

BOARD OF DIRECTORS DUTIES EXCERPTED FROM THE BYLAWS:

PUBLIC POLICY 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.

Public Policy Chair Responsibilities

The Public Policy Chair is appointed by the President as an on-board or off-board member of the **Board of Directors**. The Public Policy Chair is the official spokesperson and representative for Public Policy of our Branch and shall be responsible for addressing such issues as required by the national AAUW and the state AAUW-PA as announced in the *AAUW-PA Highlights* found on the state website. The Public Policy Chair works in partnership with the Public Policy Committee and the Website Manager who posts contact information for elected officials and will provide links to current AAUW PP issues. Among other events, the Public Policy Chair spearheads Equal Pay Day events with local officials and state representatives. The Public Policy Committee also initiates annual visits to elected officials and initiates letter-writing campaigns to address legislation pertinent to AAUW's mission.

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

ARTICLE XIV. BOARD OF DIRECTORS [Public Policy 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 [Public Policy 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. [Public Policy Committee is appointed in consultation with the Public Policy Chair]

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