



**American Association of University Women
Lake/Sumter (FL) Branch**

Lake/Sumter AAUW Continuity Report

The purpose of the continuity report is to have a document that describes the outcome(s) of your projects and programs and that can be shared with a new AAUW board member that will provide them a synopsis of your accomplishments in your position during the year just ending. The report should highlight mission-driven actions related to our strategic plan and ending status of projects completed in the reporting period. The report will inform your successor of a starting point and direction for work during her term in office.

Please write this brief report keeping in mind that a person not completely familiar with the Lake/Sumter AAUW branch may be filling your current role so they may have limited context of AAUW traditions, procedures, or culture. As you plan your thoughts, think about what you would have wanted to know about each content area. The result should be a transparent view of your responsibilities and activities as well as the status of your office as you leave office, and the new officeholder takes your place.

- Strengths and support the position itself offers
- Accomplishments and key activities
- Expenses (reimbursable and in-kind); anticipated future costs
- Areas for improvement or roadblocks experienced
- Suggestions for next steps and/or modified procedures

Two examples of what this report could look like follow on the next pages.

Please submit your report to the Dropbox designee by the May Board Meeting.



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Continuity Report Example 1: 2021-22 Co-Presidents-Elect Continuity Report

- Strengths and support the position itself offers
 - The position of co-presidents-elect is largely undefined. This provides the office-holders enormous latitude to decide, in conjunction with the co-presidents, what projects they will undertake. The position is more than “presidents in waiting.”
 - We had total support of the co-presidents; clearly this kind of cooperation needs to continue
- Accomplishments and key activities
 - Completed a 5-year strategic plan, which was approved by the Board
 - Designed and launched a new branch website
 - Created guidelines for communicating our brand
 - Collaborated with Diane Jacobson to develop the 2022-23 Members’ Handbook
 - Initiated work on a Board Handbook, including descriptions for all Board positions
 - Defined the co-presidents-elect position more explicitly
 - Served on Nominating Committee, having input on the Board with which we will be working
- Expenses (reimbursable and in-kind); anticipated future costs
 - The new website cost nothing to develop. However, we agreed to a three-year contract for site hosting, domain ownership, and site security. The three-year total was \$451.60, which averages to approximately \$150.50 per year
 - No other reimbursable or in-kind expenses were associated with the position in 2021-22
- Areas for improvement or roadblocks experienced
 - We didn’t experience show-stopping roadblocks.
 - Because the position is only loosely defined, position-holders in the future can continue to refine the description
 - The biggest challenge, which is likely to continue, is member participation in the work of the branch
- Suggestions for next steps and/or modified procedures
 - Next co-presidents-elect will need to monitor progress on strategic plan objectives and write objectives for their presidential year to keep work focused on our 5-year goals



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Continuity Report Example 2: Membership Continuity Report: 2021-2022

Strengths, Accomplishments and Key Activities

- Attended board meetings and general meetings via zoom and in person
- Provided nametags for guests and members
- Organized the printing of the member handbook
- Provided handbooks for new members
- Secured volunteers to greet and seat members during in person general meetings
- Provided monthly report of member numbers during board meetings, general meetings and for the monthly newsletter
- Served on Membership Recruitment Drive Committee
- Prepared AAUW recruitment card for League of Women Voters and Sisters of Suffragette programs
- Attended zoom meetings for Florida membership directors

Expenses: \$500 budget

- Printing of cards, nametags and badges, stamps

Areas for Improvement or Roadblocks Experienced:

- COVID
 - meeting via zoom was a detriment for many members not familiar with technology
 - could not register members and guests at meetings
 - could not assign members and guests to tables to socialize and get to know each other
 - was a detriment in bringing new members together with board members at a New Member Coffee
- National Website Downtime
 - made it impossible to get up to date member information
 - could not register new or returning members
 - could not offer Shape the Future program

Suggestions:

- Utilize the newly developed Strategic Plan in all Membership activities
- Become familiar with the new membership website