

# AAUW Texas Board Position

## Description of Duties

### Position Title: Board Secretary

### Leadership Skills Required and Helpful to the Position

- Must be a current member in good standing with an AAUW TX local branch, AAUW TX and AAUW National

**Position Overview:** Record minutes of AAUW Texas meetings, publish AAUW Texas Handbook for the biennium, and archive documents of historical significance at Texas Woman's University.

### Branch Specific Responsibilities:

- Serve as a resource for technical information for branch secretaries and historians.
- Encourage branches to keep history of branch activities and archive their historical documents locally.
- Develop and communicate guidelines for archiving branch documents..

### State Specific Responsibilities:

- \* Keep record of proceedings of all meetings of AAUW Texas Board of Directors, Executive Committee, and state biennial convention; distribute minutes for review and approval within three weeks after board meeting.
- \* Maintain file of all written reports presented at meetings of AAUW Texas Board of Directors and state biennial convention.
- Maintain file of members of all committees.
- Working with Board President & Bylaws/Parliamentarian update, publish and distribute AAUW Texas Handbook during first six month of biennium. Provide supplements as needed.
- Maintain and bring to each meeting the current AAUW Texas bylaws, policies and procedures, standing rules and minutes.
- Preserve AAUW Texas documents of historical significance; transfer materials to AAUW Texas archives at Texas Woman's University as appropriate.
- Update history of AAUW Texas to reflect events of the biennium and include in the AAUW Texas Handbook and the archived materials.

### National Responsibilities:

- Send minutes of meetings of AAUW Texas Board of Directors and Executive Committee within three weeks of board meeting