**Job Description:**

**San Antonio (SA) Branch President**

**American Association of University Women**

**(AAUW)**

**Summary: The president conducts the business of AAUW and develops, implements, and oversees AAUW activities within the branch and community. The SA branch elects officers for: President, President-Elect, Vice Presidents for Programs and Membership, Secretary and Treasurer. Other officers are appointed, such as Parliamentarian and Public Policy Chair with the consent of the Board of Directors (BOD). The branch follows the SA Affiliate bylaws.**

**Responsibilities: The responsibilities of the Branch President include:**

* **Know and adhere to the branch bylaws, policies, and procedures.**
* **Convene and lead a board of directors to plan and implement activities that advance the AAUW mission, vision and priorities while engaging members, supporters, and the community. Ensure the board provides input to the strategic plan.**
* **Facilitate collegial board and branch decision-making regarding goals, expectations, and use of resources. Appoint the chairpersons of committees in consultation with the board.**
* **Ensure the Nominating Committee report of the slate of officers occurs in March and the election of officers is held in April of each year.**
* **Develop a strategic plan with measurable goals and objectives that may include membership recruitment and retention, program activity, public policy, diversity, leadership development, and AAUW Fund initiatives.**
* **Monitor financial planning and financial reports, and fiscal health of the branch.**
* **Encourage giving and financial contributions through Greatest Needs and other AAUW member participation programs, including Legacy Circle.**
* **Encourage collaboration and teamwork; incorporate membership development, public policy advocacy, and fundraising into branch programs.**
* **Commit to diversity in all branch activities; seek opportunities for inclusion of individuals and groups.**
* **Participate in community collaborations that advance AAUW’s mission.**
* **Seek and maintain collaborative relationships with local colleges/universities and students.**
* **Represent the branch within the community and state.**
* **Ensure branch, state and national AAUW information is disseminated to members through the branch Newsletter, reviewing content and distributing on a monthly basis.**
* **Encourage participation in AAUW’s leadership training and resources.**
* **Ensure meetings reflect adherence to non-partisan communication among members.**
* **Convene a planning meeting of incoming officers before July 1 each year.**
* **Develop agenda items to ensure events occur at specific times in the AAUW calendar.**

**(See Attachment.)**

**Responsibilities to State:**

* **Maintain regular contact with the state president and keep state leadership informed of branch activities.**
* **Know and adhere to state bylaws, policies, and procedures.**

**Responsibilities to AAUW:**

* **Encourage members to support national initiatives and programs.**
* **Adhere to all AAUW policies and procedures through compliance with the AAUW Bylaws, affiliate agreement, and fundraising guidelines (AAUW Policy 501).**
* **Support AAUW’s leadership development efforts by nominating branch members for national and state leadership positions.**

**Leadership Skills: Effectively lead and be willing to learn and practice skills in strategic planning and goal setting, meeting facilitation and team building objectives, public speaking, and communications. Demonstrate the ability to recognize and employ the talents of others; to inspire collaborative work toward common goals; to mentor and encourage; and be empathetic, reassuring, and decisive.**

**Time Commitment: Effectively uses time wisely by planning ahead and delegating responsibilities. Branch and board meetings require time to facilitate, which can be done through use of various media, including remote access for visual and audio contact with members. Branch leaders should attend state conferences in person or through remote access, as appropriate.**