



Timeline of Branch Responsibilities

Month	Item Due	Responsible Officer
July	Branch Annual Financial report to AAUW State	Finance Officer
	Convene Leadership Planning meeting to plan for coming year	President(s)
	Follow up on member non-renewals	Membership VPs
August	All member renewals/monies due	Branch Membership
September	Send scholarship check to TTCSC for prior year recipient(s)	Finance Officer/Scholarship
	Membership Directory published	Membership VPs
	Reserve Girls State position with ALA before Oct 1	Girls State
October	File tax documents with National & CA AAUW Request AAUW National file Form 990 on behalf of branch using Member Services Database (MSD) online by October 15.	Finance
	Reserve positions for Tech Trek campers by Oct 15	Tech Trek
	Initiate Girls State Activities: contact ALA co-ordinator to check that the request was initiated by October 1 for next year's candidate.	Girls State
November	Branch AAUW Fund Assessment and insurance payments due by Nov 15.	AAUW Fund/Finance Officer
	File Federal and State tax submissions by Nov 15. Submit Federal Form 990 to AAUW National for filing with group exemption. File State submission with California Franchise Tax Board.	Finance Officer
	Contact NTHS counselor for date to deliver flyers for girls to sign up. Check with former attendee about possible candidate referrals.	Girls State
December	Donations due to AAUW Fund (AAUW Fund uses calendar year timeline)	Finance/AAUW Fund
	Confirm dates for Girls State at ALA National site	Girls State
	Contact ALA South Shore contact for any information to be given out in packets prepared for the girls.	Girls State
	Request Junior Counselor applications; deliver TT nomination forms to NTS teachers.	Tech Trek
	Select nominating committee members	Nominating Committee Chair
January	Following winter break, check with NTHS counselor on progress for girls requesting attendance to Girls State.	Girls State
	Identify Bylaws and Standing Rules changes	Bylaw chair
	Attend TTCSC board meeting	Scholarship

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	TT branch coordinators meeting	Tech Trek
	Select AAUW Named Gift recipient (due 2/15 to AAUW national)	Leadership/AAUW Fund
	Select Branch Service award recipient	Leadership/AAUW Fund
February	Interview Girls State candidates and make selection	Girls State
	Interview Tech Trek Candidates and make selections	Tech Trek
	Present proposed slate of officers to Leadership	Nominating Committee
	Present proposed budget to Leadership	Finance Officer
	Present proposed Standing Rules and Bylaws to Leadership	Bylaw Chair
March	Girls State fees due March 30	Girls State/Finance
	Present proposed budget to membership	Finance Officer
	Present proposed slate of officers to membership	Nominating Committee
	Present Bylaws and Standing Rules changes	Bylaw chair
	Discuss Membership Renewal strategy with board	Leadership/Membership
April	Submit completed pledge form to TTCSC for scholarship	Scholarship
	Submit Tech Trek names to camp directors and advise applicants of status; pay fees to UC Davis camp coordinator	Tech Trek
	Update Renewal letter and form	Membership
	Confirm ALA has communicated information to candidate and parents	Girls State
May	Deliver membership renewal letter and form by May 10	Membership
	Review applications and select graduating high school scholarship recipient	Scholarship
	Deliver incidental cash to Girls State Delegate	Finance/Girls State
	Vote on new slate of officers	Branch Membership
	Vote on proposed budget	Branch Membership
	Vote on By-laws changes	Branch Membership
June	Submit Branch Dues Report 6/30	Finance
	Renewal forms due 6/10	Branch Membership
	Monitor renewal forms and followup on late renewals	Membership
	Attend NTHS awards night to recognize branch scholarship winner	Scholarship and other interested members
	Notify National and CA AAUW of newly elected officers	Past President(s)
Recurring Items	Publish newsletter – 25 th of the month (August – May)	Communications Officer

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	Distribute agendas, minutes of general and leadership meetings. (Bylaw Art XIV, Section states 10 days notice required.) Can we consider publication in newsletter as notice?	Secretary/Communications Officer/President(s)