

Article XI. OFFICERS

Section 1. Elected Officers and Appointed Officers.

a. Elected Officers. The elected officers shall be the President, First Vice President for Program, Second Vice President for Membership, Treasurer, Third Vice President for Communication, and Secretary.

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Section 2. Duties. Officers shall perform the duties described by these bylaws and Affiliate policies. The elected and appointed officers shall facilitate and promote the purpose and mission of AAUW.

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c. Other Elected Officers. The elected officers other than President shall perform such duties as the President and Board shall direct, including the following.

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(3) Third Vice President for Communication. The Third Vice President for Communication shall serve as chair of the committee on communication, which will (i) manage the branch website, newsletter, and social media presence; (ii) maintain and distribute (at least annually) the Branch membership database (Directory); and (iii) maintain the branch listserv.

(4) Treasurer. The Treasurer shall be responsible for (i) collecting, distributing, and accounting for the funds of the Affiliate; (ii) meeting specific deadlines established by AAUW, the state and Affiliate; (iii) collecting dues and promptly remitting them to AAUW and state including submitting to AAUW all qualifying applications for new memberships; (iv) issuing checks in payment of expenses and other items provided for in the budget or verified by the President upon receipt of appropriate supporting records; (v) sending Affiliate and Individual Member donations to AAUW Funds; (vi) presenting the estimated budget for the next fiscal year to the Board for approval; (vii) presenting the final financial statement to the Board for the prior fiscal year in which the Treasurer served; (viii) providing such records as are necessary for a financial review at the end of her term(s); and (ix) ensuring compliance with AAUW policies and IRS regulations.

(5) Secretary. The Secretary shall (i) record and keep minutes of all business meetings of the membership, the Board, and the Executive Committee, and any action taken by the Board or Executive Committee without a meeting; (ii) have available for reference at all meetings a copy of the Affiliate bylaws and a list of its officers, representatives of areas of interest, task force and committee chairs and Individual Members; (iii) have charge of such correspondence of the Affiliate as is delegated by the President or the Board of Directors; (iv) keep on file all

communications received and copies of all letters sent; and (v) perform such other duties as are requested by the President or the Board of Directors.