

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Public Policy Director

Reports To: President and Board

Volunteer Status: Appointed

Board Voting Rights: Yes

Signature Authority: No

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

Position Overview:

Serve on the branch board as an appointed officer. Lead the branch Public Policy Committee and serve on the branch Programs Committee.

Responsibilities and Duties of Branch Position:

- Chair or co-chair the Public Policy Committee to plan and execute one branch event pertaining to public policy topics related to AAUW's mission.
- Work with community coalitions on voter education efforts.
- Work with community partnerships and collaborations to address local mission-related issues.
- Develop community collaborations to address local mission-related issues.

Responsibilities to AAUW, AAUW National and AAUW State:

- Attend AAUW state and regional conferences (and national convention, if possible), when expenses are available in the branch budget, to be informed about AAUW's current public policy issues.
- Maintain contact with the AAUW State Public Policy Chair to keep the board and general membership informed regarding state advocacy issues.
- Make regular contributions to the branch newsletter to update members on AAUW's federal advocacy efforts, using AAUW press releases and Action Network as source material.
- Attend and promote attendance at the AAUW State Public Policy Day.

Leadership Skills/Qualifications Helpful to the Position:

- Education level: College degree in accordance with AAUW requirements.
- Community liaison experience
- Effective communication and collaboration skills with other organizations
- Lead and direct committee meetings with inclusivity
- Personal Characteristics: Trustworthy, Transparent, Honors all ideas.

Time Commitments:

Approximate time required for this position is two to five hours per month with regular attendance at branch board meetings. Attendance at state conventions is encouraged. The branch Public Policy Committee will spend significantly more hours preparing for the annual AAUW Public Policy Program.