



Working Rules

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Poughkeepsie Branch of the AAUW, INC

Working Rules

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Poughkeepsie Branch of the AAUW, Inc.

Working Rules

I. Mission

AAUW advances equity for women and girls through advocacy, education and research.

Poughkeepsie Branch of the AAUW is a branch of the American Association of University Women, a national organization that is dedicated to breaking through educational and economic barriers for women and girls. With the help of its nearly 170,000 members and donors, 1,000 branches, and 800 college/university institutional partners nationwide, the AAUW has influenced legislative debate on critically important issues such as education, pay equity, gender discrimination, sexual harassment, civil rights, affirmative action, Title IX, welfare reform, and much more.

Poughkeepsie Branch is also a member of AAUW –NYS.

II. Definition of Terms

AAUW – American Association of University Women.

The national organization is referred to as “National”.

AAUW Fund(s) – Funds administered by National

C/U Partners – College/University Partners

National Member – formerly MAL – Member -at -large

NCCWSL – National Conference for College Women Student Leaders

SAC - Student Advisory Council

STEM – Science, Technology, Engineering, and Math

III. Non-Profit Status

Poughkeepsie Branch of AAUW is a 501 (c) (3) non-profit. This means that while the organization may seek and receive grants from the private, public, and non-profit sectors, it may lobby only according to not-for-profit regulations, it is prohibited from making contributions to political campaigns, supporting individual candidates or behaving in a manner that may be perceived as partisan. Furthermore, it means that all of its assets will be dedicated to its exempt purpose under its 501 (c) (3) ruling.

IV. Bylaws

The bylaws state and interpret the general corporate structure and governance policies of Poughkeepsie Branch of the AAUW. While they are not public documents, having them readily available increases the organization’s accountability and transparency and encourages the Board to pay closer attention to them. The Board of Directors is encouraged to review these regularly and to amend these as the organization evolves and/or to bring them in conformity with State and National bylaws.

Please note that the most current version of Poughkeepsie AAUW bylaws is available at [https://poughkeepsie-ny.aauw.net /About Us/Mission, Policies & Procedures](https://poughkeepsie-ny.aauw.net/About%20Us/Mission,%20Policies%20&%20Procedures).

V. Governance

The Board transacts overall branch business. An engaged and effective Board of Directors is vitally important to the success of the organization.

Role of the Board of Directors

- Actively supports the organizational mission
- Develops and periodically evaluates a strategic plan that supports the mission
- Oversees the implementation of programs and activities identified in the strategic plan
- Exercises fiscal responsibility and ensures that the organization has adequate resources.
- Ensures the stewardship of the organization's non-profit status
- Stays informed about AAUW programs and activities, as well as national, state, branch, and member issues
- Develops policy to support the changing needs of the organization
- Provides leadership in all matters that can help the organization grow and prosper
- Develops collaborative relationships within the community that can support the organizational mission
- Identifies and develops future AAUW leadership at all levels
- Represents and promotes AAUW to the membership and to the public
- Creates and oversees the agenda for the organization
- Assists with annual fundraising efforts.

Board members are expected to attend all Board meetings and as many AAUW events as possible. Board members are expected to assist the Program Vice Presidents with the set-up and breakdown of the venue after each event.

Board members are also expected to avoid all conflicts of interest that might be detrimental to the organization. Each Board member must annually submit a signed Poughkeepsie Branch AAUW Conflict of Interest form to the Secretary/Bylaws for the files. Conflict of Interest Policy can be found at <https://poughkeepsie-ny.aauw.net/files/2020/12/Conflict-of-Interest-Policy-Poughkeepsie-adopted-2018-09-13.pdf> (Website - About Us/ Mission, Policies & Procedures)

The Board of Poughkeepsie Branch of the AAUW espouses a working environment that values respect, fairness, and integrity.

Board Composition The Board consists of the elected officers and the appointed positions as needed. Off-Board positions exist as needed.

Elected Positions

President
Program Vice President(s)
Membership Vice President(s)
Development Vice President
Communications Vice President
Treasurer
Membership Treasurer
Secretary/Bylaws

Suggested Appointed Positions

Community Service Initiative Liaison
Diversity, Equity and Inclusion Chair
Historian
Honors and Awards Chair
Interest Group Liaison
Immediate Past President
International Relations Chair
Newsletter Editor
Nominating Committee Chair
Public Policy Chair
Public Relations Chair
Others as deemed necessary

Off-Board Positions

Assistant Newsletter Editor
Assistant Secretary
Communications Assistant
Database Manager
Facebook Manager
Irene Keyes Memorial Fund Coordinator (NCCWSL)
Photography Coordinator
State & National AAUW Liaison
Technical Support Coordinator
Website Editor

Chairs of Community Service Initiatives, Coordinators of Interest Groups, and Chairs of Special Events/Projects are also an integral part of AAUW leadership.

Co-Vice Presidents and Co-Chairs are elected or appointed to share job responsibilities and workload and to facilitate the program, procedural, and administrative aspects of the organization.

If the president cannot attend a Board or membership meeting, the Order of Presiding, consistent with the Bylaws, shall be Program VPs, Membership VPs, Development VP and Communications VP.

Executive Committee

An Executive Committee consisting of all elected officers may be established as a standing committee of the Board. The Executive Committee will be empowered to work on issues that would increase the efficiency of the Board. All decisions and recommendations must be brought to the Board at the next Board meeting for informational purposes. Although the Board meets regularly from September through June, a meeting can be called by the President or at the request of five Board members at any time.

Organizational Chart

The Organizational Chart shows the management structure of the organization. It is a visual depiction of the recommended interactions among Board members in supporting the organizational mission.

Interactions include supervision, reporting, communications, and collaboration. A strong, integrated Board is critically important to organizational success.

Organizational Chart – Appendix A

VI. Program

The branch has three types of programs that support its mission and target members' interests.

Monthly Program Meetings

Meetings are held once a month, usually on the same day of each month. Programs that are mission-based and that educate and entertain are offered at these meetings. These programs are instrumental in recruiting and retaining members. Since the programs are open to the public, they also serve to publicize the AAUW mission and the organization's role in the larger community. All members are encouraged to attend these meetings that additionally provide a space for social interactions and networking. Ten program meetings are held during the year from September through June and include an Open House, one fundraising event, and the Annual Meeting.

Community Service Initiatives

Initiatives are related to the mission of the organization and benefit the community. Each initiative is planned, implemented, and evaluated by the Initiative Chair and her committee. Initiative Chairs are encouraged to partner with local like-minded non-profit agencies to avoid duplication of services and to promote efficiency. Within the branch, Initiative Chairs are encouraged to collaborate with each other to increase organizational cohesiveness. Any potential member may take part in no more than two sessions before applying for branch membership. Since collaboration is a goal, a person participating as part of a community organization may continue to take part in the joint project.

Interest Groups

Groups are built around a focus of interest, e.g. reading, hiking, games. Members of a group meet regularly to share and socialize. Members are encouraged to join as many interest groups as they wish. Any potential member may take part in no more than 2 sessions before applying for branch membership. Meeting dates and times are posted on the online calendar on the branch website. Group coordinators are encouraged to consult the calendar to avoid scheduling conflicts. New interest groups can be formed at any time with a minimum of three participants and the approval of the Board.

VII. Membership

AAUW values and seeks a diverse membership. There are no barriers to full participation in the branch on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class. National, State and branch dues are tax deductible.

Categories of Membership

Membership is open to anyone holding an associate or equivalent, baccalaureate, or higher degree from a regionally accredited college or university.

Student Affiliation is open to anyone who does not already hold an undergraduate degree and is enrolled in a two- or four-year regionally accredited educational institution. Students enrolled at an

educational institution that is an AAUW College/University Partner may apply for membership as a student affiliate with free National and State dues.

College/University Partner Membership is open to regionally accredited educational institutions, including two-year or community colleges. The College/University Partner Member Program provides educational institutions the opportunity to share all the benefits of AAUW with their students, faculty, and staff.

In the event an individual feels there is a financial hardship to join or renew her membership, the President and Chair(s) of the Membership Committee should be notified to determine if an accommodation should be made for the individual. Each case will be judged on its own merits based on discussion with the individual and their individual circumstances.

Member Recruitment and Retention

Poughkeepsie Branch of the AAUW encourages all members to be involved in membership year-round. This may be done for example by referring new members to the branch, by being a welcoming presence to all events and by encouraging new members to participate in all activities of the branch.

Membership forms are available from the Membership Vice President and are also posted on the branch website. Membership dues are collected before the end of June of each year. Member contact information and profiles, which list members' interests and skills, are entered into the Membership Database upon receipt of dues.

Membership Database

Our database manager maintains a local database that is used to stay abreast of the membership. Updated on an as-needed basis, the database is used to track membership numbers and as an information source for generating reports for local, State, and National. Other important information collected includes member addresses, contact information, education, member numbers, date joined, skills and interest.

In order to maintain the integrity of the database, only the designated person is allowed to change content, although the President, Membership Vice President, Membership Treasurer, Newsletter Editor, and the Communications Vice President can access, view, and use content. The database is password protected. Other Board members may submit a Request for Database Access Form to the Secretary who will forward a copy to the Database Manager. Upon receipt of a copy of the request, the Database Manager will grant access to the Board member to view and use the database while serving in the Board position designated on the form. (Appendix C)

Membership Directory

The Directory is published annually in the fall. It is distributed to the membership and is updated twice during the fiscal year. The information in the directory is for the exclusive use of AAUW

VIII. Honors and Awards, Scholarships and Advocacy Funding

Honors and Awards Committee

A committee may be established to oversee honors and awards presented by the branch. The Chair of the committee serves on the Board.

Under the direction of the Chair, subcommittees may be formed to oversee individual events. Subcommittee Chairs would report to the Honors and Awards Chair who would provide information to the Board. Honor and awards recommendations are presented to the Board for approval.

These honor and awards include, but are not limited to:

- Cornerstone Award
- Poughkeepsie AAUW Honorees
- Emerging Leader
- Irene Keyes Memorial Fund (NCCWSL)
- Woman of the Year
- AAUW-NYS Program Award

Considerations for these awards:

- Cornerstone Award
This award will be given to a member who contributes her energy and effort over an extended period to ensure that the Branch fulfills its mission. This award may be given annually but does not have to be. The recipient might be found working in the background, away from the limelight, and/or stepping forward to provide leadership for key activities. These individuals are often repositories for the institutional knowledge of the organization – readily offering advice and counsel to officers, leaders of initiatives, and interest groups.
- Poughkeepsie AAUW Honorees
Gifts to the AAUW fund(s), to be determined annually by the Board, will be given in honor of persons who have provided distinguished service to the branch. The awards may be designated in honor or in memory of the person. Selection shall be made by the Honors and Awards Committee and approved by the Board. The list of honorees shall be submitted to AAUW-NYS in February.
- Emerging Leader
This honor may be given to a member who has contributed her energy and enthusiasm to the branch and shows the promise of taking on greater responsibility. It may be extended at the AAUW-NYS convention and/or at our branch annual dinner.
- The Irene Keyes Memorial Fund
Named after a distinguished member and past President of the branch, the fund helps one or more local female college student(s) attend the annual National Conference for College Women Student Leaders (NCCWSL) in Washington, DC.
- Woman of the Year
This annual event honors the contributions of a local woman whose work reflects the AAUW mission. She has made outstanding contributions to the community in either a voluntary or paid capacity. She reflects AAUW's mission statement. Branch membership does not disqualify a candidate, but selection should be based on accomplishments outside AAUW. We will give a free national membership to the person chosen as Woman of the Year. If the person is a new member, we will pay for her national membership in October; if she is not a member, we will pay in June for her national membership the following year.

Dutchess Community College Scholarships

Each year, the branch provides two \$600 scholarships to students graduating from Dutchess Community College and continuing their education at a four-year institution. An endowment at the college currently covers one of the scholarships. Funds for the second scholarship are sent to DCC in the first quarter of the year. The branch President and the Development Vice President are invited to the college graduation to award the scholarships. The President may assign others to represent AAUW when necessary

AAUW Donation

Poughkeepsie Branch makes an annual contribution to one or more of the funds facilitated by AAUW. These contributions come from its annual fundraising as well as individual members who contribute directly to the funds. Annually the Board shall determine which fund(s) they wish to contribute to. Donations may be made throughout the year by members or the branch. Final contributions from the branch should be submitted to AAUW-NYS by December. Details of various funds are available at www.aauw.org and in Appendix C.

IX. Public Policy and Advocacy

The Public Policy program is the cornerstone of the AAUW mission to promote gender equity for women and girls. Through this program, National has been instrumental in legislation passed in favor of women in the last 100 years.

The entire public policy process is thorough, transparent, and inclusive and is composed of four interrelated components:

- National researches the educational and socioeconomic status of women and girls in the United States.
- National and AAUW-NYS frame policy priorities that will promote gender equity.
- National's Public Policy and Government Relations Department is able to pursue legislative strategies that may transform priorities into bills and renewed acts.
- At the local level, branches are kept abreast of the progress of legislation and are provided timely opportunities to write letters and send petitions to their elected officials urging them to act in favor of bills and acts that support gender equity. The Two-minute Advocate provides an opportunity to the members for this interaction.

X. Communications

Information and news is communicated to the membership through five communications vehicles: email announcements, website, Facebook, *The Branch* newsletter and online calendar. In addition, a membership database is maintained.

Cloud Storage

Storage is available in an online account for documents and photographs.

Email Announcements

More detailed emails may also be sent occasionally to the entire organization when we want to inform and/or remind the membership of upcoming events, deadlines or to ask for its participation and/or action. Email announcements are limited to relevant information and kept to a minimum in order to increase their effectiveness.

Facebook

The information found on the website will also be on the Facebook page, <https://www.facebook.com/AAUWPoughkeepsie2014>. It will also include current information and pictures about activities and issues.

Membership Database

Our database manager maintains a local database that is used to stay abreast of the membership. Updated on an as-needed basis, the database is used to track membership numbers and as an information source for generating reports for local, State, and National. Other important information collected includes member addresses, contact information, education, member numbers, date joined, skills and interest. In order to maintain the integrity of the database, only the designated person is allowed to change content, although the President, Membership Vice President, Membership Treasurer, Newsletter Editor, and the Communications Vice President can access, view, and use content. The database is password protected. Other Board members may submit a Request for Database Access Form to the Secretary who will forward a copy to the Database Manager. Upon receipt of a copy of the request, the Database Manager will grant access to the Board member to view and use the database while serving in the Board position designated on the form. (See Appendix C)

Newsletter

The newsletter is called *The Branch* and features articles, announcements, schedules, and artwork contributed by members. Each year, *The Branch* is published ten times, September - June. The link to *The Branch* is routinely emailed to the membership, posted, and then archived on the website. Members without email are mailed a newsletter through the postal service.

Online Calendar

The online calendar can be found at the website and is used to inform members about meetings and other activities. All members, including Board members who are responsible for planning meetings and other activities, are encouraged to consult the calendar to avoid scheduling conflicts whenever possible. To post or update content, members must go through the Assistant Newsletter Editor or the Website Editor.

Photography Committee

Photographs will be taken at each event of the organization for the purpose of communication and historical documentation.

Technical Support

All technology equipment owned by the branch is stored, if possible, at the home of the member in charge of technical support. This equipment is available for the audio visual support of all programming

Website

The website can be found at <https://poughkeepsie-ny.aauw.net>. It is the online source of information about the branch, its programs, community initiatives, activities, public policy, and more. Postings and updates to the website are made on a routine basis, and all members are encouraged to visit the website frequently to keep themselves informed about the branch. The website is also used to publicize branch activities to the larger community.

XI. Public Relations

The branch makes every effort to publicize its programs and activities through print, online, and via social media in order to raise its profile within the larger community and to communicate its message of gender equity.

XII. Revenue and Expenses

Poughkeepsie Branch AAUW has five sources of revenue: membership dues, fundraising events, grants, individual contributions, and interest income. Revenue is used to cover national and state dues and program and administrative expenses. The branch runs on a fiscal year from July through June and has a budget that is approved annually by the Board and shared with the membership at the Annual Meeting.

XIII. Board Nominations

Terms of office and Board nominations are covered in the branch bylaws. *See Appendix B for job descriptions.*

XIV. Policies and Guidelines

Archival – Guidelines

Continuing past practice, minutes of Board meetings, copies of the newsletter and membership directories are kept from each year at the local history room of Adriance Library. If received, honors, awards and publicity are also archived. Documents are uploaded to the cloud by the historian and other Board members.

Audit/Financial Review

The Board should annually appoint a Financial Review committee to review the treasurer's records and recommend areas for improvement. Review should include documentation supporting deposits/payments, overall financial records and reports, with special attention to the restricted funds (Initiatives). The committee should complete their review and report to the Board within 3 months of the end of the fiscal year (September 30).

Financial – Policies

1. An annual budget must be prepared by the Treasurer for approval by the Board. Board members and committee Chairs must provide input to this budget prior to April 1. The proposed budget must be disseminated through the branch newsletter to the membership 20 days prior to the Annual Meeting. The budget must again be shared with the membership by the Treasurer at the Annual Meeting.
2. The Treasurer must prepare a monthly report for the Board, except in July and August. The report should include areas of concern. In case of concern, Board members responsible for expenditures should review their areas of responsibility with the Treasurer.
3. All Board members and initiative leaders must keep an accurate record of expenses incurred as well as an estimated cost of in-kind donations. Reimbursement Requests for funds identified in the budget must be submitted with support receipts to the Treasurer for reimbursement within 60 days and must be received by June 15 as the fiscal year ends on June 30. Reimbursement Requests for funds not covered by the budget must be approved by the committee/board member/initiative chair and then referred to the Board for approval prior to submission to the

treasurer for reimbursement. Expenses not identified in the original budget or over spending of budgeted funds must be approved by the Board prior to the expenditure. No expenses outside the budget that have not received prior approval will be reimbursed.

4. Items included in budgeted expenses such as postage, copy and printing supplies, phone calls, duplicating, and special resources will be covered by the budgeted amounts.
5. When paid events are held, a list containing the name of each participant, date check arrived, check number, and amount must be maintained. This list should be submitted to the Treasurer each time checks are given to her. EXCEPTION: If there is a chance that the event could be cancelled, the checks should be held until it is known that the event will definitely take place and then given to the Treasurer. If the event is cancelled, the checks may be shredded or returned to the members.
6. All branch checks must be signed by the Treasurer and in her absence, the President.
7. As a 501(c) 3 we can donate money to another organization provided that organization furthers our mission and the donation follows State and National AAUW guidelines and IRS regulations. Board approval is needed for such donations. The requesting organization should provide a written statement indicating how our donation furthers our mission.
8. Honorariums: An honorarium may be given to speakers at program if the speaker is not prohibited from receiving an honorarium as a public employee. The maximum honorarium is \$50. If a speaker requests more, it becomes a speaker's fee and is approved by the program Vice President(s) as part of their budget. Program Vice Presidents should provide the Treasurer with a voucher request for the honorarium prior to the meeting. Donations to other charities in lieu of honorariums can only be done in compliance with Not-for-Profit and AAUW regulations and with the president's approval.
9. Mileage: Travel will be reimbursed per mile consistent with the AAUW NYS mileage rate. Travel must be approved by the President. Travel will only be reimbursed when formally representing the Poughkeepsie Branch outside Dutchess County as a requested speaker or program mentor, excluding Conventions/Conferences.

Financial – Guidelines

1. Poughkeepsie Branch of the AAUW is exempt from New York State sales tax.
2. When making a purchase, the tax exempt certificate available from the treasurer must be presented.
3. When reserving a venue for a monthly meeting or special project, contact the Treasurer so that payment for the space can be made. If the reservation is changed or cancelled, the Treasurer must be notified. Rental fees for branch events or for an initiative or interest group can be covered only if funds have been budgeted for this purpose at the beginning of the year. A group may pay for a room from personal funds, but the Treasurer should still be notified. Every effort should be made to partner with organizations with accommodations in order to cut down on the cost of venues.
4. Individual members may make a donation to branch or national projects such as Dutchess Community College Scholarships, Irene Keyes Memorial Fund, local projects, or unspecified to the branch itself. Donations may also be made in honor of or in memory of a person. These should be made out to Poughkeepsie Branch of the AAUW, Inc., and sent to the Treasurer. Donations can be submitted to the Treasurer or directly to the AAUW Development Office, 1310 L St. NW, Suite 1000, Washington, DC 20005, specifying that these be credited to Poughkeepsie Branch.
5. The Treasurer should obtain the President's approval for reimbursement of treasury expenses.

6. Liability insurance is in effect in case of an accident at a monthly meeting or special event. When arranging a special event, check with the venue to determine if a special insurance certificate is needed.
7. The Directors' and Officers' Insurance provides financial protection for Board members if they are sued in conjunction with the performance of their duties.
8. Poughkeepsie Branch AAUW has a debit card for use for large purchases. IRS regulations are clear that if a tax exempt certificate is being used, payment has to be made directly by the organization (Poughkeepsie Branch AAUW) so members should not use their own credit card and expect to be reimbursed. When making a large purchase and using the tax exempt certificate, please contact the treasurer who will provide the necessary information to process the payment. The voucher form allows you to indicate if the payment was made via debit card and should be sent to the treasurer as soon as the payment is made. The treasurer will verify the payment in the checking account.
9. Contracts: All contracts which commit branch money or use of branch name must be approved by both the chair of the event/activity and the president. When possible, both must co-sign the document. If not possible, there must be written proof of consent by both.
10. All requests for program funding must be submitted to the President using the Request for Funding Form and approved by the Board.
11. Non-members will pay at least full price for attending any AAUW event and may incur a non-member additional cost as indicated on the particular event notice. AAUW members will receive priority when attending an event where space is limited.
12. All initiatives must present their written requests for funding for the following fiscal year by May 15 so that all funding requests can be considered at once. A committee, chaired by the treasurer, and comprised of the President, Development Vice President, and Community Service Initiative liaison, will review these funding requests and present a recommendation for Board approval at the June Board meeting.

General – Policy

Members must respect copyrighted materials. If they want to incorporate such materials into AAUW activities, they must strictly follow the protocol for the use of these materials.

Governance – Policies

1. All Board members are expected to sign a “conflict of interest” agreement.
2. Board members are responsible for the stewardship of branch’s non-profit status.
3. The new slate of officers must be voted upon by the Board and then shared with the membership through written communication a minimum of 21 days prior to the Annual Meeting (see branch bylaws).
4. Two business meetings (one of which is the Annual Meeting) must be held for the benefit of the membership during each fiscal year (see branch bylaws).
5. The Board meets a minimum of 7 times a year; additional meetings may be called by the President at any time or at the request of five members of the Board. Meetings may be held in person or electronically.

Meeting Scheduling – Guidelines

Members responsible for convening meetings, events, and activities are encouraged to check the online calendar to avoid scheduling conflicts, wherever possible.

Membership – Policies

1. Member information cited in the Membership Directory is restricted to AAUW use.

Newsletter – Policies

1. Members must send in their articles by the 10th of every month. Content received after the deadline cannot be published until the following month. Members are also advised to proofread their work before submitting it. On occasion, if necessary, this deadline may be changed with appropriate notification.
2. Members are not allowed to use the newsletter for profit or political gain.
3. The newsletter publishes information from other organizations only if members of AAUW are involved and only if an article offers information or services that are not just for the purpose of fundraising. Please see Media Outlet Announcements - Guidelines for more information.

Media Outlet Announcements - Guidelines

1. Announcements in *The Branch* about non-branch activities
 - a. Only a member may request the announcement, and the member herself must play a prominent role in whatever is being announced.
 - b. The announcement should promote only a not-for-profit, non-partisan, non-sectarian organization. The name of this organization should be clearly stated in the announcement.
 - c. The member herself cannot receive any financial gain from the activity being announced.
 - d. Announcements pertaining to purchases, outright donations, and/or sponsored by commercial entities will not be considered.
 - e. The promoted activity or organization must be in line with AAUW's mission or any of its policies or platforms. Also, the promoted activity should avoid conflicting with one of the branch's own activities.
 - f. If there is a fee/donation for the activity being announced, it must be stated as such.
 - g. So as to avoid making the newsletter too long or costly, AAUW's own announcements and articles will come first. As space dictates, outside announcements will be published on a first-come, first-served basis.
 - h. Outside announcements will be identified as "submitted by member" so as not to confuse them with announcements about AAUW activities.
 - i. All decisions about publication of such announcements will be at the sole discretion of the President and *The Branch* Editor.
2. Emails Sent to Entire Membership
 - a. In general, there will not be any individual emails sent to members about non-AAUW activities, unless they are about a very special activity or award involving a member, again at the sole discretion of the President, Communications Vice President, or the members designated to send emails.
 - b. Emails should only be sent once in a day and no more than 3 in a week.
3. Website
 - a. All information on the website should be in support of the activities of National or State AAUW, the Poughkeepsie AAUW Board, Initiatives, Board Committees, Interest Groups or special projects of the organization

- b. Short term information shall be referenced in the links in the Main Sidebar which might refer to webpages or other sites. This information should be removed as soon as its relevance has passed.
 - c. Long term information will be on the individual pages of the website.
 - d. All decisions about publication of information on the website will be at the sole discretion of the President, the Communications Vice President, or the website editors.
 - e. The website will be checked for relevance and accuracy on a regular basis and thoroughly checked on an annual basis.
 - f. As stipulated in Appendix B of the Working Rules, members who are elected/appointed to certain positions are responsible for keeping the information on their page(s) up-to-date, and will be asked to participate in the annual review process, led by the Website Editors.
 - g. Requests to post information pertaining to purchases, outright donations, and/or sponsored by commercial entities will not be considered.
4. Facebook
- a. The Branch Facebook page will include current information and photographs about activities and issues important to the membership. Information found on the website may also be posted on the branch Facebook page.

Privacy - Guidelines

1. It is of the utmost importance that membership data, especially the data in the membership directory, not be shared externally.
2. The posting of member phone numbers and email addresses should be avoided when possible.
3. A release form must be obtained before taking photos of minors. This ensures that permission has been granted to use the pictures in materials (print and online) that pertain to branch activities.

Programming (Program Meeting, Events, Initiative, Interest Groups, etc) – Policies

1. All programs, community service initiatives, events, and new interest groups must be approved by the Board.
2. All programming must adhere to branch financial policies.

Security for Branch Operational Technologies - Guidelines

1. System updates will be installed on a regular basis.
2. Privacy and security settings and controls will be monitored.
3. Passwords, as well as important information (licensing, registration, renewal dates, etc.) related to the software/platforms the branch uses, should be stored in a centralized, secure environment, ideally one that is stored in the cloud so that it can be remotely and, if so desired, accessed by more than one administrator.
4. Passwords should be changed regularly.
5. Passwords should be strong.
6. Passwords should be shared verbally or in written format given directly to recipient, not via email, text or other electronic formats.
7. Secure protocols should be in place for handling sensitive financial information, including donor information.

Thank you Notes - Guidelines:

1. The president shall write thank you notes to all chairs of events/special projects as appropriate.
2. The Assistant Secretary shall write all condolences, get well notes, etc. on AAUW stationery (electronic form may be obtained from the Secretary/Bylaws. Any information on such should be forwarded to her.
3. Each individual Board/Off-Board member or Event Chair shall write thank you notes, using AAUW stationery when appropriate, as needed.
4. DONATIONS: The Secretary shall assure that thank you notes are written for any unrestricted donations received through the membership application or other appeals. Any information on such should be forwarded to her. The "Acknowledgement of Donation" form in the Appendices should be used along with the note.
5. Thank you notes for restricted donations, as for a specific fund or a scholarship, shall be done by the associated AAUW Board member. Any information on such should be forwarded to her. The "Acknowledgement of Donation" form in the Appendices should be used along with the note.
6. Please note that by law, confirmation of donations over \$200 must be done via USPS mail, not email, and should be on AAUW stationery. Other thank you notes not involving donations, can be done via email, using on-line cards, personal stationery, and so forth.

Zoom – Policies

1. Overview – Poughkeepsie Branch AAUW Zoom Meeting account is for use by the Board, committees, interest groups and initiatives. The account is for AAUW purposes only and is not for personal use. The account has a maximum of 100 attendees and no time limit on the length of the meeting. Please note that Zoom also has a webinar product. The branch does not have a Zoom Webinar account.
2. Requesting Password
 - Download the Zoom Access Request form from Mission, Policy & Procedures page of the website. (Appendix C)
 - Sign and return to Secretary.
 - For security purposes, the password will not be shared in writing.
 - Users of the account agree to educate themselves on how to use the account for their needs. Links to basic operating functions are included in these guidelines. Zoom provides extensive training material online as well.
3. Scheduling Meetings
 - Logon to zoom.us
 - Sign in with email address event.aauw.poughkeepsie@gmail.com and password.
 - Go to *Meetings* to review existing meetings that are scheduled.
 - Verify on the Zoom calendar and the website calendar that there is no other meeting scheduled at the time you are trying to schedule the meeting.
 - Indicate in the name of the meeting the interest group, initiative, or committee scheduling the meeting.
 - All meetings are set up with a default to have both a password and a waiting room. The option for a waiting room can be modified, but for security purposes, all meetings must have a password.
 - Other options for setting up meetings include requiring registration, muting participants upon entry and pre-assigning breakout rooms. Please research these options to see if they are appropriate for your needs. Links to documentation are provided below.
 - Once you click on *Schedule Meeting* an Invite Link will be provided. Click the *Copy Invitation* link. A default, generic invitation will appear. Click *Copy Meeting Invitation* and then paste

the information into the email you will be using to advertise the meeting. Note that the password is included in the invitation generated by Zoom and there is no need for the attendee to enter it separately if they are joining via the link.

- Notify the Assistant newsletter editor that you scheduled your meeting with the date and time and if it is a recurring meeting so that she can add it to the branch calendar.
- Since there are multiple users of the account be sure to check all settings for your meeting.
- More information about how to scheduling meetings is available at the following links:
 - <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->
 - <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>
 - <https://support.zoom.us/hc/en-us/articles/211579443-Setting-up-registration-for-a-meeting>

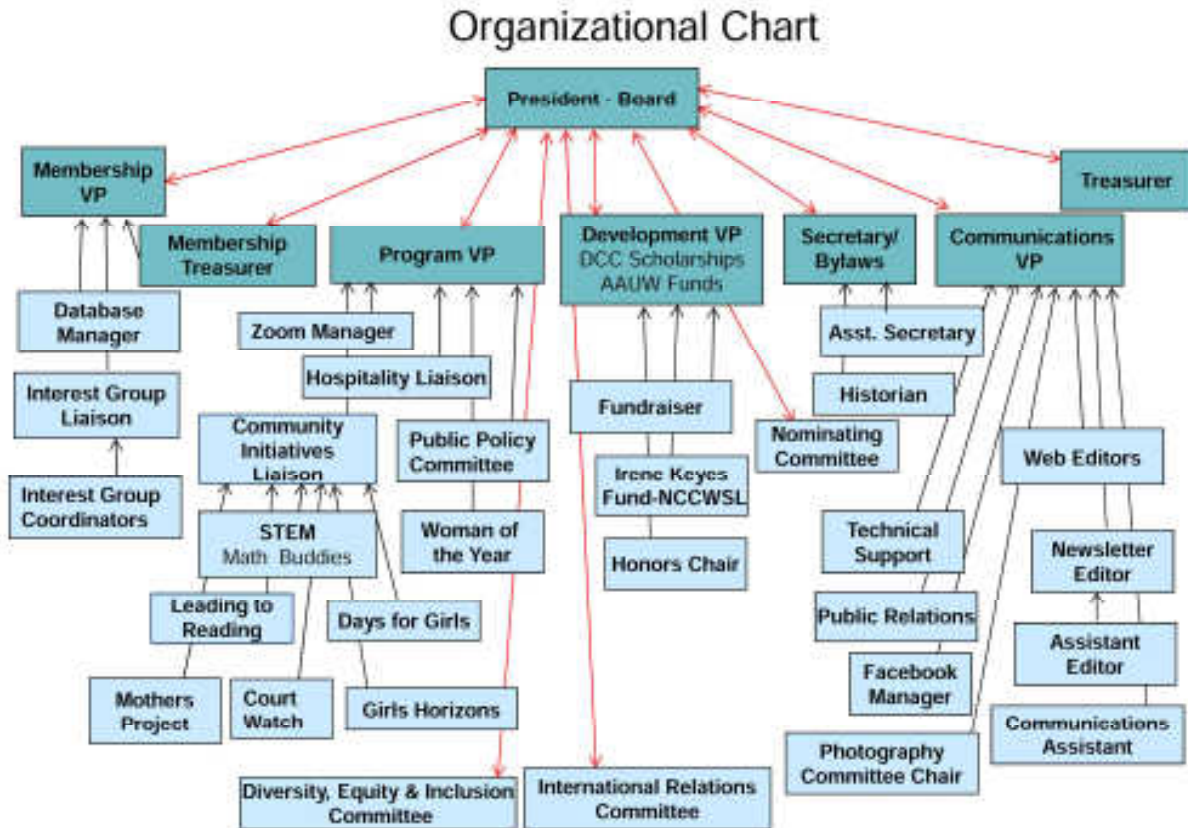
4. Running Meetings

- Before you begin, uncheck the box that says “stay signed in” right under the blue Sign In box.
- To launch your meeting, sign in to the account using the same email address and password used to schedule the meeting.
- Meetings scheduled on the AAUW Zoom account will show AAUW Leader as the leader.
- Go over the basic rules with participants – whether they are muted by the leader or you ask them to mute themselves, using the chat box to reach the leader, muting themselves if there is noise in their room such as a phone ringing or dog barking.
- Be sure to check the chat box during the meeting in case someone is having trouble or they were not assigned to a room.
- More information about how to log in and participate in meetings is available at the following links:
 - <http://www.aauwpoughkeepsie.org/uploads/PDFs/2020/How to Enter a Zoom Meeting.pdf>
 - <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting>
 - <https://support.zoom.us/hc/en-us/articles/115005759423>
 - <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

5. Meeting Etiquette

- Please respect the protocols established by leader of the meeting.
- Mute yourself when you are not speaking, particularly if there is noise in the room you are using.
- To speak, hold the spacebar down. Releasing it will once again put you on mute.
- Do not carry on side conversations when someone is speaking.
- Create your camera and audio settings before joining the meeting. It can be distracting to others if you are moving your camera or reaching up to change your audio settings.
- Center yourself in the middle of the screen and position your screen so that your camera is at eye level and other participants have a portrait view of you.
- Consider using headphones or earbuds if you cannot control background noise as well as to help other participants hear you more clearly.
- Position yourself so that most of the light is coming from in front of you. If there is a lot of light behind you, your face will appear to be shadowed to other participants.
- Other etiquette tips are available at the following link:
 - <https://www.gend.co/blog/best-practice-tips-for-using-zoom>

Appendix A - Organizational Chart



Appendix B – Job Descriptions

All officers, appointed Board, and off-Board members are requested to keep detailed information on the activities of their position and pass this on to the person who follows them in that position. Preserving of documents should follow the archival guidelines of the branch. All Board members are expected to attend Board meetings. The descriptions below are intended only as an outline of the duties of each of these offices and positions.

Job Descriptions –Elected Positions

Bylaws ARTICLE VI Section 1D:

“Officers and appointees shall serve for a term of two years or until their successors have been elected or appointed and assume office. The exception is the immediate past president who is elected for a one year term. The term of each officer shall begin on July 1.”

President

The President is expected to lead the organization.

Overall responsibilities:

- Represent the Poughkeepsie AAUW and serve as spokesperson on issues that promote the organizational mission
- Stay informed about National, State and branch programs and activities
- Stay informed about member issues
- Participate in a strategic planning process to develop goals that will help the organization and the community
- Support officers and other Board members by staying in touch and problem-solving to facilitate the achievement of goals
- Conduct Board meetings and meetings indicated in the bylaws including the Annual Meeting
- Create an agenda for all Board meetings and the Annual Meeting (The other business meetings during the year will not require an agenda.)
- Build consensus around policy development
- Submit message for each newsletter
- Attend as many AAUW events as possible
- Appoint, with the approval of the Board, all appointed Board members, community initiative Chairs and committee Chairs, serve *ex-officio* on all committees except for Nominating Committee
- Plan an AAUW Board orientation.
- Prepare Annual Report in June
- Ensure that thank you notes and notes of condolences are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C).
- Ensure the coordination of the two business meetings.
- Ensure that the Financial Audit called for in section XIV is performed.

The President’s responsibilities towards AAUW–NYS and National:

- Coordinate annual applications for AAUW–NYS awards

- Submit the names of the incoming and continuing branch officers and committee chairs to the President of the AAUW-NYS and to National by June 30 using online forms
- Ensure the bylaws of the branch are updated to conform to the bylaws of the State and National after each National and State Convention, by December 1 following convention
- Respond to all State requests regarding the AAUW--NYS Convention and other state events

Program Vice President(s)

The Program Vice Presidents are the first Vice Presidents and are responsible for programs presented at monthly program meetings. Special programs presented during the year such as Open House, Woman of the Year, and fundraising events have their own committees, so the Program Vice Presidents are therefore only responsible for ensuring the planning and presenting of the remaining annual programs

Overall Responsibilities:

- Create and chair the standing committee of programming
- Help members understand the connection between programming and membership recruitment and retention
- Solicit program ideas from the membership
- Be a spokesperson for monthly programs and their relationship to women's issues
- Plan and implement programs in accordance with an established timeline with the help of Board members and volunteers (The President and Board members are expected to help the VPs identify and secure affordable program venues, set up for programs, and clean up afterward.)
- Coordinate refreshments for Program meetings with the designated member as needed.
- Provide information to the Public Relations Chair and the Communications Vice President
- Submit program description and other relevant information for publication in the monthly newsletter and to Facebook Manager
- Assist in appointment of Initiative Chairs and Woman of the Year Chair
- Assist the President in planning and convening the Annual Meeting including assisting in securing a speaker or other program
- Conduct Board and membership meetings in the absence of the president
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the *"Acknowledgment of Donation Form"* is included (Appendix C).
- Ensure the coordination of the 2 business meetings

Membership Vice President(s)

The Membership Vice Presidents are also the second Vice Presidents and are responsible for recruiting and sustaining a diverse and engaged membership.

Overall responsibilities:

- Create and chair the standing committee of membership to plan and implement strategies for identifying, recruiting, and retaining members
- Work with other Board members to promote membership at branch and community activities, when appropriate

- Manage membership recruitment, which includes identifying and contacting eligible members, receiving applications, coordinating member profiles, maintaining referral records, and analyzing data on branch membership renewals, recruitment rates, and reasons for nonrenewal
- Coordinate with database manager to update and make sure the database reflects the goals and operational needs of the branch
- Manage membership retention by maintaining member contact on a year-round basis and encouraging member participation in programs and activities
- Ensure that name tags are available for attendees to complete at each monthly program.
- Ensure that membership material is available at all monthly meetings and events
- Oversee production of the Membership Directory
- Organize Open House and New Member Orientation
- Oversee refreshments for the New Member Orientation
- Assist in appointment of interest group coordinators
- Work with the Treasurer and Membership Treasurer to ensure proper collection and processing of applications, receiving of membership dues, and forwarding the appropriate portion of the dues to State and National in a timely fashion
- Identify and solve any problems that might occur in the updating and maintenance of the national membership database in coordination with the Membership Treasurer
- Adhere to all State membership policies and report on membership information at designated times and upon request
- Adhere to all National membership policies and work with the Membership Treasurer to compile and submit membership reports to National as requested
- Conduct Board and membership meetings in the absence of the President and the Program Vice Presidents
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C).

Resources for the Membership Vice Presidents and the membership committee are available at www.aauw.org.

Development Vice President

The Development Vice President is the third Vice President and is responsible for overseeing the funding to maintain branch focus on the AAUW mission. This focus will include overall coordination of contributions and donations to support the local Branch mission and initiatives, and to support the broader AAUW National giving programs.

Overall Responsibilities:

- Chair a committee composed of anyone involved in, or interested in, the fund raising activities of the branch and the purposes of these donated funds. Specifically, this committee is asked to:
 - Evaluate all current fund raising activities to determine if they meet the needs for funding the initiatives, scholarships and other needs of the branch (see list of fund raising related activities below)Propose new fund raising activities when needed. If an existing fund raising project requires new leadership, offer suggestions to the president for this position

- Promote an understanding by branch members on the use of the funds, both locally and nationally, by overseeing the submission of periodic newsletter articles and/or brief talks at a membership meeting
- Keep a calendar of all fund raising activities to avoid excessive requests for donations at the same time from our members
- Assist any fund raising group where possible
- Assist in appointment of chairs of funding events
- Keep aware of the National AAUW Funds and our branch's contributions to these
- Assist in grant writing if possible
- Attend the annual funds allocation meeting, chaired by the Treasurer, to determine how funds raised are to be allocated to the various initiatives and scholarships.
- Advise the Treasurer to remit to DCC Foundation for one scholarship in March/April (currently \$600) and ensure two annual scholarships are presented
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the "*Acknowledgment of Donation Form*" is included (Appendix C).

Communications Vice President

The Vice President for Communications is the fourth vice president and is responsible for keeping the membership informed of all of the branch's upcoming activities and programs.

Overall responsibilities:

- Stay abreast of upcoming branch activities and programs
- Ensure external communications through the Newsletter Editor, Website Editors, Facebook Manager and Public Relations chair
- Work with Assistant Editor, Communications Assistant, Photography Chair, and Technical Support to carry out the objectives of the branch
- Ensure that email announcements are sent to membership on an as-needed basis
- Ensure the update of the website including those sections that fall under position responsibilities
- Ensure posting of the Board minutes and archive the monthly newsletter (this is done by newsletter editor)
- Ensure there is a back-up for newsletter editor in her absence or as needed
- Prepare annual report and give to the president in June
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the "*Acknowledgment of Donation Form*" is included (Appendix C).

Treasurer

The Treasurer is responsible for the management of branch finances.

Overall responsibilities:

- Produce financial statements for the Board
- Alert the Board to any financial difficulties
- Ensure the deposit of all incoming payments in bank and pay bills
- Reimburse members in accordance with financial guidelines

- Keep the books, using appropriate software (currently, QuickBooks), as needed
- Prepare summaries of income and expenses for special events
- Prepare annual budget, with the assistance of President and others, and present to Board in April for approval and publication in *The Branch*
- Present annual budget to membership at Annual Meeting
- Purchase liability insurance, directors and officers insurance, and arrange for special event insurance; contact the insurance broker for liability forms when needed
- Manage funds for optimal return
- Send contributions for AAUW Funds donation
- Consult with Honors Chair on number of awardees and ensure that proper funds are sent.
- Prepare the federal form 990N, and the State CHAR 500 form annually
- Update forms (such as reimbursement) and distribute forms to members
- Send scholarship contribution to Dutchess Community College annually
- Chair a committee to which all initiatives must present their written requests for funding for the following fiscal year by May 15 so that all funding requests can be considered at once. This committee will review these funding requests and present a recommendation for Board approval at the June Board meeting
- Assure the financial review is done annually as per Article XIV: Audit/Financial Review
- Prepare annual fiscal report and give to the president at the end of the fiscal year
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the *“Acknowledgment of Donation Form”* is included (Appendix C).

Membership Treasurer

The Membership Treasurer is responsible for processing membership dues and monitoring the AAUW National Database for accuracy.

Overall responsibilities:

- Prepare a Membership Payment Program (MPP) submission, as needed during the year, for dues collected and use the branch debit card for the necessary payment
- Communicate any email address changes to those responsible for sending branch email announcements.
- Send all documentation (applications, renewal forms and member profiles) to the local Database Manager along with a list of Directory updates received during the year
- Maintain a Membership Treasurer Database in which to record information about membership dues received (date received, check number, date deposited). Report such information to the Branch Treasurer
- Determine use of free memberships (through submission of Guest Referral List forms) and Shape the Future (STF) submissions (after renewal memberships). Also, monitor student membership (ESAF), in- and out- of state members (DUAL), “Give-a-Grad-a-Gift” program, and member eligibility for designations based on years of service. Submit necessary forms as required
- Work closely with the Membership VP on all activities involving the collection of dues, including the Open House for new or prospective members in September and the annual dues renewal period beginning in April
- Monitor the National Database to ensure that updates have been correctly entered. Notify both National and the local Database Manager of any changes to member information (change of address or other contact data, death)

- Present membership report at branch Board meetings, as needed
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Secretary/Bylaws

The Secretary/Bylaws is the custodian of the organization’s records (minutes, bylaws and Working Rules) and is responsible for updating documents as necessary and ensuring that all documents are safely stored and readily accessible.

Overall Responsibilities:

- Receive Board meeting agenda from President and send to Board members along with directions to meeting place; ask Board members to RSVP
- Take minutes and send to Board
- Send approved set of minutes to Communications Vice President or the person responsible for website update to post on website
- Save each month’s minutes in the AAUW minutes notebook
- Keep updated the AAUW Legal notebook which contains pertinent information and the official seal of the organization
- Take minutes at Annual Meeting and any other membership business meeting
- Arrange for update of bylaws and Working Rules as needed
- Coordinate with Historian to preserve and archive records
- Ensure all Board members sign annually a conflict of interest form to be kept on file
- Ensure all Board member requesting Database Access sign the appropriate form (Appendix C) and keep such forms on file
- Keep on file for the designated length of time any Photo Release Forms for Minors.
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Job Descriptions–Appointed Positions

Appointed by the President and the Board, all positions are two-year terms that may be renewed for an additional two years or longer with the approval of the Board. The exception is for the immediate past president who is elected for one year. Bylaws Article IX Section 1 states: “The immediate past president may serve on the Board as an advisor for one year at completion of her term of office.”

Community Service Initiative Liaison

The Community Service Initiative Liaison serves as liaison between the Board and the Community Initiative Chairs.

Overall responsibilities:

- Provide a focus on Community Initiative programs for the branch

- Arrange for periodic reports of community initiative/project Chairs on the Board meeting agendas as necessary and report on their behalf when they are unable
- Write periodic articles for the newsletter or encourage the community/project Chairs to do so
- Ensure that information on community outreach is on the website
- Provide information for new members on community projects
- Contact chairs of all community projects and provide support as needed
- Serve as the liaison to the Board
- Ensure that information on projects is available to branch members and potential members
- Serve as part of the program/membership team: provide information on community initiatives to help recruit and engage members, such as provide welcoming committee and refreshments for open house.
- Inform chairs of new members that are interested in joining their group and ensure that new members are invited to participate.
- Inform chairs of members who did not renew their membership.
- Support the AAUW mission by incorporating community outreach as part of the branch programming
- Serve as a member of the committee, chaired by the treasurer, that reviews the funding requests from the individual initiatives and presents a recommendation for Board approval at the June Board meeting
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes and notes of condolences are sent when appropriate. When acknowledging a donation, assure the *“Acknowledgment of Donation Form”* is included (Appendix C)

Diversity, Equity and Inclusion Chair

The Diversity Equity and Inclusion Chair is responsible for promoting and expanding diversity and social justice initiatives in all aspects of AAUW, and helping AAUW further its diversity goals in the branch.

Overall responsibilities

- Recruit a committee to help plan and implement diversity and social justice initiatives
- With the committee, evaluate previous branch diversity and social justice efforts
- Lead an assessment of branch's and community's demographic diversity
- Develop a diversity equity and inclusion action plan with specific and measurable goals
- Ensure that diversity and social justice priorities are included in branch annual plan
- Ensure that the diversity equity and inclusion statement is planted in all branch materials
- Work with other branch officers and committees to integrate diversity equity and inclusion goals with other branch priorities
- Work with the branch Board to help cultivate a diverse group of leaders
- Work with other branch officers and committees to identify and address diversity training needs and resources
- Seek opportunities to promote AAUW membership and programs to underrepresented groups and make connections with a broad range of potential coalition partners
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are written when appropriate. When acknowledging a donation, assure the *“Acknowledgment of Donation Form”* is included (Appendix C)

Historian

The Historian is responsible for archiving and maintaining branch materials in both hard copy form at the local history room of Adriance Library and in digital form

Overall Responsibilities

- Develop guidelines (with a committee if needed) for items to be archived at Adriance Memorial Library and on Amazon cloud.
- On an annual basis, review what is to be archived.
- Be responsible for seeing that the following materials are preserved: minutes, event final reports, membership directories, membership booklets, memorable materials, correspondence that may have historical import, newsletters, bylaws, legal documents, information on grants applied for and received, financial statements, audit reports and photos with persons, date and event identified. Ask all board members for any other important materials.
- Prepare annual report and give to president in June. A copy should be preserved with other annual reports.
- Arrange for updates of the website that fall under position responsibilities.
- Ensure that thank you notes are written when appropriate. When acknowledging a donation, assure the “Acknowledgment of Donation Form” is included (Appendix C)

Honors and Awards Chair

The Honors and Awards Chair is responsible for selecting recipients for honors and awards presented by the branch.

Overall responsibilities:

- Form committees for identifying recipients of any awards
- Present to the Board for approval all selections made by the subcommittees
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are written when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Interest Group Liaison

The Interest Group Liaison is responsible for overseeing the Interest Groups and serves as liaison between them and the Board. Interest Group meeting times are posted on the online calendar at <https://poughkeepsie-ny.aauw.net>

Overall responsibilities:

- Represent the Interest Groups at Board meetings
- Maintain contact with Interest Group chairs and provide problem-solving assistance when appropriate
- Ensure that Interest Group Coordinators receive information on branch activities and upcoming events and encourage their attendance
- Coordinate assistance from Interest Group participants for branch activities and events

- Inform coordinators of new members that are interested in joining their group and ensure that new members are invited to participate
- Update coordinators on members that did not renew and ensure they are removed from their contact list.
- Ensure the Interest Group Coordinators provide refreshments and serve as welcoming committee for the annual Open House in September
- Assist with the formation of new groups
- Provide description of new groups to Board for its approval
- Prepare annual report and give to the president in June
- Ensure that thank you notes are written when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Immediate Past President

The Immediate Past President serves on the Board for one year following the election of a new president.

International Relations Chair

The International Chair is responsible for seeking opportunities to increase awareness of issues affecting women and girls worldwide and help to AAUW further its international goals in the branch.

Overall responsibilities

- Establish a committee as needed
- Promote the Education, Advocacy and Philanthropy of women and girls globally in keeping with the AAUW mission including support of at least one International Fund annually, e.g., the Malala Fund
- Establish programs for members and the community that address international concerns of women and girls and keep the board informed of the progress of the project/event.
- Communicate with the Community Initiatives Liaison about International initiatives projects and events
- Work with other Community Initiative Chairs as appropriate to promote awareness events, for example, International Domestic Violence Day, the International Day of Peace, and International Literacy Day
- Make connections with other organizations that are concerned with international issues as potential coalition partners
- Write an occasional article for The Branch on issues of international concern
- Work with Treasurer if funds are collected or expenses incurred
- File the required form with the Treasurer to obtain funds from Poughkeepsie AAUW for any projects
- Prepare annual report and give to the president in June. A copy should be preserved in the files.
- Arrange for updates of the website that fall under position responsibility
- Work with Publicity Chair, Communications Vice President, and Newsletter Editor for internal and external publicity as needed
- Ensure that thank you notes are written when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Newsletter Editor

The Newsletter Editor is responsible for publishing the newsletter ten times a year.

Overall responsibilities:

- Receive content from members by the 10th of every month (Information for inclusion in the newsletter is provided by the Assistant Editor as well as Board members.)
- Create newsletter, maintaining responsibility for its formatting and production
- Follow the guidelines for announcements in newsletter about non-branch activities
- Publish online and mail hard copies, with help of Assistant Editor, to those without access to the internet
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Nominating Committee Chair

The Nominating Committee Chair is responsible for assembling a slate of officers for election.

Overall responsibilities:

- Refer to bylaws to identify outgoing Board members
- Solicit recommendations for elected officers at Board meetings, program meetings, and through the newsletter
- Select a committee in accordance with the Bylaws, Article V, Section 1. Assure the Committee is in place for election at the fall membership meeting
- Prepare the slate of officers assuring all nominees for office have given their consent to serve.
- Publish slate in newsletter twenty-one days before the Annual Meeting
- Assist President in swearing in new officers at Annual meeting
- Assist President, whenever necessary, to identify prospective appointed Board members
- Ensure confidentiality of proceedings of the Nominating Committee
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are written when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Public Policy Chair

The role of advocacy is central to the AAUW mission of promoting equity and education for all women and girls. The Public Policy Chair is responsible for disseminating information about issues, advocacy actions, and legislative deadlines to the membership and the larger community.

Overall responsibilities:

- Establish a committee as needed
- Become familiar with issues that impact women, specifically AAUW advocacy priorities
- Contribute to the newsletter to keep members updated on advocacy efforts
- Communicate actionable information from National to the membership in a timely manner
- Encourage members to use the Two-Minute Activist to communicate with elected officials

- Ensure that public policy priorities are included in the Branch strategic plan
- Work with other Board members and volunteers to integrate public policy with other branch priorities
- Join community coalitions to work on AAUW public policy priorities
- Maintain regular contact with the State public policy chair and report on efforts; share successful advocacy strategies with the State public policy chair and other branches
- Provide programs to members and work with local groups to provide education to the community
- Prepare annual report and give to the president in June.
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Public Relations Chair

The Public Relations Chair is responsible for promoting branch programs and events in the community.

Overall responsibilities:

- Become familiar with branch programs, initiatives, and events in order to write about them
- Compile a list of community media contacts and maintain contact with them
- Work with Board members to write press releases about upcoming events; create visual references; send to media and follow up
- Cultivate relationships with local organizations for the purpose of sharing information and collaboration
- Write articles for the newsletter
- Write articles for local print and online media
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Job Descriptions—Appointed Off-Board Positions

Off Board appointed positions may be created by the board as needed.

Assistant Newsletter Editor

The Assistant Newsletter Editor will assist the Newsletter Editor with publication and distribution of the newsletter.

Overall responsibilities:

- Work closely with the Editor
- May be responsible for producing the newsletter in the absence of the Editor
- Gather information from the interest groups regarding upcoming monthly activities by the 10th of each month that the newsletter is produced (September–June)
- Pick up printed newsletters from the printer in Poughkeepsie and mail to those without access to the Internet and to the Historian

- Collect information from those interest groups that schedule activities on a yearly basis and send it to the website editor for posting on website
- In May assemble Information from interest groups regarding any plans for July and August
- Update the online calendar as activities are scheduled

Assistant Secretary

The Assistant Secretary will assist the Secretary/Bylaws in sending cards to the membership.

Overall responsibilities:

- Monitor the board email inbox and disseminate emails appropriately
- Send out thank you notes for donations made to our branch in honor or memory of our members
- Send condolence cards on behalf of the Board
- Send cards expressing care and concern when needed
- Take minutes at Board meetings in the absence of the Secretary/Bylaws

Communications Assistant

The Communications Assistant supports emailing and website editing.

Overall responsibilities:

- Sends emails to the branch membership as requested
- Ensures that a backup person is available to send emails in her absence
- Assist in the review and update of the website on an annual basis and when needed during the year
- Does last minute changes to the newsletter when required in the absence of the newsletter editor

Database Manager

The Database Managers keep the local database up to date.

Overall responsibilities

- Work closely with the Membership Co-Vice Presidents, Membership Treasurer, and Newsletter Editor
- Enter information in the database on all new members, including member contact information, education, membership number, and date joined
- Update any changes in the information of all members
- Enter data compiled from the profile sheets
- Before May send a list to the Membership VP and Membership Treasurer including members in the branch with contiguous membership of 55+, 50, 45, ...20 or any anniversary requested for the annual 'length of time' awards
- Update the Branch Database to reflect 40 years in the branch by 'clicking' on the field Local Honorary (this is important since these members no longer pay local dues)
- Prepare the database for use in the publication of the membership directory

- Provide a monthly directory update by publication date (presently 10th of month) for the website and *The Branch*.
- Provide a birthday list to the Membership Committee each month
- Provide to members, as needed, information collated from the database and support documentation of data and metadata required by the branch for procedures, processes, storage and reports
- Upon receipt of a copy of the Request for Database Access Form from the Secretary, the Database Manager will grant access to the Board member to view and use the database while serving in the Board position designated on the form. Form found in Appendix C.
- At renewal time in the spring, and Open House in the fall, provide files of renewal documents, members, addresses, return addresses, President’s letter and materials as needed for printer and mailings.
- Provide support as needed for structural enhancements for digital tools for the branch.
- Ensure the designation of and work closely with the Co- Database Manager.
- Provide custodianship and upkeep of the Applications History, Profiles, and Database Manual Binders
- Provide enhancements to the database as circumstances require

Facebook Manager

In coordination with the branch Website Editors & newsletter editor, the Facebook Manager will:

- Ensure that posts align with the mission of AAUW
- Post photos of the monthly program and special events
- Add timely reminders of events coming up
- Post photos and activities that interest group leaders submit
- Post pertinent information from State and National AAUW
- Promote interest in branch Activities and Goals to potential members
- Ensure the designation of a backup Facebook Administrator

Photography Coordinator

The Photography Coordinator is responsible for memorializing branch program and events by ensuring photos are taken at these offerings

Overall Responsibilities:

- Form a committee to assign a photographer to each of the upcoming events. The photographer will then send the coordinator these photos for the purpose of cataloging and archiving using the following format:
 - Photographs uploaded to the cloud should be added to a folder under the Header folder entitled “Photos YYYY”, where YYYY designates the year that the photos were taken. Each folder under that header should be entitled with the name of the event, interest group or initiative that the photos represent.
- Distribute photos to other interested committees such as the Newsletter, Facebook and Historian
- Control who has access to the photos on the cloud by giving out the email and password only to eligible members.

- When appropriate, obtain signed “Photo Release Forms for Minors” from participants and forward the forms to the Secretary to keep on file

State and National Liaison

The State and National Liaison brings to the Board and membership any current issues, announcements or changes in AAUW policies, and brings to State and National AAUW any questions, issues or concerns from the branch.

Technical Support Coordinator

The Technical Coordinator is responsible for maintaining the audiovisual equipment for use at branch programs, events, and interest group meetings.

Overall Responsibilities

- Maintain an inventory of all technology equipment
- Arrange for the safekeeping of the technology equipment owned by the branch
- Make available this equipment at events of AAUW when requested
- Keep the equipment in good working order through regular updating of software and purchase of needed parts (bulbs and batteries)

Website Editor

The Website Editor, with the help of designated assistants, will be responsible for designing, developing and maintaining the branch website.

Job Descriptions – Chairs, Coordinators, Events

Community Service Initiative Chairs

Community Service Initiative Chairs are responsible for implementation of community-based services approved by the Board that advance the AAUW mission

Chairs of Community Service Initiatives shall:

- Assemble a committee as needed
- Keep the Board informed through the Community Initiatives Liaison or by direct report of the progress of the project/event
- Invite new members that are interested in their initiative to participate
- Remove non-renewing members from distribution list, if applicable.
- Work with Treasurer if funds are collected or expenses incurred
- Write articles for newsletter to keep membership up to date
- Regularly arrange for the update of webpage
- Assist with the annual fundraiser
- Work with Public Relations Chair, Communications Vice President, and Newsletter Editor for internal and external publicity as needed
- File the required Treasurer's form for funding for the following fiscal year by May 15 so that all funding requests can be considered at once. A committee, chaired by the treasurer, will review these funding requests and present a recommendation for Board approval at the

June Board meeting

- Arrange for updates of the website that fall under position responsibilities
- Prepare annual report and give to the president in June. A copy should be preserved in the files
- When appropriate, obtain signed "Hold Harmless" forms from participants and maintain on file
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the "Acknowledgment of Donation Form" is included (Appendix C)

Interest Group Coordinators

Interest Group Coordinators are responsible for organizing interest group activities and engaging members who express interest in participating.

Coordinators of Interest Groups shall:

- With the cooperation of members of her group, plan the program for the year
- Arrange for a meeting venue
- Give meeting notices to the Editor or Assistant Editor of the newsletter by the 10th of the month preceding the meetings
- Invite new members that show interest in their group to participate
- Ensure that members who did not rejoin are removed from their contact list
- Give a list of her group's membership to the Interest Group Liaison by December
- Ensure that all members of the group are members of AAUW
- Explain to the group that guests considering joining AAUW are welcome to attend two interest group meetings before doing so
- Help prospective members become part of AAUW
- At general program meetings, make a personal effort to meet members, new and continuing, and help them feel comfortable at the meeting and with AAUW as an organization
- Review current branch activities at interest group meetings
- Urge members to attend and participate in general activities of the whole branch
- Express concerns of her group to the Board through the Interest Group Liaison- or by attending Board meetings in person
- Ensure that individual member requests for assistance from another Interest Group be facilitated through the Interest Group Liaison.
- Plan a display and participate in the annual Open House
- Be responsible as a group for Open House refreshments
- When appropriate, obtain signed "Hold Harmless" forms from participants and maintain on file
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the "Acknowledgment of Donation Form" is included (Appendix C)

Annual Events

Currently, annual events include an Open House Membership meeting (chaired by the Vice-presidents for Membership), a recognition event (Woman of the Year), an annual fundraiser and an annual dinner meeting in June. All event chairs shall submit a report to the president in June.

Membership Event

- Shall be chaired by the Membership Vice President(s)
- Shall include an overview of the organization through a distributed Membership booklet, speakers and displays

- Shall encourage via publicity and invitation the attendance of new and prospective members
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)

Recognition Event – Woman of the Year Chair(s)

- Assemble Committee
- Solicit potential honorees from the committee, branch membership, and other community sources
- Identify honoree choices, make final selection, and notify recipient
- Inform Board about choice
- Plan event, reserve venue, etc.
- Send information to Newsletter Editor for publication in the newsletter
- Send invitations
- Work with Public Relations Chair to raise event profile in the community
- Order award; arrange for honorary AAUW Membership
- Organize small get-together with committee and honoree
- Organize event registration, receive responses and checks; forward checks to Treasurer
- Hold event
- Ensure that thank you notes are sent when appropriate. When acknowledging a donation, assure the “*Acknowledgment of Donation Form*” is included (Appendix C)
- Prepare annual report and give to the president in June.
- Arrange for updates of the website that fall under position responsibilities

Annual Fundraiser Chairs

- Assemble a committee as needed
- Establish the vehicle for raising funds
- Secure a site for the event
- Contact the AAUW President/Treasurer concerning the signing of any contracts
- Organize the means for publicity-within and outside of the branch
- Ensure the organization of all parts of the events
- Arrange for registration as needed
- Work with Treasurer when funds are collected or expenses incurred
- Ensure that articles are written for the newsletter to keep membership up to date
- Regularly arrange for the update of webpage for the event
- Keep the Board informed throughout by direct report of the progress of the project/event
- Ensure that thank you notes are sent when appropriate
- Prepare annual report and give to the president in June

Annual Meeting Chair

In coordination with the president:

- Assemble a committee as needed

- Secure a site and reserve the date for the event, which has traditionally been held on the second Thursday of June
- Contact the branch President/Treasurer concerning the signing of any contracts including a listed menu and necessary AV equipment such as a podium/microphone
- Work with the President and the Program Vice President(s) on the selection of a speaker or other program
- Publish “Save the Date” notices in the newsletter
- Publish registration form and speaker’s biographical information in the newsletter
- Collect and record reservations
- Work with Treasurer when funds are collected or expenses incurred
- Arrange for signage, greeters, sign-in sheets, nametags and other items as needed on the day of the event
- Ensure the evening program schedule is produced and printed
- Ensure that thank you notes are sent when appropriate
- Prepare annual report and give to the president in June
- Arrange for updates of the website that fall under position responsibilities

Special Projects

The president may appoint a chair to coordinate a special project with the approval of the Board, at any time. Such projects may include, but are not limited to, anniversary celebrations, coordinating hospitality emails, election year efforts, partnerships with community organizations, and so forth.

Please note that the current version of this voucher with treasurer's name and address is available at <https://poughkeepsie-ny.aauw.net/About Us/Mission, Policies & Procedures>

**POUGHKEEPSIE BRANCH OF THE
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, INC.**

**Reimbursement/Payment Request Voucher
Debit Card Transaction**

Please use one form per mailing address. For Debit Card transaction you only need to fill our Payee, Date, AAUW account, Vendor, Item, and Amount

Receipts or invoice must accompany this form and be received within 60 days of purchase. Debit card information should be sent as soon as the transaction has been processed.

Return this form via email along with copies of scanned receipts to pat.luczai@gmail.com OR via mail with copies of all receipts included and taped on a letter size paper to:

Patricia Luczai, 9 Bridgewater Way, Poughkeepsie, NY 12601

Check one: Reimburse Member _____ Pay Invoice _____ Debit Card _____

Payee _____ Date _____

Address where check will be sent: _____

<u>AAUW account</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total _____

REQUESTOR'S SIGNATURE _____

AUTHORIZED SIGNATURE _____

Treasurer or President

For Treasurer's use: Paid by check# _____ Date Paid _____

Sample Hold-Harmless Form: Poughkeepsie Branch AAUW, Inc. INTEREST GROUP

Acknowledgment of Outing Member Responsibility, Express Assumption of Risk, and Release of Liability

I understand that during my participation in this **Poughkeepsie Branch AAUW, Inc.** Outing, I may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in each Outing and cannot be eliminated without destroying the unique character of the Outing. These inherent risks include, but are not limited to, the dangers of serious personal injury, property damage, and death (“Injuries and Damages”) from exposure to the hazards of travel and **Poughkeepsie Branch AAUW, Inc.** has not tried to contradict or minimize my understanding of these risks. I know that Injuries and Damages can occur by natural causes or activities of other persons, animals, trip members, trip leaders and assistants or third parties, either as a result of negligence or because of other reasons. I understand that risks of such Injuries and Damages are involved in adventure travel such as **Poughkeepsie Branch AAUW, Inc.** Outings and I appreciate that I may have to exercise extra care for my own person and for others around me in the face of such hazards. I further understand that on this Outing there may not be rescue or medical facilities or expertise necessary to deal with the Injuries and Damages to which I may be exposed.

In consideration for my acceptance as a participant on this Outing, and the services and amenities to be provided by **AAUW** in connection with the Outing, I confirm my understanding that:

- I have read any rules and conditions applicable to the Outing made available to me; I will pay any costs and fees for the Outing; and I acknowledge my participation is at the discretion of the leader.
- The Outing officially begins and ends at the location(s) designated by **Poughkeepsie Branch AAUW, Inc.** The Outing does not include carpooling, transportation, or transit to and from the Outing, and I am personally responsible for all risks associated with this travel. This does not apply to transportation provided by **Poughkeepsie Branch AAUW, Inc.** during the Outing.
 - If I decide to leave early and not to complete the Outing as planned, I assume all risks inherent in my decision to leave and waive all liability against **Poughkeepsie Branch AAUW, Inc.** arising from that decision. Likewise, if the leader has concluded the Outing, and I decide to go forward without the leader, I assume all risks inherent in my decision to go forward and waive all liability against **Poughkeepsie Branch AAUW, Inc.** arising from that decision.
- This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- To the fullest extent allowed by law, I agree to **WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY Poughkeepsie Branch AAUW, Inc.**, its officers, directors, employees, agents, and leaders from **any and all liability** on account of, or in any way resulting from Injuries and Damages, even if caused by **negligence of Poughkeepsie Branch AAUW, Inc.** its officers, directors, employees, agents, and leaders, in any way connected with this Outing. I further agree to **HOLD HARMLESS Poughkeepsie Branch AAUW, Inc.**, its officers, directors, employees, agents, and leaders from any claims, damages, injuries or losses caused by my own negligence while a participant on the outing. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns, and includes any minors accompanying me on the Outing.
- I have read this document in its entirety and I freely and voluntarily assume all risks of such Injuries and Damages and notwithstanding such risks, I agree to participate in the Outing.

Name _____

Signature _____

Address _____

Home Phone _____ Emergency _____

Poughkeepsie Branch of the AAUW, Inc.

Request for Funding

Please email completed form to the Branch President

Name of project _____

Contact Name, phone and email

Please respond specifically to the following questions. Answers to each question need not be more than 3-4 lines

- ✓ What are the program's goals?
- ✓ How does the proposed program support the AAUW mission?
- ✓ How does the program support community needs, i.e. who is the program's target audience?
- ✓ Does the program have community partners? If yes, who are they?
- ✓ How many AAUW members will participate in implementing this program?
- ✓ Is the program sustainable for the next 2 – 3 years?
- ✓ If this is an ongoing program, identify past benchmarks of success
- ✓ What is the program's budget? Does it have other sources of funding?
- ✓ What is the amount and purpose of funding that you are requesting from AAUW?

Poughkeepsie Branch AAUW Inc.

Annual Disclosure Statement Regarding Conflict of Interest for Board Members

I have read and am fully familiar with the organization's Conflict of Interest Policy found at <https://poughkeepsie-ny.aauw.net/About Us/Mission, Policies & Procedures>.

Except for the matters listed below, there is no situation in which I am involved, in which my decision on behalf of Poughkeepsie Branch AAUW, Inc. may be influenced by my own personal gain or advantage, financial or otherwise.

(Please provide any information that would be relevant to a determination of Conflict of Interest. This includes past, present, and anticipated activity. If there is no existing or potential conflict of interest, please write "None" in the space below.)

I agree to disclose promptly, in accordance with the requirements of the Policy, any additional interests which may arise after the filing of this statement.

Date _____

Signature _____

Print Name _____

How to Support AAUW's Mission

Thank you for promoting equity for women and girls by supporting AAUW's critical work! When supporting the following funds, you give AAUW the ability to carry out its bold, strategic vision for the future.



AAUW Greatest Needs Fund (9110)

Allows AAUW the flexibility to respond rapidly to new and emerging challenges facing women and girls and to utilize your gift where it's needed most. This fund ensures the strength, relevance, and viability of AAUW into the future.



Education and Training Fund (4450)

Addresses the barriers and implicit biases that hinder the advancement of women by championing equal access to education and ensuring that education at every level is free from sex discrimination.

**STEM
Title IX
Pathways to Jobs**

*Examples of programs include:
Fellowships Alumnae Initiatives
Fellowships and Grants
Public Policy
Research*



Economic Security Fund (4449)

Ensures livelihoods for women through achieving pay equity for women, providing training in salary negotiation, and deepening women's retirement security and quality of life.

**Pay Equity
Title VII
Retirement Security**

*Examples of programs include:
Start Smart
Work Smart
Work Smart Online
Legal Advocacy Fund*



Leadership Fund (4452)

Supports the effort to close the gender gap in leadership opportunities by bolstering the participation of and increasing the number of girls and women in leadership roles, particularly in education and nonprofit organizations.

**Career
Workplace
Training**

*Examples of programs include:
Campus Action Projects
Empower
NCCWSL*

Contributions to AAUW are fully tax-deductible and can be sent to the address below or made online at www.aauw.org/contribute.

P.O. Box 98045
Washington, DC 20090-8045
800.326.2289 | connect@aauw.org
www.aauw.org

Database Access Form

As a Board member, access to our membership database can assist you in performing your assigned role. The database is password protected, and you may be granted read access only. Write access is reserved for the database administrator and database manager. To obtain read-only access, sign the statement below and return it to the secretary who will notify the database manager. Read only access will be authorized for the remainder of your term by the database manager. If you have no need to access the database in your current Board position, there is no need to fill out this form.

This policy complements the Conflict of Interest Policy which addresses financial conflict of interest and which each Board member must sign.

As a current AAUW Poughkeepsie Board Member, I am requesting read-only access to the local membership database. I understand that I may only use the information obtained from this database for conducting AAUW Poughkeepsie Branch business, and the information including member names, email address, addresses and phone numbers, etc. may not be shared with anyone or any organization outside of AAUW Poughkeepsie Branch.

Signature _____

Print Name _____ Board Position _____

Date _____

Zoom Account Access Form

As a Board member, interest group leader, or initiative leader, access to our Zoom account can assist you in performing your assigned role by allowing you to schedule meetings on Zoom. The Zoom account is password protected. Sign the statement below and return it to the Secretary who will provide you with the password to use the account

As a current AAUW Poughkeepsie leader, I am requesting access to the Zoom account for the branch. I understand that I may only use the Zoom account for conducting AAUW Poughkeepsie Branch business, and the information may not be shared with anyone or any organization outside of AAUW Poughkeepsie Branch.

Signature _____

Print Name _____ Leadership Position _____

Date _____

Poughkeepsie Branch of the American Association of University Women, Inc.
A Nonprofit Organization 501(C)(3)
<https://poughkeepsie-ny.aauw.net>
PO Box 1908
Poughkeepsie, NY 12601

AAUW Photo Release for Minors

Permission to Use Photograph

I grant to Poughkeepsie Branch AAUW, Inc., its Board of Directors and their representatives the right to take photographs of my child in connection with AAUW activities. I authorize Poughkeepsie Branch AAUW, Inc., its assignees and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Poughkeepsie Branch AAUW, Inc., may use such photographs of my child without the name and for any lawful purpose, including, for example, such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above.

Signature of Parent or Guardian _____

Printed Name _____

Child's Name _____

Date _____