

General Guidelines for AAUW MO State Board Positions March 2024

ATTENDANCE AT STATE BOARD MEETINGS

- The AAUW MO State Board meets a minimum of 4 times a year in person or on zoom on Saturday from 9:00 a.m. – 1:00 p.m. usually July, October, January, and May.
- There may also be 3 or 4 Board Check-In Zoom meetings of approximately 1 hour, held in between regular meetings.
 - The Annual Meeting is usually the first Saturday of May.
 - Expenses for mileage to and from board meetings are covered by the state budget.

TERMS OF SERVICE

- These officers are elected in even years: membership vice president and finance officer.
- These officers are elected in odd years: president-elect, program vice president and secretary.
- Officers and Committee Chairs serve for a minimum of 2 years.
- Time commitment varies, but typically requires 10 – 15 hours / month for most areas of service.
- All state officers and committee chairs work regularly with their branch counterparts.

COMMITTEE MEETINGS ON ZOOM

- College University – 3rd Tuesday 7:00 p.m.
- Diversity, Equity & Inclusion – 2nd Wednesday 6:00 p.m.
- Public Policy – 1st Monday 5:00 p.m.
- STEM – 3rd Wednesday every other month 10:00 a.m.

President and President Elect will have served on the state Board of Directors a minimum of one year at some time prior to being elected. Works with branch presidents on mission and issues-based programming and activities. Ex-officio member of all committees except the Nominating Committee.

Program VP, Membership VP, Secretary, and Finance Officer will have served on the state board in the past, served as a committee chair, or have had past comparable experience in a branch board position.

Program VP coordinates the planning and execution of the Annual Meeting. Works with branch program vps on mission and issues-based programming. Oversees the development of the Missouri Star Award / Branch Action Plan. Must have good knowledge of all areas of AAUW programming.

Membership VP uses the national Community Hub and assists branch membership vps. Works with branch membership vps to support membership growth. Serves as chair of the Outstanding Member award committee.

Secretary has good computer skills to record minutes of all meetings of the state board in a timely manner. Manages the Google Docs distribution group.

Finance Officer must have previously served as a branch finance officer. Chairs the finance committee, prepares a budget, and manages investments. Works with branch finance officers on budget and finance issues. Presents detailed reports to the board. Works with state committees dealing with the budget. **Serves as Finance Committee Chair.**

AAUW Fund Chair oversees efforts to maximize the impact of strategic philanthropic development and donor stewardship to ensure sustainability of AAUW's programs. Knowledgeable of the AAUW national fundraising policy, local scholarship policies, and collaborations policy. Works with and inspires branches and members to financially support AAUW and its programs through unrestricted gifts.

Branch Incentive Grant Program Chair promotes and distributes incentive grant information and applications to all branches.

Bylaws / Parliamentarian is versed on the rules and usage of Robert's Rules of Order Newly Revised as well as the bylaws and policies of the state. Works with branch bylaws chairs to keep bylaws current. Has good computer skills and previous experience with AAUW bylaws at the branch level.

College/University Relations Chair serves as state committee chair. Serves as the link between AAUW and the higher education community to recruit and retain C/U partner members in the state and increase AAUW's visibility on campuses. Works with branches to encourage and support campus events and outreach.

Communications Chair oversees all communication channels and services of the web manager, social media administrator, newsletter editor, and directory editor.

Diversity, Equity, and Inclusion Chair serves as state committee chair to develop, implement, and monitor programs, and activities that promote inclusion and equity at the state and branch level. Updates programming and related activities to ensure that they remain relevant to changing trends in inclusion and equity. Provides guidance to assist branches in initiating actions to foster an open and inclusive environment.

Historian keeps a record of the facts, events, and accomplishments of the state. Publishes supplements to the AAUW of Missouri History. Assembles the basic records of each biennium to be placed in State Historical Society of Missouri Research Center-Columbia.

Newsletter Chair is responsible for compiling, layout, and distribution of the quarterly publications of Missouri in Motion Newsletter. Must have previous experience with desktop publishing.

Public Policy Chair serves as state committee chair. Formulates and implements the state public policy program in compliance with AAUW public policy priorities. Tracks compliance with state public policy priorities. Works with branches to share current information and action needed.

Social Media Chair promotes AAUW MO on various social media platforms on a regular and timely basis. Shares information relating to AAUW mission, values, and public policy priorities.

State Action Plan Chair leads the formation of the state action plan based on the national action plan. Tracks compliance of the state action plan. Assists in developing State Star Award based on the national action plan.

State Directory Chair is responsible for compiling, layout, and distribution of directory. Must have experience with MS Publisher software.

STEM Chair serves as state committee chair. Works with branches to promote STEM activities and involvement.

Web Manager keeps the website up to date by adding calendar items and contact updates within a reasonable time after they are provided or announced at state board meetings and by adding announcements, forms, state newsletter, and other information supplied by board officers and committee chairs. Assists with administration of the board and state electronic groups. Collaborates with the social media chair to promote AAUW activities through the mediums of the website and AAUW MO Facebook page. Must have previous experience as branch web manager and WordPress software.