

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Community Outreach Vice President(s)

Reports To: President Term: 2 years; may be reelected once

Volunteer Status: Elected Board Voting Rights: Yes Signature Authority: No

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

Position Overview:

- Reach out to the Pikes Peak community to further AAUW’s mission and pursue coalitions with other organizations that complement AAUW’s goals.
- Work with college and university partners to enhance student knowledge of and involvement in AAUW.
- Promote awareness of AAUW National, State programs and research to branch members and outside organizations.

Responsibilities and Duties of Branch Position:

- Serve on and attend meetings of the board of directors, budget/finance committee, and programs committee.
- Actively promote AAUW’s College and University Partner Program to local 2-year and 4-year colleges and universities.
- Work with university-based student AAUW clubs/groups to ensure broad inclusion of students in branch activities.
- Work with program committee to present one branch meeting to create awareness of AAUW mission
- Maintain contact and cooperate with other community organizations
- Publicize events going on in the community that support AAUW’s mission through branch communication vehicles
- Serve as the link between AAUW and other entities for approved events.
- Communicate with branch scholarship chair about how to serve our scholarship recipients and university/college members

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to AAUW National, State and Branch working rules, policies, and bylaws.
- Be responsive to board member and board committee concerns or questions related to position duties and responsibilities.
- Be respectful of the confidentiality of the board’s work.

Leadership Skills/Qualifications Helpful to the Position:

- Work well with other organizations on community building
- Familiar with community leaders and share AAUW mission and goals with them
- Sound leadership, collaborative and innovative skills

Time Commitment:

Approximate time required for this position is two to four hours per month with regular attendance at Branch Board meetings and committee obligations.