

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: PRESIDENT

Term: 1 year

Reports To: Board of Directors

Volunteer Status: Elected

Board Voting Rights: Yes

Signature Authority: Yes

Date of Branch Board Approval of Volunteer Position Description: July 2020 Updated 2021

Position Overview:

Lead the board and branch in articulating and implementing the programs, policies, and mission of AAUW. Develop, implement, and oversee AAUW branch activities with the assistance of the elected and appointed board members, board assistants and committee members of the branch's various committees.

Responsibilities and Duties of Branch Position

- Know and adhere to the branch bylaws, working rules and policies, and procedures; support the requirement for the regular update and use of these branch operating documents as appropriate.
- Appoint non-elected branch officers, board assistants and committee chairs as needed. Serve as an ex-officio member of all committees, except the nominating committee, and may attend any or all committee meetings.
- Preside at branch board and executive committee meetings. Set the time and location; prepare and distribute the agendas for these meetings electronically to the board at least 2 days prior to the meeting.
- Convene a board of directors to plan and implement activities that advance AAUW priorities and issues while engaging members, supporters, and community friends
- Facilitate collegial board and branch decision-making regarding goals, expectations, and use of resources
- Develop a strategic plan with measurable goals and objectives that might include membership recruitment and retention, program activity, public policy, diversity, leadership development, and AAUW Fund initiatives
- Encourage collaboration and teamwork; incorporate membership development, public policy advocacy, and fundraising into branch programs
- Support diversity and seek opportunities for inclusion of individuals and groups
- Encourage community collaborations that advance AAUW's mission
- Encourage collaborative relationships with local colleges/universities and students
- Distribute AAUW state and national communications as appropriate.
- Preside at branch meetings and sign contracts for branch related business including venues when necessary.
- Serve as the official AAUW branch spokesperson and representative internally and externally
- Review and monitor branch fiscal health and sign off on expenditures as appropriate
- Send list of all branch officers, board assistants, committee chairs and members to the branch directory editor by July 1.
- Encourage participation in AAUW's leadership training and resources.

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Responsibilities to AAUW State and AAUW National:

- Maintain regular contact with AAUW state president and keep them informed of branch activities
- Know and adhere to AAUW state/national and branch bylaws, policies, and procedures.
- Update AAUW state and national records with incoming branch officers
- Encourage members to support AAUW national initiatives and programs
- Adhere to all AAUW policies and procedures through compliance with the AAUW Bylaws, affiliate agreement, and fundraising guidelines (AAUW Policy 501)
- Support AAUW’s leadership development efforts by nominating branch members for national and state leadership positions
- Submit the branch president’s annual report to the state program VP by March 15
- Be responsive to any concerns or questions related to duties of this office
- Be respectful of confidentiality of the board’s work

Leadership Skills/Qualifications Helpful to the Position:

- Willing to learn and practice skills in strategic planning and goal setting, meeting facilitation and team building, public speaking, and communications.
- Ability to recognize and employ the talents of others.
- Ability to Inspire collaborative work toward common goals.
- Be a mentor and encourager.
- Be empathetic, reassuring, and decisive.

Time Commitments:

Approximate time required for this position is 10-12 hours per month with regular attendance at Branch Board and Executive Committee meetings. Attendance at state conventions is encouraged.