

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: President Elect **Term:** 1 year, followed by 1 year as President

Reports To: President and Board

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

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

Position Overview:

- Elected by branch membership to participate in all aspects of branch activities in order to serve knowledgeably as president in the following year.
- Assist the president in leading the board and branch in articulating and implementing branch programs, policies and supporting the mission of AAUW.

Responsibilities and Duties of Branch Position:

- Perform such duties as the president and the board shall direct and as specified in branch bylaws, working rules and policies and this position description.
- Serve on and attend meetings of the branch board and the executive committee.
- Attend committee meetings and visit interest groups.
- Assist the president as requested.
- Know and adhere to branch bylaws, working rules and policies and ensure that these branch operating documents are in place and updated as appropriate.
- Be familiar with resources available on AAUW national, state and branch websites.
- Appoint, between April 1 and June 1, the following who will serve during the president elect's ensuing term as branch president (a) appointed officers with the approval of the board and (b) board assistants.
- Conduct board and branch meetings in the absence of the president.
- Chair the branch Authors Day Committee and the Governance Committee.
- Assist in the development and implementation of the branch strategic plan.

Responsibilities to AAUW, AAUW National and AAUW State:

- Encourage members to support AAUW national, state and branch initiatives and programs.
- Be familiar with and adhere to all AAUW policies and procedures through compliance with National and State Bylaws and fundraising guidelines.

Leadership Skills/Qualifications Helpful to the Position:

An effective leader is willing to learn and practice skills in strategic planning and goal setting, meeting facilitation and team building, public speaking, and communications. A leader will recognize and employ the talents of others; to inspire collaborative work toward common goals; to mentor and encourage; and to be empathetic, reassuring, and decisive.

Time Commitments:

Approximate time required for this position is 6 to 12 hours per month with regular attendance at branch board and executive committee meetings. Possible additional time, as needed, for new branch projects and initiatives. Attendance at AAUW Colorado state and regional conventions is encouraged.