

## **BOARD OF DIRECTORS DUTIES EXCERPTED FROM THE BYLAWS: COMMUNICATIONS COMMITTEE & WEBSITE MANAGER**

NOTE: The passages quoted in **red** below pertain to items specified by the bylaws. The passages quoted in **blue** below pertain to the items specified by present practice in our branch. For the Complete Bylaws see: <https://indiana-pa.aauw.net/files/2017/04/Bylaws-Indiana-County-PA.pdf>

### **Communications Committee & Website Manager Responsibilities**

The **Communications Committee** and **Website Manager** are appointed by the President as stated in ARTICLES XVII & V below. The Website Manager is an on-board or off-board member of the **Board of Directors**, and maintains the AAUW-IC website, which is offered by AAUW National free of charge to the Branch who is responsible for maintaining the site.

AAUW National Website Production Associate assists the Branch when needed in developing fillable forms and password protected content. Contact info: Cyrenna Cooper <[cooperc@aauw.org](mailto:cooperc@aauw.org)> Website Production Associate, AAUW, 1310 L St. NW, Suite 1000, Washington, DC 20005, 202.785.7775 | [www.aauw.org](http://www.aauw.org)

The **Website Manager** assists the Board as delegated by the President with website content such as member-renewal information, membership forms, general meeting invitations, calendar items, photos, membership, list of officers, contact info for elected officials, scholarship online application forms, Start Smart online registration forms, and archival information.

The **Website Manager** assists with written materials for meetings including flyers, programs, and membership directories. The **Website Manager** shall submit a report of website changes at every meeting and in an annual written report to the president.

#### **ARTICLE XVII. COMMITTEES.**

**Section 1.** Standing committees shall be in such areas as: Program, Membership, Public Policy, Awards, Finance, Foundation, Scholarship, Bylaws, and **Communications** [**Website Manager serves on the Communications Committee**]

**Section 2.** Standing committees shall be appointed by the President for a term of two (2) years.

**Article V. AAUW AFFILIATES. Section 2. c. Structure.** Affiliates may create such leadership structures as meet their needs. Each Affiliate shall provide AAUW with designated contacts for administration and finance. [**Website Manager maintains the website.**]

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

**ARTICLE XIV. BOARD OF DIRECTORS** [**On-Board Website Manager 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....

**ARTICLE XVI. MEETINGS** [**On-Board Website Manager 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. [**Website Manager submits report**]