

## **BRANCH CALENDAR - MAJOR ACTIVITIES**

<b>WHEN</b>	<b>WHAT</b>	<b>WHO</b>
By June 1	Select Appointed Officers and Committees Chairs	Incoming President
June	Submit officer list to Association by June 1	Incoming President
June (before end of month)	Joint Board Meeting •Strategic Plan: Goals, Objectives, Activities •Budget Requests	Old and new board
June-July	Finance Committee prepares annual budget to be presented at August board meeting	Treasurer & Finance Committee
July - August	Membership information and money to AAUW and state	Treasurer/Membership VP
July - August	Yearbook information due to Yearbook editor	Elected, appointed officers, committee chairs, and anyone else with information to go into the yearbook *(see detail below)
August	Complete yearbook for September-October printing	Yearbook editor
July	Obtain for 1 day insurance coverage for August Open House (IF necessary)	Treasurer
July	Finalize monthly board meeting place and notify board	President
August	Membership Open House	Membership Committee
August	Webmaster updates website with new yearbook information	Webmaster
August and fall meetings	Girls in STEM & Latinitas Conference planning and recruiting	Girl Start/Latinitas Liaison
August	First Board Meeting • Approve budget which will be presented to membership at Sept. branch meeting • Report from Branch Program VP about upcoming branch programs • Report on success of Membership Open House and number of members	Board
September 1	Newsletter includes set of goals and strategic plan for upcoming year and budget	Newsletter Editor
September	After UT registration deadline, send the bursar information on fellowship winners and authorization to release check(s); revise dates on website	Fellowship Chair
September	Orientation/information meeting with student affiliates and potential student affiliates	President & Membership VP
September	Branch Meeting • Adoption of budget • Adoption of goals and strategic plan	President & Treasurer
October	Board meeting • President recommends Nominating Committee • Approval of Nominating Committee (list in next newsletter)	President, board
October	College Chica Conference (Latinitas)	Latinitas Liaison, Volunteers
November	Newsletter includes	Newsletter Editor

WHEN	WHAT	WHO
	<ul style="list-style-type: none"> <li>Nominating Committee list</li> <li>Reminder that November is our birthday month, (wear a hat at the branch meeting)</li> </ul>	
November	Branch Meeting <ul style="list-style-type: none"> <li>Celebrate Branch birthday (1923)</li> <li>Nominating Committee Chair - call for possible candidates</li> </ul>	President & Nominating Committee Chair
November	Submits revised branch bylaws to State Bylaws Chair if necessary (normally after the Biennial Association Convention)	Bylaws Chair
November	Renew general insurance coverage	Treasurer
December, 1st or 2 <sup>nd</sup> Sunday	OPTIONAL Holiday Open House	Past Presidents Council Host
December 31	End of AAUW Funds fiscal year. All information to state AAUW Funds chair.	AAUW Funds Chair
January	Branch Meeting <ul style="list-style-type: none"> <li>Request membership to nominate members to be honored with AAUW Funds Named Gift</li> </ul>	AAUW Funds Named Gift Committee chaired by past President  (annual FUNDS amount not known till end of fiscal/calendar year)
January	Start soliciting for representatives to convention (state - even years, Assoc. - odd years)	President
March	Branch Meeting <ul style="list-style-type: none"> <li>Small activity to celebrate Women's History Month</li> <li>Presentation of slate of executive officers for next year (makes sure Newsletter Editor has list)</li> <li>Begin dues renewal process</li> <li>Reminder: vote of dues at April meeting</li> </ul>	Volunteer/Guest Speaker  Nominating Committee Chair  Membership VP Treasurer
March	Newsletter contains <ul style="list-style-type: none"> <li>Slate of proposed executive board members</li> <li>Bylaws changes (if any)</li> <li>Reminder of dues vote at April meeting</li> </ul>	Newsletter Editor
March	Plan for Installation of Officers at May meeting	President
March	Order AAUW Past President's pin for outgoing president	Treasurer
April 1	Newsletter contains <ul style="list-style-type: none"> <li>Reminder to interest group chairs to send new meeting schedules to yearbook editor</li> </ul>	Newsletter Editor
End of March or early April	Girls in STEM conference	Girlstart Liaison, Volunteers
April	Branch Meeting <ul style="list-style-type: none"> <li>Vote on slate of executive officers</li> <li>Call for volunteers for appointed officers</li> <li>Announce UT Fellowship recipients</li> <li>Recommendation and vote of yearly branch dues</li> <li>Present AAUW Funds Named Gifts</li> </ul>	President Incoming President UT Fellowship Chair Treasurer  FUNDS Chair, Past President
March-June	Send renewal notices to all members via newsletter attachment, also make forms available at meetings	Treasurer, Membership VP & Committee, Newsletter Editor

<b>WHEN</b>	<b>WHAT</b>	<b>WHO</b>
May	Traditional time for Mainspring Schools appreciation luncheon	Mainspring Liaison & Volunteers
May	Reserve facility for membership social	Membership Vice-President Elect
May	Remind Interest Group Chairs to finalize plans for upcoming year and send information to Interest Group Coordinator and Yearbook Editor	Interest Group Coordinator
May	Branch Meeting <ul style="list-style-type: none"> <li>• Install new executive officers</li> <li>• UT Fellowship recipients' presentations</li> <li>• Budget requests</li> </ul>	President UT Fellowship Chair Board members
<b>RECURRING</b>		
Sept - May	Branch meetings are normally the same Saturday of each month (2 <sup>nd</sup> or 3 <sup>rd</sup> )	Program VP and committee
Aug - June	Board meetings are the same weekday afternoon or evening of each month (3 <sup>rd</sup> or 4 <sup>th</sup> ) except June joint meeting (new and old board)	Board
March	Contact UT to determine estimated funds available for fellowship; application deadline	Fellowship Chair
March-August	Collect dues and prepare BDR for National and State; drop lapsed members from database following August Membership Open House	Treasurer, Membership VP
6 weeks before maturity	Review CD rates and options. Request board resolution authorizing action. Re-invest CD upon maturity.	Treasurer
Monthly	Newsletter is published 10 times a year, the first of the month and emailed to most.	Newsletter Editor
Monthly	Website updated as needed	Webmaster
As needed or weekly	Maintain and update membership database; make available via Dropbox	"Database Administrator" or Membership VP
Semi-Annually	Report to board concerning status and needs of Mainspring School	Mainspring Liaison
Annually at end of fiscal year	Treasurer books examined/audited	Treasurer arranges for examination (can be by member of finance committee)
Even-numbered Years	Public Policy Chair sends "Every member public policy program" survey results from branch members to AAUW Public Policy Department	Public Policy Chair (now done via e-mail to all members?)
Odd-numbered Years	Public Policy Chair presents Association's public policy program to the branch before the Association convention is held.	Public Policy Chair

**\*INFORMATION TO BE SENT TO THE YEARBOOK EDITOR (in most cases by June-July)  
TO BE INCLUDED IN THE YEARBOOK AND/OR WEBSITE FOR THE NEXT FISCAL YEAR**

WHAT	WHO
<ul style="list-style-type: none"> <li>Incoming and continuing chairs (also send to State President and Association website)</li> </ul>	Incoming President
<ul style="list-style-type: none"> <li>Location of branch meetings</li> <li>Descriptions of branch programs</li> </ul>	Branch Program VP
<ul style="list-style-type: none"> <li>Committee list</li> </ul>	Membership VP
<ul style="list-style-type: none"> <li>Members' names, addresses, phone numbers, e-mail, pertinent information</li> </ul>	"Database Administrator" or coordination between treasurer and membership VP
<ul style="list-style-type: none"> <li>Committee list</li> <li>Scheduled fund raising functions</li> <li>New AAUW Funds information including Association Fellowship recipients and Named Gifts</li> </ul>	AAUW Funds Chair
<ul style="list-style-type: none"> <li>List of goals and strategic plan</li> </ul>	Secretary and/or President
<ul style="list-style-type: none"> <li>Notice of current dues amounts</li> <li>Finance Committee list</li> </ul>	Treasurer
<ul style="list-style-type: none"> <li>New bylaws (if any)</li> <li>New executive board job descriptions (if any)</li> <li>Committee list</li> </ul>	Bylaws Chair
<ul style="list-style-type: none"> <li>Committee list</li> </ul>	Hospitality Chair
<ul style="list-style-type: none"> <li>Committee list</li> <li>Updated information on AAUW legislative priorities</li> <li>Names and addresses of local, state, and federal officials</li> </ul>	Public Policy Chair
<ul style="list-style-type: none"> <li>Updated "Herstory"</li> </ul>	Historian
<ul style="list-style-type: none"> <li>Interest Group schedules</li> </ul>	Interest Group Coordinator
<ul style="list-style-type: none"> <li>List of recent deaths which includes members and former members</li> </ul>	Membership VP/Sunshine Chair
<ul style="list-style-type: none"> <li>Committee list</li> <li>UT Fellowship and Mildred Englert (ACC) Fellowship recipients names and majors</li> </ul>	UT Fellowship Committee Chair