

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: August 2020 – Updated 2021

Position Overview:

The Public Policy Director is responsible for leading the Branch Public Policy Events Committee and serving as a member of the Branch Program Committee and Branch Board.

Responsibilities and Duties of Branch Position:

- Lead the Public Policy Events Committee as Chair or Co-Chair 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 budget, to be informed about AAUW's current public policy issues.
- Maintain contact with the AAUW State Public Policy Chair to keep the Branch 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:

- College Degree in accordance with AAUW Bylaws
- Community liaison experience
- Effective communication and collaboration skills and experience working with other organizations
- Lead and direct committee meetings with inclusivity
- Personal Characteristics: Trustworthy, Transparent, Honor 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 AAUW State conventions is encouraged.
- The committee will spend significantly more hours preparing for the annual AAUW State Public Policy Program.