

## **PRESIDENT**

### **Purpose:**

- Conduct the AAUW branch business
- Develop, implement, and oversee all AAUW activities in the branch and community

### **Principal Duties:**

- Further AAUW's mission to the community
- Convene a branch board of directors
- Communicate and work with the board to further the vision and mission
- Facilitate branch meetings
- Work with the board and committees to plan and implement projects to advance AAUW's priorities
- Encourage collaboration and teamwork, weaving diversity into all events
- Serve as the spokesperson for the branch in the community
- Review and monitor the branch's fiscal health

## **PRESIDENT-ELECT**

### **Purpose:**

- To assist the President in conducting AAUW branch business

### **Principal duties:**

- Attend all Board meetings
- Work with the President to develop a strategic plan to advance AAUW's current national and state priorities within the branch
- Support Board officers in carrying out the strategic plan for branch
- Attend state leadership conferences and state and National conventions
- Serve on the Development Committee
- Represent the President on as need basis