

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** State & National Bylaws Liaison      **Volunteer Status:** Appointed Board Assistant-2 yr. term  
**Reports To:** President Elect      **Executive Committee Oversight by:** President Elect  
**Board Voting Rights:** No      **Signature Authority:** No  
**Date of Branch Board Approval of Volunteer Position Description:** Updated 2021

**Position Overview:** Maintain, update, and analyze branch bylaws and branch working rules and policies in accordance with the branch’s articles of incorporation and any amendments thereto, AAUW National and State requirements and policies, all applicable laws, and the overall direction of the branch as determined by its board. Serve as a resource and support on branch governance matters and communications.

### **Responsibilities and Duties of Branch Position:**

- Serve as advisor to branch board and committees on branch bylaws and working rules and policies.
- Serve as custodian of the master document versions (in word format) of branch bylaws and working rules and policies to be used as the base document for future updates, amendments, and revisions. Provide a copy of the current and future updated master document versions in word format to the branch Assistant to the Treasurer for backup document retention purposes.
- Act as primary liaison with AAUW National and State on matters involving branch bylaws.
- Analyze and prepare updates to branch bylaws in response to revisions required or suggested by AAUW National or State. Prepare related communications, including rationale, for presentation to branch board for its approval and for membership vote as appropriate.
- Work with branch Governance Committee and board to prepare annual report to branch board on any recommended revisions to branch bylaws and/or working rules and policies to improve and/or document branch operations. Prepare related communications, including rationale, for presentation to branch board for its approval and for membership vote as appropriate.
- Work with branch Finance Committee and Treasurer to revise branch bylaws and/or working rules and policies in compliance with Internal Revenue Service rules and regulations and state and federal law.
- Submit revised branch by-laws to AAUW National and State organizations for their review and filing.
- Submit updated/revised branch by-laws and working rules and policies document in pdf format to the branch Website Administrator for posting on the branch website and to the branch Assistant to the Treasurer in for document retention.
- Attend branch board meetings as a non-voting member as needed.
- Serve on branch Governance Committee as a resource and support on branch governance matters and communications.

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Be familiar with and adhere to all AAUW National, State and branch policies and bylaws; and applicable laws and IRS regulations.
- Be responsive to member concerns or questions related to branch bylaws and working rules and policies.

### **Leadership Skills/Qualifications Helpful to the Position:**

- Knowledge and experience with nonprofit governance or parliamentary procedures and responsibilities.
- Knowledge and experience with IRS 501c3 nonprofit operations and requirements.

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- Experience in planning and communications.

### **Time Commitment:**

- Approximate time required for this position is one to three hours per month with regular attendance at branch Governance Committee meetings.
- Additional time as needed to support annual review of branch bylaws and working rules and policies.
- Attendance at monthly branch board meetings as needed.