



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

**CO-PRESIDENTS**

**AUTHORITY**

Branch Bylaws  
Article XII. Duties of Officers  
Section 2

“The president shall be the official spokesperson and representative for the Affiliate and shall be responsible for submitting such reports and forms as required by the National AAUW and AAUW-Florida, including designated copies of the officer board report to the National AAUW and the AAUW Florida presidents no later than June 1. The president shall be responsible for bringing the affiliate bylaws into conformity with the AAUW Bylaws after the AAUW convention and with the bylaws of Florida AAUW after each state convention.”

**GENERAL**

- Attend Executive Committee, Board of Directors, and General Meetings
- Become familiar with the branch bylaws, strategic plan, and the Board position descriptions
- Submit a Continuity Report (“end of year report”) prior to the May Board meeting

**TASKS**

**Summer**

- Programs set for the year by August so program can be printed in the Handbook
- Double check members’ information in Members’ Handbook prior to printing

**Fall**

- Review Strategic Plan with Board, to see where we are re: goals
- Incorporate an overview of branch bylaws into an early Board meeting, especially for newer members.

**Spring**

- Review the bylaws to ensure publication content conforms to both Board policy and bylaws

### Monthly (September – May)

- Submit Presidents' Letter to the Newsletter Editor by 20<sup>th</sup> of the month
- Call and preside over Board and General Meetings
  - In collaboration with Program Directors, decide if meetings will be in-person OR via Zoom
  - Give Presidents Report at both Board and General Meetings
  - Board Meetings are on 1<sup>st</sup> Tuesday monthly
  - General Meetings are on the 3<sup>rd</sup> Saturday monthly
- For Board Meetings
  - Request agenda items from Board and Committee chairs a week before the meeting
  - Request Board reports be submitted to Dropbox designee by the Friday before each Board Meeting
  - Set the agenda and send to Board and chairs a few days prior to the meeting
  - Since Board Meetings are open to all members, send agenda by eblast
  - With new website, post agenda on the Members' Page
- For General Meeting
  - Request agenda items from Board and Committee chairs a week before the meeting
  - Set the agenda and send to Board, committee chairs, and membership a few days prior to the meeting
  - Post the agenda to the Members' Page of the website
- Review newsletter, minutes of Board and General meetings before publication
- Attend monthly AAUW-Florida online meetings for branch presidents

### On-Going

- Send information received from National & State to appropriate members and committee chairs

### TIMELINE

<b>Month</b>	<b>Tasks</b>
July	<ul style="list-style-type: none"><li>• Send out budget requests to all committee chairs to be sent to Finance Director and Co-Presidents</li><li>• Financial Review<ul style="list-style-type: none"><li>○ Request non-Financial Director to do a Financial Review</li><li>○ Espy Walmsley has graciously done this for 3 years</li><li>○ There are suggested worksheets and questions available. Char Griffin updated the sheets in March 2022.</li></ul></li><li>• Appoint three Board members: Directors of Communications, Fundraising, and Public Policy</li></ul>

August	<ul style="list-style-type: none"> <li>• Meet with Finance Directors &amp; Board to set up 2022-23 budget</li> <li>• Executive Board approves the three appointed members to complete the Board membership</li> <li>• Encourage Board participation in AAUW-FL Zoom meetings for branch Presidents, Program Directors, Membership Directors, and Fundraising/Development Directors</li> </ul>
September	<ul style="list-style-type: none"> <li>• Approve budget</li> </ul>
October	<ul style="list-style-type: none"> <li>• Appoint Nominating Committee, including one of the co-Presidents-elect <ul style="list-style-type: none"> <li>○ Discuss needs and review responsibilities of positions</li> </ul> </li> </ul>
November	
December	<ul style="list-style-type: none"> <li>• Holiday meeting</li> </ul>
January	<ul style="list-style-type: none"> <li>• Encourage participation in State Conference <ul style="list-style-type: none"> <li>○ Budget supports registration &amp; stay of co-presidents-elect</li> </ul> </li> </ul>
February	<ul style="list-style-type: none"> <li>• Submit names for honorary awards for State to be announced at the annual convention and leadership conference</li> </ul>
March	<ul style="list-style-type: none"> <li>• Announce slate of officers at General Meeting (bylaws require announcement 30 days prior to election)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Vote to accept slate of officers at the Annual Meeting</li> <li>• Reserve Sheriffs Annex for September Board Meeting</li> <li>• Attend State Conference</li> </ul>
May	<ul style="list-style-type: none"> <li>• Install officers at final General Meeting</li> </ul>
June	<ul style="list-style-type: none"> <li>• NO Board or General Meetings</li> <li>• Change names of officers on National site; as President, you have access to the site to do this.</li> <li>• Send list of new officers to State</li> </ul>

## TIPS

- Keep a list of Committee Chairs and members by year: Nominating, Programs, Membership, Scholarship, Tech Trek, Fundraising, Hospitality.
  - Encourage members to participate in one of these committees every few years to stay connected and supportive
  - Invite, involve, then encourage to move to leadership positions