

## **AAUW Colorado Springs Branch – Volunteer Leader Position Description**

### **VP Programs**

Reports to Board of Directors

Elected position for a two-year term and may be reelected, with voting rights and NO signature authority.

Date of Branch Board Approval of Volunteer Position Description **Updated 2021**

**Position Overview:** The branch program vice presidents work with branch leaders and members to develop and implement programs.

### **Responsibilities and duties of VP of Programs:**

- Serves on and attends meetings of the Board of Directors, Executive Committee, Budget/Finance Committee and Program Committee to formulate and support monthly programs.
- Recruits a committee, at least one member per program and be clear about their responsibilities and expectations.
- Works with committee to research possible program speakers, contracts with the speaker and venue, and determines what equipment is required for the program.
- With committee evaluate programs and venues.
- Ensure AAUW mission-based program priorities are included in the monthly programs.
- Ensures program content, speaker biographies, venue locations, times and dates, menus and meal selection are available and submitted in a timely manner to the Newsletter editor, Communications Chair and Website Administrator.
- Ensure the Colorado Springs branch budget reflects program priorities.
- Work with other officers and committees to integrate programs with public policy, membership and community program needs.
- Maximize program effectiveness and adapt programs as needed to fit branch and community needs, strengths and resources.
- Keeps Board of Directors informed and apprised of program plans.
- Evaluates programs with committee members.
- Maintains records of all programs, evaluations, speakers and venues, including financial and attendance information.

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

- College education
- Skilled in strategic planning and goal setting
- Program planning and development
- Resource development
- Communication skills
- Team and coalition building
- Consensus building
- Understanding of the community needs

### **Time commitment:**

Approximate time for this position is about four to six hours per month.