**President**

**Position Overview:** Develop, implement, and oversee all AAUW Texas’ activities in the state; conducts the business of AAUW in the state; and serves as the primary AAUW liaison to other states, the region and National, and external communities.

**Qualifications and Leadership Skills Helpful to the Position**

* Must be a current member of AAUW Texas and AAUW National.
* Must have served on the AAUW Texas board of directors during the current or a previous biennium.
* Knowledge of the AAUW National mission and strategic plan is helpful.
* Previously served as a branch program officer or committee member is helpful.

**Responsibilities to AAUW Texas**

* Know and adhere to state bylaws, policies, and procedures.
* Know and adhere to AAUW National policies and procedures.
* Be familiar with the AAUW’s strategic plan, mission, and Five-Star Program.
* Appoint board members and off-board members as required by the AAUW Texas bylaws.
* Convene a state board of directors to plan, implement, and monitor AAUW activities in the state.
* Communicate your vision for the state, commitment, and expectations to the board and state and branch leaders.
* Communicate timely with state members through the newsletter and website.
* Facilitate the evaluation of previous AAUW Texas efforts and the development of the AAUW Texas strategic plan that supports AAUW’s current strategic plan and priorities.
* Support board officers in carrying out the strategic plan and achieving its measurable goals and objectives.
* Encourage collaboration and teamwork and participation with other organizations that advance AAUW’s mission.
* Carry out AAUW Texas business through the state board, state convenings, regional conferences, and the national convention, in accordance with state and AAUW bylaws.
* Serve as AAUW Texas and AAUW’s spokesperson internally and externally.
* Review and monitor the state’s fiscal health and sign off on expenditures as appropriate.

**Responsibilities to Texas Branches**

* Communicate regularly with branch presidents and boards of directors directly and/or through the district representatives.

**Responsibilities to AAUW**

* Encourage state and branch leaders and members to support AAUW’s initiatives and programs.
* Keep AAUW informed of the activities in the state/
* Support AAUW’s leadership development efforts by nominating state members for national leadership positions.

**Program Vice President**

**Position Overview:** Lead AAUW Texas’ efforts to plan, coordinate, and implement programs that align with AAUW's mission and strategic plan. Responsible for the program delivered at the AAUW Texas biennial convening in consultation with the board of directors.

**Qualifications and Leadership Skills Helpful to the Position**

* Must be a current member of AAUW Texas and AAUW National.
* Knowledge of the AAUW National mission and strategic plan is helpful.
* Previously served as a branch program officer or committee member is helpful.

**Responsibilities to AAUW Texas**

* Know and adhere to state bylaws, policies, and procedures.
* Know and adhere to AAUW National policies and procedures.
* Be familiar with the AAUW’s strategic plan, mission, and Five-Star Program, including the Programming Star.
* Participate in the development of the AAUW Texas strategic plan and develop a program action plan, which should include evaluation of previous programming efforts.
* Assemble and convene a committee to plan and implement the state program action plan.
* Communicate timely with state members through the newsletter, including reminding members of AAUW National’s grants available to branches and virtual programming.
* Manage the SHARE grants for branch projects including developing the application, publicizing the grants, distributing the applications to branches, setting deadlines for submitting applications, evaluating applications, and working with the AAUW Texas finance officer to distribute funds.

**Responsibilities to Texas Branches**

* Communicate regularly with branch program officers, committee chairs and members.
* Share successful branch programs among branches.
* Support and identify how to better support their program efforts, including achieving the Five-Star Program, Programming Star.

**Responsibilities to AAUW**

Share AAUW Program information with the Texas Branches.

**Branch Services Vice President**

**Position Overview:** Lead AAUW Texas’ work to support branch advancement efforts – donations to AAUW Funds and membership retention – and the state’s coordination with college/university members. Coordinate with the district representatives to support branch services efforts.

**Qualifications and Leadership Skills Helpful to the Position**

* Must be a current member of AAUW Texas and AAUW National.
* Ability to build and work with one or more committees and delegate tasks is helpful.
* Previously served as a branch AAUW Funds or Membership officer or committee member is helpful.

**Responsibilities to AAUW Texas**

* Know and adhere to state bylaws, policies, and procedures.
* Know and adhere to AAUW National policies and procedures related to AAUW Funds, membership and college/university membership.
* Be familiar with the AAUW’s strategic plan, mission, and Five-Star Program, including the Advancement Star.
* Participate in the development of the AAUW Texas strategic plan and develop a branch services action plan that incorporates advancement and college/university membership and includes state actions to assist branches in achieving the Advancement Star.
* Assemble and convene one or more committees to implement the branch services action plan. If using a single committee, it should include members with expertise/experience in the three areas of AAUW Funds, membership, and college/university membership. If using more than one committee, they should cover all three areas between them.
* Communicate timely with state members through the newsletter.
* Encourage members to financially support AAUW, including promoting donations to AAUW Funds and membership in the Legacy Circle.
* Maintain state contribution reports and provide regular reports to the board of directors.
* Distribute quarterly donation reports to branches as needed.
* Maintain a list of branches in the state and membership totals and provide regular reports to the board of directors.
* Serve as a member of the Program Committee.

**Responsibilities to Texas Branches**

* Communicate regularly with branch officers responsible for AAUW Funds, membership and college/university membership.
* Remind counterparts about AAUW resources including Membership Matters, toolkits, and webinars.
* Support and identify how to better support their advancement and college/university member efforts, including achieving the Five-Star Program, Advancement Star.

**Responsibilities to AAUW**

* Contact AAUW about member concerns regarding fundraising, membership, and/or college/university membership.
* Submit any donations collected by AAUW Texas in a timely manner.

**Finance Officer**

**Position Overview:** Oversee the fiscal operations of AAUW Texas.

**Qualifications and Leadership Skills Helpful to the Position**

* Must be a current member of AAUW Texas and AAUW National.
* Knowledge of the AAUW Community HUB is helpful.
* Knowledge of Excel and financial/budgeting software is helpful.
* Previously served as a branch finance officer/treasurer and/or on the state finance committee is helpful.

**Responsibilities to AAUW Texas**

* Know and adhere to state bylaws, policies, and procedures.
* Know and adhere to AAUW National policies and procedures.
* Be familiar with the AAUW’s strategic plan, mission, and Five-Star Program.
* Participate in the development of the AAUW Texas strategic plan.
* Assemble and convene a committee to develop the budget before it is submitted to the board of directors near the beginning of each fiscal year, to implement a state financial review process, and to conduct a semi-annual review of state investments and, when necessary, recommend changes to the investments or investment strategy.
* Work with the AAUW Texas board of directors to evaluate the financial health and stability of AAUW Texas.
* Open and maintain the state checking, savings, and investment accounts, including updating authorized users timely at the beginning of the biennium and as needed.
* Deposit funds timely and disburse funds authorized by the budget or vote of the board of directors timely.
* Monitor that all state dues are submitted, which may include working with branches whose members do not pay dues online or working with individuals who are state, but not branch members.
* Prepare regular financial reports for each board meeting and annually include a comparison of actual versus budgeted revenues and expenditures.
* Be aware of relevant federal and state charitable tax issues and legal liabilities.
* File electronically or coordinate with AAUW national office to file the appropriate IRS Form 990 (990 N for gross receipts of $50,000 or less, 9990-EZ for gross receipts of less than $200,000 or 990 for gross receipts of greater than $200,000).
* Protect the assets of the state by securing adequate insurance coverage.
* Retain in good order all financial statements, IRS forms and correspondence, state sales and use tax certificates, tax determination letters, paid checks, deposits, contracts, and other financial supporting documents consistent with best practices and state laws.
* Maintain an accurate list of AAUW Texas branches.
* Provide a periodic count of AAUW Texas members and branches to the branch services vice-president.

**Responsibilities to Texas Branches**

* Provide support and technical assistance to finance officers as needed.
* Review and maintain state copies of dues, fees, membership and contribution reports.

**Responsibilities to AAUW**

* Work with other officers in your state to ensure that all dues and fees, due and fee reports, and contributions and contribution reports are submitted and filed with the national office according to established procedures and timelines.
* Ensure that your state complies with all federal and state charitable tax laws and procedures and generally accepted accounting principles and practices.
* Ensure that all federal and state authorities and the AAUW national office have the correct contact information for your state.

**Secretary**

Overview of the position: Record minutes of AAUW Texas meetings, publish AAUW Texas Handbook for the biennium on the AAUW Texas website and archive documents of historical significance at Texas Woman’s University.

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

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 files 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. Information for the Texas Handbook may be found at the AAUW Texas website: State and Branch Tools. 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 website and the archived materials.
* Work closely with AAUW Texas Webmaster to include updates needed at AAUW Texas.

**District Representatives**

**Overview of the position:** Work with other members of the AAUW Texas board to provide support for and representation of branches and branch leaders within each geographical district.

**Responsibilities to Branches:**

* Provide “TLC” (training, leadership development, and care/concern) for branches in conjunction with the Branch Services Officer.
* At request of a branch, work with College/University Chair and branches to organize student affiliate groups on local college and university campuses.
* At request of a branch, work with College/University Chair and branches to identify and recruit new College/University (C/U) members from qualified institutions in Texas.
* Assist branch leaders in building and maintaining strong, active branches.
* Communicate frequently with branches in the district; develop telephone and/or email network within the district.
* Encourage branches to submit to state newsletter editor and website coordinator noteworthy branch activities.
* Communicate branch activities, accomplishments, problems or concerns to appropriate member(s) of Board of Directors.
* Visit each branch and/or Interbranch Council as appropriate.

**Responsibilities to State:**

* Serve as members of AAUW Texas Membership Committee**.**
* Serve as members ofthe AAUW Texas Nominating Committee.
* Identify areas within district for potential branches; assist membership vice president in establishing new branches.
* Work with Board Members to conduct turnaround effort for any branch that have been identified as in jeopardy or whose members have indicated they are considering disbanding.
* At request of a branch, work with College/University Chair and branches to organize student affiliate groups on local college and university campuses.
* At request of a branch, work with College/University Chair and branches to identify and recruit new College/University (C/U) members from qualified institutions in Texas.
* Communicate branch activities, accomplishments, problems or concerns to appropriate members of Board of Directors.
* Identify strong branch leaders and encourage them to consider position of state leadership.

**OFF BOARD APPOINTMENTS**

**Communications Team**

**Purpose:** Promote membership, issues and services of AAUW Texas

**Responsibilities to AAUW Texas**

Aid Board Members to achieve their goal in providing information to AAUW Texas.

**Team** **Members:**

* Editor of *The University Woman Texas!*
* Website Coordinator
* Facebook Coordinator