



Why Write A Policy Document?

AAUW Ohio 2018



Today's Road Map

- Definitions
- Examples
- Sources

Policies vs Bylaws

- Bylaws are general statements of goals and purpose.
- Bylaws are adopted by the entire membership, usually with a 2/3 majority.



Policies

- Record operations and procedures.
- Supplement the bylaws
- Adopted by the branch board of directors



Find Answers



Siri: Who serves on the budget committee?

Siri: Who will perform the annual audit?

Can't ask Siri.

Look in your policy document.



Purposes of A Policy Document

1. Clarifies
2. Tells details of procedures and practices

Purpose May Be Stated

“The Policy Book of AAUW Ohio shall

1. Describe duties and responsibilities of officers, chairs, and members of committees
2. Clarify state/branch relationships to prevent inconsistency
3. Improve administration efficiency”

Examples of Policies of Branches

1. The board is responsible for approving all proposed branch projects after first reviewing the costs in time and funds required. These projects will then be presented to the branch as board recommendations.



Branch Policy Example 2

2. Each board member shall prepare an annual report of activities performed during the last year. She/he shall give one copy to the branch president and retain one copy in her/his job file.



Branch Policy Example 3

“JOB DUTIES OF ELECTED OFFICERS AND NOMINATION CRITERIA OF PRESIDENT

The president will be elected from those branch members who have had recent board experience.

The president is responsible for appointing non-elected members of the board, leading meetings, and preparing the agenda. She/he also ensures that information is disseminated to board members and that branch affairs run smoothly.

The president serves as a non-voting, ex-officio member of all committees except the nominating committee, and is expected to attend these meetings. It is the duty of the committee chair to notify the president of each meeting...”

National Policy Book

Handout

Table of Contents – two pages



AAUW BOARD OF DIRECTORS POLICY BOOK

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300	Public Policy Platform
301	Candidates for Public Office
302	Awards
303	Fellowships and Grants

State Policy Book Handout

- Table of Contents – one page



AAUW Ohio Board of Directors Policy Book
May 2015

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Ohio Policies about Branches – 2 Pages

Handout

- Describes relationship, duties, rights



AAUW Ohio Board of Directors Policy Book
May 2015

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This Policy Book supplements the *AAUW Ohio Bylaws* and interprets decisions of the board of directors and annual meetings. It is subordinate to the AAUW and state bylaws. It must be read along with the *AAUW Ohio Bylaws* definitions of “authorized communications equipment” and “written communication.” It shall be distributed to state board members and to the Ohio branches.

PURPOSE

The Policy Book of AAUW Ohio shall

1. Describe duties and responsibilities of officers, chairs, and members of committees
2. Clarify state/branch relationships to prevent inconsistency
3. Improve administration efficiency

BRANCHES OF AAUW OHIO

Branches in Ohio have a relationship with AAUW Ohio that encourages them to cooperate on statewide action and requires of them certain responsibilities and duties.

Use A Policy Document

- **Orientation** of board and branch members
- A source for the **nominating committee**



- Institutional **memory**

Sources: AAUW National Policy Book

- www.aauw.org
- Search for Policy Book

AAUW Board of Directors **Policy Book**: AAUW

This manual addresses AAUW's **policies** and responsibilities regarding c
membership, and finances. Review critical updates including the Fundrai

- <https://www.aauw.org/resource/aauw-board-of-directors-policy-book>

Sources: AAUW Ohio

- At www.aauwoh.org select “Resources” from the top menu.

AAUW of Ohio

advancing equity for women and girls through advocacy, education, philanthropy, and research

Home ABOUT AAUW JOIN CONTACT GET INVOLVED RESOURCES NEW



- Scroll down the page to “Policy Books”

Remind Your Branch To Vote

1. Staggered 3-year national board terms
2. Diverse board with members and non-members
3. Eliminate degree requirement for membership

Vote online April 25 to June 9, 2018

Request paper April 16

Paper received by AAUW May 7



Copy of These Slides

- <https://hhl-oh.aauw.org>
- Find the menu item “Programs and Events”; select “AAUW Ohio Speaks to Us” on the drop-down
- Viewable after March 28, 2018

