and send out monthly branch calendar, send branch calendar to Website manager to be put on website
3. Send out notices to all members for upcoming meetings and events
4. Send out notices to all members of any other information deemed necessary

College/University Relations Chair

The College/University Relations chair shall:

1. The College/University Relations chair serves as the link between AAUW and the higher education community.
2. Recruit and retain AAUW college and university C/U members in her area to increase AAUW's visibility on campuses.
3. Integrate colleges and universities into other aspects of state's activities, including programs, public policy, membership, fellowship and grants.
4. Develop and implement programs that are geared toward college and university faculty, administrators, staff, and students.

5. Develop commitment from local colleges and universities and your branch to support student's attendance at the National Conference for College Women Student Leaders.
6. Involve C/U representative in your state conventions, conferences, and special events or invite them to be speakers in their areas of expertise at the events.
7. Promote the e-student affiliate program to undergraduate students at current C/U representatives to ask their student to enroll themselves in AAUW's e-student affiliate program using our online form.

Prepared by Luanne Moyer, Membership Vice President - February 1, 2024