

Northwestern | ANUW

ANUW Board Member Responsibilities

BOARD MEMBER ROLES

- [Past Leadership](#)
- [President](#)
- [Vice President](#)
- [Treasurer](#)
- [Secretary](#)
- [Membership](#)
- [Mentoring](#)
- [Programming](#)
- [Leadership Development](#)
- [Board Member-At-Large](#)
- [Women's Center Liaison](#)

PAST LEADERSHIP

- Attend ANUW Board monthly meetings
- Serve as a consultant to the current President and Board
- Fill in for current President at meetings and functions when the Vice President is not available
- Complete the President's term should the office be vacant prior to the annual meeting

PRESIDENT

- Serve as Chair of the Board
- Appoint such committees, standing or ad hoc, as the active membership shall deem necessary to carry on the work of ANUW
- Lead the Board in promoting the mission of ANUW
- Attend committee meetings, as needed
- Approve all expenditures
- Write and present an annual report to the membership at the end of the term of office
- Preside at all ANUW Board monthly meetings
 - Plan agenda and facilitate meetings
 - Collect monthly reports
 - Conduct monthly check-ins
- Preside at all program events
 - Follow up with Committee Co-Chairs prior to each event regarding logistics
 - Represent ANUW on appropriate occasions and serve as an ANUW spokesperson
- Write thank you notes to all guest speakers and to those members and supporters who give ANUW financial contributions above the membership fee
- Collaborate with other Affinity Group leaders and university leaders on ANUW initiatives, liaising with the officers of other staff organizations, including NUSAC and AHEAD
- Improve gift-giving to ANUW, with help of one board member at large
- Serve as Past President at the completion of term

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VICE PRESIDENT

- Attend ANUW Board monthly meetings and preside in the absence of the President
- Perform such duties as the President may delegate
- Participate in Nominating Committee and lead ANUW elections with President
- Collaborate with other Affinity Group leaders and university leaders on ANUW initiatives in partnership with ANUW President
- Manage Board members and committee structure in partnership with ANUW President
- Serve as President at the completion of term
- Attend committee meetings and support committee programming as needed
- Manage ANUW email account responses
- Partner with President to draft important written communications to the ANUW listserv

TREASURER

- Attend ANUW Board monthly meetings
- Receive and deposit all membership dues payments
 - Maintain list and documentation of payments
 - Notify President, Membership Co-Chairs, and Past President of member payments
 - Verify budget statement correctly shows deposits; see that corrections are made as necessary
- Create in financial system (PeopleSoft) purchase orders to pay for expenditures or reimbursements (requires Financial Systems user ID and knowledge/training on PeopleSoft)
 - Maintain paper records of expenses and payments
 - Verify that budget statement correctly shows payments; see that corrections are made as necessary
 - Strong understanding of expense target budgeting necessary
- Prepare monthly financial reports of income and expenditures for ANUW Board
 - Meet regularly with ANUW President and Executive Director of Finance and Administration, Office of Fin Ops and Treasurer, to ensure expenses in line with annual expense targets
 - Advise Board as to financial health of the organization
 - Work with Budget Office to prepare annual budget request
 - Maintain electronic financial documentation
- Prepare annual financial report for ANUW Board and membership

- Coordinate, attend, and record ANUW Board monthly meetings
 - Collect Board member updates one week prior to each meeting
 - Draft agenda for President's review
 - Email agenda to Board one day prior to meeting
 - Record minutes of all Board meetings, as well as the minutes of any committees to which the Secretary is assigned, making sure that all actions are duly noted
 - Review Board meeting minutes and send to Board within three days of meeting
- Manage Board listserv: ANUW_BOARD@LISTSERV.IT.NORTHWESTERN.EDU
- Manage access to the ANUW SharePoint folder.
- Twice a year, remove anyone from the SharePoint folder who has left the Board or a committee.
- At the start of the year, give Programming and Leadership Development Co-Chairs access to the ANUW Plan-it-Purple.
- Keep all the records of the association in a safe place
- Make sure that all files are in good order for the next Board Secretary
- Collect event data for Connections newsletters.
- Coordinate with Co-Chairs on timeline for quarterly Connections publicity releases and timely RSVP reminders
- With the assistance of 2 board members at large and membership committee, draft Connections and once proofed send to President and Vice President for NU ListServ email release.
- With the assistance of 2 board members at large and membership committee, "ANUW Connection" quarterly.
 - Connections are created using MailChimp templates – each type of Connection has its own template.
 - Correlate and compile data from board members, event details highlighting ANUW events at top of list.
 - Compile relevant articles/links and information per Connection topic.
 - Job postings are compiled by ANUW member submissions. Verify all job postings are open at time of Connection release.
- As needed, prepare other Communications documents, to promote ANUW and convey its mission, to audiences
- As needed, assign photographer for events and plan for visual documentation of ANUW programs

MEMBERSHIP COMMITTEE CO-CHAIRS

- Attend ANUW Board monthly meetings
- At Board meetings, provide updates of membership list in summarized format (X new members; Y renewed members; Z current total members; etc.)
- Lead Membership Committee meetings with agendas and minutes
- Manage Membership Committee SharePoint account to remain organized
- Manage membership list (ANUW Google Drive), with committee's help
 - For new members:
 - Send welcome letter/email
 - Add sign-up info to Google DriveAdd email address to listserv
 - Send listserv follow-up email (to avoid mail going to junk folder)
 - Communicate dues information to ANUW Treasurer for payroll deductions
 - For renewing members:
 - Update Google Drive with renewal status
 - Verify department and campus information is the same
 - Communicate dues information to ANUW Treasurer for payroll deductions
 - For non-returning members, including those who have left NU:
 - Update Google Drive with status
 - Remove non-members from the ANUW listserv
 - Communicate dues information to ANUW Treasurer for payroll deductions
- Manage gifts inventory and notify Board when supply is low
- Organize ANUW table at at any staff related fairs
 - Coordinate ANUW Board members to sign up for at any staff related fairs
- Prepare the committee recruitment sign-up sheets for the Fall Breakfast in October
- Follow up regularly with HR to ensure they have enough information about ANUW to share for New Employee Orientation
- Promote ANUW membership:
 - Establish/communicate with department/unit ANUW representatives
 - Post and distribute ANUW event flyers within your own office and around campus
 - Communicate with lapsed members to increase retained membership, including option to create survey or ask why they chose to not renew membership
- Attend ANUW programs and assist members in getting to know each other
- Assist the Secretary and 2 Board Members at Large with creating the ANUW Connections

MENTORING COMMITTEE CO-CHAIRS

- Update ANUW Board on program/committee progress
- Lead Mentoring Committee meetings with agendas and minutes
- Determine the program timeline (communication, application, matching, events, monitoring)
 - Set program event dates for following mentoring year, January through August, by Fall Breakfast
 - Check ANUW Mentoring email daily and respond to all inquiries or forward email to the appropriate parties
 - Contribute to and update ANUW Mentoring website content and newsletters
 - Deliver content at ANUW Mentoring events
 - Create mid-year and year-end surveys, and turn survey data into actionable items for continuous improvement of the program
 - Create and present certificates of participation at end of each mentoring cycle
- Recruit, onboard, and manage committee members
 - Assign committee members to roles in the program framework template
 - Provide training and onboarding to new committee members
 - Coordinate the transition of committee members rolling on and off
- Promote and represent the ANUW Mentoring Program
 - Cross-promote at other ANUW events
- Attend ANUW Board monthly meetings (Co-Chairs only)
- Follow expense guidance provided by President and Treasurer

PROGRAMMING COMMITTEE CO-CHAIRS

- Attend and schedule monthly Programing Committee meetings
- Create agendas and action items
- Create programming for diverse range of ANUW members; use prior event models or create new event model/format
- Put together compelling programs, taking lead on vision while incorporating feedback from committee members, ANUW leadership, and ANUW members
- Select theme or topic of event, identify and contact speaker(s), determine if event will be catered (consult budget set at start of fiscal year by President), and track attendance, with committee
- Make room reservations for each event, coordinate room arrangement and set-up, and order appropriate equipment (e.g., projector, microphones, etc.) as necessary OR arrange a Zoom webinar.
- Create event flyers and post events on [PlanIt Purple](#) and [ANUW website](#)
- When appropriate, plan food and beverage menu and acquire approval from ANUW leadership; incorporate common dietary restrictions
- Coordinate room setup and delivery with event venue/caterer to ensure delivery times and take-down times are planned properly according to event start and stop times
- Arrive at event early to ensure room is set up and food has arrived
- Maintain documentation for future committee members in SharePoint with event documentation
- Document any changes from prior years that Committee made so future committee members will have background knowledge
- Maintain a contact list of people for room reservations and catering
- Maintain an up-to-date spreadsheet of event RSVPs (showing, by name, who responded and who attended each event) and submit to ANUW Board as needed for planning and trending analysis
- Follow expense guidance provided by President and Treasurer

BOARD MEMBER-AT-LARGE

Attend ANUW Board monthly meetings

- Act as an advisor to the Board and provide feedback on Board initiatives
- Manage a special Board project as assigned by President and Vice President
- Attend ANUW Board monthly meetings
- Act as a liaison between ANUW and other staff affinity groups
- Collaborate with other affinity groups to promote programming and resources
- Two dedicated board members-at-large will assist the Secretary with Connections and producing ANUW branding materials
 - Experience with photography and Mail Chimp a plus

One dedicated board member will work on fundraising and donor cultivation strategy
Experience with ARD or external development a plus