

**Return this form and your check for branch dues to:**

Barbara Lehman  
32 Cross Pond Rd.  
Pound Ridge, NY 10576

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
WESTCHESTER, NY BRANCH**

Date: \_\_\_\_\_

**BRANCH RECORD FORM**

**NAME:** Miss Dr. Mrs. Ms. \_\_\_\_\_ **Home Phone** \_\_\_\_\_  
Last First Middle

**Mailing Address** \_\_\_\_\_ **Fax** \_\_\_\_\_  
PO Box plus Street  
\_\_\_\_\_ **E-mail Address** \_\_\_\_\_ @ \_\_\_\_\_  
City/State 9-Digit Zip Code

**School District** \_\_\_\_\_ **Other Language Fluency** \_\_\_\_\_

**Education:** \_\_\_\_\_  
College/University attended Degree (s) Field of Study Month & Year of graduation

Other colleges/degrees/training/etc.

**Occupation and Title** \_\_\_\_\_ **Active** \_\_\_\_ **Retired** \_\_\_\_\_  
Place of Employment Business Phone

**Volunteer Experience:** \_\_\_\_\_

**What else would you like us to know about you?** \_\_\_\_\_

**Previous AAUW Membership?** \_\_\_\_\_  
Where? Membership # How long?

**AAUW Positions held:** (Please give descriptions and dates.) \_\_\_\_\_

**How did you learn of AAUW?** friend (who?) \_\_\_\_\_ other (what?/where?) \_\_\_\_\_

**Meeting preference:** \_\_\_\_ AM \_\_\_\_ Evening \_\_\_\_ Sat. AM. Need a ride? (We can't promise, but we'll try!) \_\_\_\_ Can you provide a ride? \_\_\_\_

Do you have **computer experience?** \_\_\_\_ website design \_\_\_\_ database (which one? \_\_\_\_\_) \_\_\_\_ spreadsheet  
\_\_\_\_ desktop publishing \_\_\_\_ word processing \_\_\_\_ Adobe Acrobat \_\_\_\_ Adobe Photoshop Other: \_\_\_\_\_

**\*\*TO KEEP AAUW AN EFFECTIVE ORGANIZATION, YOUR PARTICIPATION IS VITAL\*\***

**Please check all areas that interest you in any category, with a minimum of two.**

**If you have a project in mind that's not shown, please write it in. We'll help you start a new group.**

**ACTION GROUPS**

**BRANCH PROJECTS**

**COMMITTEES**

- \_\_\_ Community Service
- \_\_\_ Diversity
- \_\_\_ Equity in Education
- \_\_\_ Pay Equity Outreach
- \_\_\_ Public Policy
- \_\_\_ Tech Savvy Girls

- \_\_\_ Branch E-Mail Contact
- \_\_\_ Branch Record Keeper
- \_\_\_ Conference Delegates
- \_\_\_ Council Handbook Revision
- \_\_\_ Ed. Awards-8<sup>th</sup> Gr. Cert.
- \_\_\_ Ed. Awards- Female Sr. Excellence in Writing
- \_\_\_ Ed. Awards-Outstanding Sr. Female

- \_\_\_ Historian
- \_\_\_ Newsletter Circulation
- \_\_\_ Newsletter Editor
- \_\_\_ Parliamentarian
- \_\_\_ Web Site Coordinator
- \_\_\_ WCFWC Representative
- \_\_\_ Yearbook Coordinator

- \_\_\_ Communications
- \_\_\_ Election
- \_\_\_ Final Fling
- \_\_\_ Fundraising EF/LAF
- \_\_\_ Fundraising EYO
- \_\_\_ Fundraising Local Scholarship

- \_\_\_ Hospitality
- \_\_\_ Membership
- \_\_\_ Nominating
- \_\_\_ Programs
- \_\_\_ Summer Activities
- \_\_\_ Telephone Tree

**Please check any INTEREST GROUPS that you might be interested in joining.**

- |                       |                         |                        |                                       |                  |
|-----------------------|-------------------------|------------------------|---------------------------------------|------------------|
| ___ Active Artist     | ___ Bridge (Friday)     | ___ Current Issues     | ___ Literature (Evening)              | ___ Mah Jongg    |
| ___ Art Interest      | ___ Bridge (Beginning)  | ___ Film Goers         | ___ Literature (Southern Westchester) | ___ (Beginning)  |
| ___ Bridge (Monday)   | ___ Business Networking | ___ Financial Interest | ___ Luncheon Group                    | ___ Play Reading |
| ___ Bridge (Thursday) | ___ Chess               | ___ Gourmet Dinner     | ___ Mah Jongg                         | ___ Writing      |
|                       |                         | ___ Literature (Day)   |                                       | Other _____      |

## ACTION GROUPS

Autonomous; they select their own leaders; ongoing; crucial part of the BOARD.

**A REPRESENTATIVE OF EACH GROUP SHOULD ATTEND ALL BOARD/BRANCH MEETINGS**

**COMMUNITY SERVICE**.... Members volunteer at community service providers and collect and distribute items to local groups.

**DIVERSITY**....Promotes understanding and celebration of our diverse, ethnic, religious, and cultural backgrounds. Sponsors interactive and informative events to increase our knowledge and acceptance of our diversity. Seeks to increase the diversity of our membership by developing proactive strategies to be more welcoming and inclusive.

**EQUITY IN EDUCATION**....Promotes equitable education for girls and women, fosters an understanding of what constitutes gender equity and sexual harassment in schools, and reaches out to the school population and the community to achieve these goals.

**PAY EQUITY OUTREACH**....Promotes pay equity for women through outreach activities such as conducting \$tart \$mart workshops at local colleges and universities. These workshops teach awareness of the pay gap, how to determine appropriate salaries for different positions, and pay negotiation skills.

**PUBLIC POLICY**....Explains AAUW's role in protecting the rights of women and families. By creating awareness through a monthly column in our newsletter CHIPS and promoting activism, we will make a difference.

**TECH SAVVY GIRLS**....Works to encourage girls and women to embrace technology as a positive career choice. Without a good understanding of and facility with technology and new innovations therein, it will become increasingly difficult to function in the world of business, education, and even in private lives.

## BRANCH PROJECTS

Crucial part of the Board; invited to attend all Board Meetings; input very valuable.

**BRANCH E-MAIL CONTACT**....Provide members with policy, meeting, and event information via email. Also, serve as the e-mail contact on the Branch web page.

**BRANCH RECORD KEEPER**....Maintain a computer database of Branch Record Form data.

**CONFERENCE DELEGATES**....Attend district, state, and national conferences. Obtain and represent the views of the Branch and vote accordingly. Report information gained at these conferences to the branch members.

**COUNCIL HANDBOOK REVISION**....Record updates in the Handbook whenever the Board deems necessary. A complete revision of the Handbook occurs every 3-4 years..

**EDUCATION AWARDS (EIGHTH GRADE CERTIFICATES)**.... Female eighth graders receive AAUW certificates for excellence in math and science: Contact schools, design certificates, insert names.

**EDUCATION AWARDS (FEMALE SENIOR EXCELLENCE IN WRITING)**.... This award acknowledges female seniors for following universally accepted standards of excellence in creative as well as formal writing. Each recipient receives a Westchester AAUW award certificate and a book chosen by our branch co-chairs.

**EDUCATION AWARDS (OUTSTANDING SENIOR FEMALE)**.... This award acknowledges seniors for service to their school, academic ability, and potential for future service to women in the solution of social and civic problems. Recipients receive a copy of Strunk & White's *Elements of Style*, co-sponsored by its publisher, Pearson Education, and an AAUW Branch award certificate.

**HISTORIAN**....Actively collect information related to Branch activities and maintain a scrapbook. Make this information available at Branch meetings and events. Prepare a two page synopsis for NY State AAUW.

**NEWSLETTER CIRCULATION**....Mail Branch newsletter to members who cannot or choose not to receive CHIPS through e-mail.

**NEWSLETTER EDITOR**....Produce and edit our newsletter CHIPS. Distribute converted PDF file to members via email.

**PARLIAMENTARIAN**....Advise meeting leaders about Parliamentary Procedure. Must be familiar with *Robert's Rules of Order* which govern Board and Branch meetings, and with *Bylaws of the Branch* and be present at meetings

**WEB SITE COORDINATOR**....Place content provided by Council and Board on our website. Work to design improvements to our site and keep information up-to-date.

**WESTCHESTER COUNTY FEDERATION OF WOMEN'S CLUBS' REPRESENTATIVE**... Provide members with meeting and event information.

**YEARBOOK COORDINATOR**....Design, edit, and produce the annual Yearbook.

## COMMITTEES

Crucial part of the Board; a representative should attend Board Meetings; input very valuable.

**BYLAWS**....Update our bylaws to conform to Branch, State, and National mandates.

**COMMUNICATIONS**....Gain visibility for AAUW.

**ELECTION**....Provide absentee ballots for electing officers and passing the budget. Tally ballots from mail and email. Make the count of absentee ballots available.

**FINAL FLING**....Research, arrange for, and plan all aspects of our June gathering.

**FUNDRAISING FOR AAUW MISSIONS**....Plan and carry out fund raising. Communicate information to the members.

Educational Foundation (EF)

Legal Advocacy Fund (LAF)

Local Scholarship

Explore Your Opportunities The Sky's The Limit! Conference (EYO)

**HOSPITALITY**....Organize, set up, and clean up beverage and food items at our Branch meetings.

**MEMBERSHIP**....Host member orientation meetings; recruit new members; make welcome phone calls; facilitate "buddy" system; receive Branch Record forms; provide and store members' name badges; share information with committee members; set up membership table at Branch meetings; conduct a membership campaign; facilitate affiliations with organizations, colleges/universities.

**NOMINATING**....Present a slate of officers by March. Work is done late fall/winter.

**PROGRAMS**....Plan programs, arrange for speakers and meeting sites, and provide program information for CHIPS.

**SUMMER ACTIVITIES**....Coordinate activities that members may participate in during the summer. Work is done late March – June.

**TELEPHONE TREE**....Communicate with members to advise them of program changes or cancellation