## BRANCH CALENDAR - MAJOR ACTIVITIES

| **WHEN** | **WHAT** | **WHO** |
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| 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  | STEM 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) | STEM Liaison, Volunteers  |
| November | Newsletter includes* Nominating Committee list
* Reminder that November is our birthday month, (wear a hat at the branch meeting)
 | Newsletter Editor  |
| November | Branch Meeting * Celebrate Branch birthday (1923)
* Nominating Committee Chair - call for possible candidates
 | President & Nominating Committee Chair |
| November | Renew general insurance coverage | Treasurer |
| December, 1st or 2nd 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* Request membership to nominate members to be honored with AAUW Funds Named Gift
 | AAUW Funds Named Gift Committee chaired by past President(annual FUNDS amount not known till end of fiscal/calendar year) |
| March | Branch Meeting* Small activity to celebrate Women's History Month
* Presentation of slate of executive officers for next year (makes sure Newsletter Editor has list)
* Begin dues renewal process

Reminder: vote of dues at April meeting if dues changing | Volunteer/Guest SpeakerNominating Committee ChairMembership VPTreasurer |
| March | Newsletter contains* Slate of proposed executive board members
* Bylaws changes (if any)

Reminder of dues vote at April meeting if dues are changing | 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 containsReminder to interest group chairs to send new meeting schedules to yearbook editor | Newsletter Editor |
| End of March or early April | Girls in STEM conference | STEM Liaison, Volunteers  |
| April | Branch Meeting* Vote on slate of executive officers
* Call for volunteers for appointed officers
* Announce UT Fellowship recipients
* Recommendation and vote of yearly branch dues
* Present AAUW Funds Named Gifts
 | President Incoming PresidentUT Fellowship ChairTreasurerFUNDS 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 |
| 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* Install new executive officers
* UT Fellowship recipients' presentations

Budget requests | PresidentUT Fellowship ChairBoard members |
| **RECURRING** |  |  |
| Sept - May | * Branch meetings are normally the same Saturday of each month (2nd or 3rd)
 | Program VP and committee |
| Aug – Jun3 | Board meetings are the same weekday afternoon or evening of each month (3rd or 4th) 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 |
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**\*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**

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| **WHAT** | **WHO** |
| * Incoming and continuing chairs (also send to State President and Association website)
 | Incoming President |
| * Location of branch meetings
* Descriptions of branch programs
 | Branch Program VP |
| * Committee list
 | Membership VP |
| * Members' names, addresses, phone numbers, e-mail, pertinent information
 | “Database Administrator” or coordination between treasurer and membership VP |
| * Committee list
* Scheduled fund raising functions
* New AAUW Funds information including Association Fellowship recipients and Named Gifts
 | AAUW Funds Chair |
| * List of goals and strategic plan
 | Secretary and/or President |
| * Notice of current dues amounts
* Finance Committee list
 | Treasurer |
| * New bylaws (if any)
* New executive board job descriptions (if any)
* Committee list
 | Bylaws Chair |
| * Committee list
 | Hospitality Chair |
| * Committee list
* Updated information on AAUW legislative priorities
* Names and addresses of local, state, and federal officials
 | Public Policy Chair |
| * Updated "Herstory"
 | Historian |
| * Interest Group schedules
 | Interest Group Coordinator |
| * List of recent deaths which includes members and former members
 | Membership VP/Sunshine Chair |
| * Committee list
* UT Fellowship and Mildred Englert (ACC) Fellowship recipients names and majors
 | UT Fellowship Committee Chair |