



AAUW West Harris County Branch - Houston

Position: **PRESIDENT**

General Duties of President: (Branch Bylaws Article VI, Section 2, Part b)

The president of the branch is an elected administrative position. The member in this position serves as the official spokesperson and representative for the branch and is responsible for submitting such reports and forms as required by AAUW and the state organization.

Term of Office:

One year as part of a three-year commitment to the branch (One year as President-Elect, one year as Branch President, and one year as Past President)

Responsibilities to West Harris County Branch:

- Know and adhere to bylaws, policies & procedures and lead the review, development and implementation of a strategic plan with measurable goals and objectives.
- Preside at all meetings of the branch, board of directors, and executive committee through monthly board meetings with elected and appointed positions, prepares and sends agenda items to members prior to the meeting.
- Review and monitor the financial status of the branch and signs off on expenditures beyond the established budget as decided by the BOD.
- Approve newsletter content and blasts before they are sent to the general membership.
- Write monthly *President's Message* in branch newsletter.
- Is an *ex officio* member of all committees except the nominating committee.
- Is responsible for updating branch bylaws immediately after each AAUW convention or convening.

Responsibilities to AAUW Texas:

- Maintain regular contact with District Representative for South/Houston and state president as needed.
- Know and adhere to state bylaws, policies and procedures.

Responsibilities to AAUW National:

- Encourage members to support national initiatives and programs.
- Adhere to all AAUW policies and procedures through compliance with AAUW Bylaws, affiliate and fundraising guidelines. (AAUW Policy (501))

Leadership Skills Helpful to the Position:

- Experience or willingness to learn and practice skills in strategic planning and goal setting, meeting facilitation and team building, public speaking and communication.
- The ability to recognize and employ the talents of others, to inspire collaborative work toward common goals, to delegate responsibilities, to mentor and encourage others and to be empathetic, reassuring and decisive.

Other officers and members with whom this position interacts and how:

- Interacts with all officers and members.

Timeline of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.