

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

**Position:** STEM Committee

**Status:** Appointed Committee

**Reports To:** STEM Committee Chair

**Executive Committee Oversight by:** Community Outreach VP

**Voting Rights:** No

**Signature Authority:** No

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

### **Committee Overview:**

The STEM Committee (the “Committee”) is a standing committee of the AAUW Colorado Springs Branch (“branch”) board (the “board”). The Committee acts in accordance with this Committee Description, the branch’s articles of incorporation and any amendments thereto, branch bylaws and working rules and policies, AAUW National and State bylaws and policies, all applicable laws, and the overall direction of the branch as determined by the board.

### **Purpose:**

The purpose of the role is to champion women’s representation in STEM by encouraging women and girls to pursue these educational and career fields. Chairs are expected to initiate and participate in local STEM events and be effective communicators for AAUW’s STEM research and programmatic efforts.

### **Committee Duties and Responsibilities:**

In carrying out its purpose, the Committee, under direction of the board, shall:

- Be familiar with and adhere to all AAUW National, State and Branch policies and bylaws.
- Develop an action plan for STEM education outreach and events that includes specific, measurable goals
- Ensure that STEM education outreach and events are included in the Colorado Springs Branch budget and secure funding for them.
- Volunteer at AAUW Tech Trek, AAUW Tech Savvy, and AAUW Branch STEM events that occur in Colorado
- Attend Colorado Springs STEM conferences, distribute information about AAUW programs and research, network with local STEM-focused groups, and explore other opportunities to collaborate at the local level
- Speak to Colorado Springs STEM leaders about AAUW research and STEM programs
- Encourage Colorado Spring Branch and Colorado organizations to promote local STEM events on national social media outlets by tagging and sharing with the AAUW Facebook page and Twitter feed
- Bring successful Colorado Springs STEM Branch events to the attention of the AAUW national office and the STEM Task Force via social media
- Publicize AAUW STEM activities at the Colorado convention
- Familiarize themselves with AAUW STEM educational programs and materials.
- Establish a communication schedule with other STEM chairs in Colorado.
- Assist Colorado AAUW Branches in implementing STEM events as a leader volunteer.
- Publicize successful STEM events via Colorado and national social media.

### **Programs:**

These will be developed as needed, but preliminary discussion suggests that the initial effort will focus on a one-day Tech Savvy conference using the AAUW model.

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### **Committee Membership:**

Any individual with expertise in STEM, Education, or related areas deemed vital to the success of the initiative is eligible to participate. The Leadership Group will actively seek the participation of individuals from the community at large.

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

- Good candidates will be skilled in planning and goal setting, program planning and development, communications, team building, coalition building, public speaking, thinking outside the box, and consensus building.
- Candidates should have a passion for STEM education and equity for women and girls.

### **Time Commitments:**

- As needed to stage successful events and support Colorado STEM efforts.
- Attendance at monthly branch board meetings as needed.