

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN BALLWIN-CHESTERFIELD BRANCH**  
**Co PRESIDENT'S MONTHLY DUTIES**

**Newsletter article schedule:**

2<sup>nd</sup> year ; Presidents' Corner for editions in: Sept., Nov., Jan, Mar, May/June

1<sup>st</sup> year: newsletter article in: July/Aug, Oct., Dec., Feb., April

**Thank-you notes:**

Co-President writes thank-you notes in alternate months of facilitating meetings to chairs of major events, special fund raising events, etc.

**Board Meeting Facilitation Schedule:**

2<sup>nd</sup> year—Sept, November, March, May

1<sup>st</sup> year--October, February , April

**Board Meeting Preparations:**

Send an email (2 weeks prior) to Board members to ask if they need to be on the agenda and to specify items to be reported.

Remind the hostesses for the upcoming month.

Send a copy of the agenda to each Board member before meeting. Request each bring printed agenda to meeting.

**Branch Meeting Facilitation Schedule:**

2<sup>nd</sup> year—September, November, January , March ,May

1<sup>st</sup> — Summer Picnic, October, December, February, April

**Facilitate the Branch meeting.**

Send a copy of the agenda to each Board member before the Branch meeting .

Request people who have reports to sit down front to expedite meeting.

Attend IBC Meetings if needed

**JULY**

Share member volunteer requests with committee chairs

Attend planning meetings

Ballwin-Chesterfield fiscal year begins.

New membership year begins July 1. Work with Membership to get correct information about those who have not paid dues.

Finance Officer shares Branch Dues Report to Association and State, deadline July 1st.

Schedule meeting with Executive Committee, as needed, for planning upcoming year.

Planning meetings with new Co-President

Ask elected and Appointed Directors to update their information in the Directory.

Attend the Summer Picnic—Announcements only, no business conducted.

Publicize Women's Equality Day in August.

Give the monthly hostess list to the Newsletter Chairs when requested .

Serve on the Budget Committee (July/August)

Select audit committee  
Attend planning meetings of each committee (at least one president should attend each)  
Send meeting dates to Morris @ Trinity.

## AUGUST

Work with the Directory Chair to revise the Directory, continued.  
Send Officer List to Newsletter Chairs, Regional Director, Association, State and IBC.  
Send announcement of first board meeting, normally in September.  
Confirm audit has been conducted and receive report  
Check that the scholarship money has been sent to the universities.  
Attend Women's Equality Day.  
Attend Budget planning meeting  
Check with IBC re Barbara Lackritz Award.  
Work w/ membership regarding getting correct info re: those not paying dues  
Attend committee meetings- include strategic planning  
(Maybe) Hold training meeting with new board meetings

## SEPTEMBER

### September Board Checklist:

Update job descriptions ,and board handbook  
Thank hostesses.  
Announce the results of the Financial Review to the Board.  
Finance Officer presents the proposed Budget to the Board for revision or approval.  
Promote the Eleanor Roosevelt Walk.  
\*\*\*\*Gather suggestions for Barbara Lackritz Award nominee. Select names for writing  
. document and who will read the packets  
Review process of strategic planning

### Facilitate the Branch meeting:

Fall Brunch, announcements only, no business.  
\*Write thank you notes to chairs of Fall Brunch.

## OCTOBER

### Facilitate the Board Meeting: see above

### Facilitate the Branch meeting: see above

Branch approves or revises budget.  
Fill out the Form 990 by November 15<sup>th</sup> (Finance Officer completes).  
Attend the New Members Coffee.  
Walk in the Eleanor Roosevelt Walk  
Review / update recommendations for funding for state and national conventions.  
\*Write thank-you notes to Chairs of ER Walk.

## NOVEMBER

### Facilitate the Board Meeting: see above

Remind Board members that there are no December and January Board meetings.

Confirm with Finance Officer has completed IRS Form 990.  
Select Nominating Committee- confirm by board.  
Directory confirms that Supplement is ready for December publication.  
Auction Chairs report detailed plans of the Holiday Auction.

**Facilitate the Branch meeting: see above**

Announce the Nominating Committee.  
Collect individual giving checks for the AAUW Fund.  
\*Write thank you notes to chairs for Individual Giving.

## DECEMBER

### NO BOARD MEETING

Chairs send the EOF and LAF funds to the Association, Deadline December 31<sup>st</sup>.  
AAUW Fund money sent  
Directory Supplement published with December Newsletter.

**Facilitate the Branch meeting:**

Holiday Auction—No Business; Announcements Only  
Remind members that the contribution year for all Funds December 31<sup>st</sup>.  
Verify the Branch Member Listing with the Association, Deadline, January 10 (check date).  
Invite members to recommend members for elected positions- using nomination form  
\*Write thank you notes to Auction Chairs.

## JANUARY

Ask the Finance Officer for a mid year financial report.  
Half year dues begin, January 1 to March 15.  
Even numbered years-communicate w/ board for Woman of Distinction award

**Facilitate the Branch meeting: see above**

Celebrate the success of the Individual Giving.  
Celebrate the success of the Holiday Auction.  
Save-the-date for the IBC Spring Fling.

## FEBRUARY

**Facilitate the Board Meeting: see above**

Finance Officer submits February 1 Membership Count .  
Facilitate the Branch meeting: see above  
Promote the IBC Spring Fling  
Begin process of filling Appointed Directors and Committee Chair positions for upcoming year.

## MARCH

**Facilitate the Board Meeting: see above**

Directory Supplement published with March Newsletter.  
Next year's dues can be collected after March 15.  
Check with Program to begin process of identifying Speakers for next year.  
Nominating Committee Chair presents the Slate of Officers.

Confirm that the Slate of Officers will be printed in the April Newsletter.  
Observe two week written notification per bylaws.  
Promote attendance at State Conference/Convention and/or Association Convention.  
Promote Women's Equity Day in April.  
State recognition applications due April 1<sup>st</sup>. Check with Past President.  
**Facilitate the Branch meeting: see above**  
Nominating Committee Chair announces the Slate of Officers.  
Solicit Program ideas from membership for upcoming year.  
Program distributes form to members and in Newsletter.  
Encourage members to come to the Branch Annual meeting as a quorum is needed.  
Promote the Spring Luncheon.  
Promote the Summer Picnic.  
Promote the IBC Spring Fling in March.

## APRIL

### **Facilitate the Board Meeting: see above**

Appoint 1 member to the Budget Committee. Finance officer appoints 1 member.  
Confirm that the Directory Change/Addition Form will be printed in the Newsletter.  
Email current job descriptions to Board Members for review and revision, as needed.  
Request End of Year Report by email to continuing and incoming co-presidents.  
Continue to fill leadership positions.  
Confirm installation of new officers by Julie Triplett.  
Appoint 2 members to the Financial Review Committee; one appointed by Finance Officer, one by President.

### **Facilitate the Branch meeting: see above**

Conduct Business of Annual Meeting as needed.  
Elect Officers.  
Encourage early submission of dues on line.  
Co-President plan and host Appreciation Luncheon for Board after May Board meeting.  
\*Write thank you notes to chairs of special fundraising event, if held.

## MAY

### **Facilitate the Board Meeting: see above**

Review Strategic Plans. Submit recommendations  
Get hostesses for the Board meetings at the Summer Picnic and the May meeting  
Announce Financial Review Committee to Board.  
Announce Budget Committee to Board.  
Be sure all job descriptions are updated/confirmed.  
Collect End of the Year Reports with an email copy to outgoing, continuing, and incoming co-presidents.  
Celebrate the successes of the year in your own area and in general.  
Encourage suggestions for your area and in general.  
Announce incoming appointed directors and obtain board approval.  
CELEBRATE THE YEAR!

Acknowledge those retiring from Board. Announce incoming board members and members changing area of responsibility.

**Facilitate the Spring Luncheon:**

Announcements Only, no business conducted

Recognize the Named Gift Honorees,.

Recognize the retiring officers with a certificate only, no frame.

Install new officers, Julie Triplett.

Continue filling leadership positions, if necessary.

\*Write thank you notes to chairs of Spring Luncheon.

**JUNE**

Fill out the AAUW Officer Form for Association and State

Update email list for new board.