

# President

- See that liability insurance is renewed each year in January.
- Complete a contract with the Ann Arbor City Club by May 1 or the AACC due date.
- Be the official representative for the branch in the activities of AAUW on all levels.
- Ensure that AAUW missions are implemented.
- Submit a list, by June 1, of the incoming and continuing branch officers and chairs or cochairs to the president of AAUW Michigan and to the executive director of the AAUW, before taking office.
- Submit an annual report of the branch to the person designated on the forms provided by the Association not later than June 1.
- Be responsible for bringing the branch bylaws into conformity with the AAUW Charter and Bylaws after each AAUW convention and for submitting revised bylaws for review to the bylaws chair of AAUW Michigan by December 1, following the biennial AAUW convention.
- Be responsible for bringing branch bylaws into conformity with the AAUW Michigan bylaws after each state convention.
- Preside at all meetings of the branch, the board of directors, and the Executive Committee.
- Serve as an ex-officio member of all task forces and committees except the nominating committee.
- Call special meetings of the branch in accordance with provision of the branch bylaws.
- Appoint, with the approval of the executive committee, the chair and/or co-chairs of all task forces and committees, except the nominating committee and those provided for by election, and any additional officers authorized by the branch bylaws.
- Be responsible for the performance of the duties of any officers because of their absence or disability.
- See that a budget is prepared in a timely manner for board approval prior to presentation at the April branch meeting.
- See that the State of Michigan Articles of Incorporation are renewed, and fees paid each year in October.