

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

**Position:** Branch Programs Committee Member

**Reports To:** VP Programs and the Board of Directors

**Volunteer Status:** Appointed

**Board Voting Rights:** No

**Committee Voting Rights:** Yes

**Signature Authority:** No

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

### **Position Overview:**

Serve on the branch Programs Committee and attend all meetings and assist with the planning and organizing of monthly branch programs.

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

- Work with the chairs of Public Policy, Community Outreach, and other branch leaders to schedule programs, assign the topics, recruit the speaker(s), reserve the venue. Also work with the Hospitality Chair(s) to plan food and beverages for the event, if needed, to serve on this committee.
- Follow timelines as specified in the annual branch calendar, each committee member responsible for a program will ensure that the event is successfully planned and carried out.
- Help to ensure that the monthly programs are in accordance with AAUW Mission and focus on women's issues and goals.

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

Adhere to policies, bylaws and procedures.

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

Be willing to work as a team and use skills in planning and goal setting.

### **Time Commitments:**

Approximate time required for this position is two to four hours a month. Attendance at state conventions is encouraged.