

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** Past Presidents Committee Chair or Co-Chairs

**Reports To :** Branch President

**Volunteer Status :** Previously Elected Branch Presidents

**Board Voting Rights:** No

**Signature Authority:** No

**Date of Branch Board Approval of Volunteer Position Description:** July 2020

### **Position Overview:**

The committee chair(s) is selected annually by the members of the committee at the start of the fiscal year and represents the committee at the branch board meetings.

### **Responsibilities and Duties of Branch Position:**

- Convene the Past Presidents Committee every other month, provide the agenda, and lead committee meeting discussions.
- Consult with the branch president and the branch board regarding how the committee can be a resource to support the branch.
- Identify branch needs for special projects in concert with the branch president and board.
- Prepare articles/updates for the branch newsletter to share activities of the committee and promote AAUW membership and branch activities.
- Prepare year-end committee report.
- Promote attendance at AAUW branch events and state, regional and national conferences.

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Serve as an example for other AAUW branches and serve as a resource to the branch board and the InterBranch Council.
- Attendance at branch board meetings as established by the board is optional and welcome.

### **Leadership Skills/Qualifications Helpful to the Position:**

- Prior service as an elected branch president is required.
- Current AAUW Colorado Springs Branch membership is required.

### **Time Commitments:**

- Approximate time required for this position is two to five hours per month with regular attendance at branch board meetings. Attendance at AAUW Colorado state conventions is encouraged, as well as InterBranch Council meetings as requested.