

## **BOARD OF DIRECTORS DUTIES EXCERPTED FROM THE BYLAWS:**

### **NOTABLE WOMAN COMMITTEE CHAIR**

NOTE: The passages quoted in **red** below pertain to the Board duties as specified by the bylaws. The passages quoted in **blue** below pertain to the duties as specified by past practice in our branch. See the complete BYLAWS on the Branch Officer page.

#### **Notable Women Committee Chair Responsibilities**

The Notable Women Committee Chair is appointed by the President as an on-board or off-board member of the **Board of Directors**. The Notable Women Committee Chair directs the AAUW-IC Spring Banquet to honor Notable Women, an award given by our Branch since 1987. **See complete details on the next page.**

The Notable Women Committee Chair appoints a committee in collaboration with the President. This committee chooses the award winners according to the criteria given on the next page.

The Notable Women Committee Chair organizes the event **as outlined on the following page** with her Notable Women Committee and sends news items to the Indiana Gazette in coordination with Pat Heilman, AAUW Media Chair.

#### **Board of Director's Duties in Articles XIV-XVI-XVII**

**ARTICLE XIV. BOARD OF DIRECTORS** [Notable Women Committee Chair is a member of the Board of Directors]

**Section 1.** The **Board of Directors** shall include the elected and the **appointed officers** of the branch.

**Section 2.** The board shall have the **general power to administer the affairs of the branch**, including but not limited to establishing policies & procedures to control financial records. **It shall accept responsibility delegated by national & state.**

**Section 3.** **Meetings of the board** shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

**Section 4.** The quorum of the board shall be a majority of its voting members. **Co-officers shall be considered as one voting member** of the board.

**ARTICLE XVI. MEETINGS** [Notable Women Committee Chair attends all meetings]

**Section 1.** There shall be at least four (4) general membership meetings each year.

**Section 2.** The general membership meeting held in May shall be designated the annual meeting, the exact date, time and place to be determined by the board.

**Section 3.** The annual meeting shall be to conduct business including but not limited to hearing officers' reports, reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board.

**Section 4.** Special meetings may be called by the president or shall be called by the president on the written request of 25% of the voting members of the board of directors or 10% percent of the branch membership.

**ARTICLE XVII. COMMITTEES**

**Section 1.** Standing committees shall be in such areas as: Program, Membership, Public Policy, Awards, Finance, Foundation, **Scholarship**, Bylaws, and Communications

**Section 2.** **Standing committees** shall be appointed by the President for a term of two (2) years. [Notable Women Committee is appointed in consultation with the Notable Women Committee Chair]

**Section 3.** Special committees and/or task forces may be appointed by the president with the consent of the board.

## NOTABLE WOMEN TASK-LIST & SUGGESTED TIMELINE\*

### • LIST DATE & LOCATION: \_\_\_\_\_

The Notable Woman chair makes a reservation in a suitable banquet facility during the previous year based on the decision of the AAUW Board; also verifies technology needs and room setup suggestions, and advises treasurer of any deposit needed.

### • FIRST COMMITTEE MEETING: [End of January]

#### A. CHOOSE THE MENU

Set the ticket price - \$35B. DISCUSSION OF HONOREE ELIGIBILITY

CRITERIA - A Notable Woman is someone who has offered outstanding service to the Indiana County community, especially those whose service exemplifies AAUW's mission to improve the lives of women and girls. It can include service in their profession, in their volunteer work here and abroad, and, in their extended professional community. Notable Women can be AAUW members but the idea is to recognize women in the greater Indiana community, and also to encourage them to join AAUW to help advance our mission.

#### C. DISCUSSION OF AWARDS TO OFFER (We have a budget of about \$500+ to work with)

- Certificate. Dinner for winners and one guest is complimentary.
- Consider a personalized gift (\$20 item) – engraved mug/vase/other?
- Corsages?

### • FEBRUARY COMMITTEE MEETING:

#### A. FINALIZE NOMINEE CHOICES

B. SEND LETTERS to set up interviews. Give contact info, address, email, phone of nominees to President; and Membership VP. They will help organize mailings for you. (Sample Letter can be provided)

### • INTERVIEW NOMINEES (during February and March; decide on a timeline for this)

A. Write nomination letter (400-500 words, published in the Gazette).

B. Arrange photo at the Gazette office. Pat Heilman usually spearheads this.

C. Complete this nomination letter by \_\_\_\_ (list a deadline date). Send to Pat Heilman electronically.

### • ACCEPT RESERVATIONS

A. Reservations/money to be sent to Committee Chair and/or Treasurer who should both keep a list of registrants.

B. Send invitation to the Nominees. (Sample Letter can be provided)

C. Send invitation to the Members and Past Notable Women. (Sample Letter can be provided) List an opportunity to send a donation for those who can't make the program but may like to contribute.

### • GAZETTE ARTICLE - Should appear at least 2 weeks before banquet to allow community to register in time.

### • BANQUET RESERVATION - Set a deadline date \_\_\_\_ (one week before; or Friday before)

Notable Woman Chair calls in the reservation number to the Banquet location.

### • ONE WEEK BEFORE BANQUET - Send Program info to President who will arrange printing.

(Decide if you want ads in the program, or a list of donations given?)

### • BANQUET NIGHT.

A. Arrive at least 1 to 1-1/2 hours before the banquet to help check in Guests, distribute Name Tags at the table,

B. Treasurer collects any outstanding money, and pays the banquet bill

### • After the banquet the Notable Woman chair makes a reservation for the following year based on decision of Board.

\*(Related info: SCHOLARSHIP TIMELINE. AAUW offers three \$500.00 Scholarships: 1 to SFU student; 2 to IUP students. The winners will be chosen 1-2 weeks before the banquet. Those chosen will make banquet reservation