

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: PRESIDENT

Term: 1 year

Reports To: Board of Directors

Volunteer Status: Elected

Voting Rights: Yes

Signature Authority: Yes

Date of Branch Board Approval of Volunteer Position Description: March, 2025

Position Overview:

The branch president leads the board and branch in articulating and implementing the program, policies and mission of AAUW. The president develops, implements, and oversees AAUW branch activities with the assistance of the elected and appointed board members, board assistants and committee members of the branch's 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 board meetings. Set time and location, prepare and distribute agendas electronically to 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
- Hold Board retreat in June to promote "hand-over" of officer's positions, conduct training of new Board members and to develop a strategic plan with measurable goals and objectives. These might include membership recruitment and retention, program activity, public policy, diversity, leadership development, and AAUW Fund initiatives.
- 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 approve expenditures as appropriate.
- Send list of all branch officers, board assistants, committee chairs and members to the branch directory editor by July 1 and update the National database.
- Encourage participation in AAUW's leadership training and resources.

Responsibilities to AAUW State and AAUW National

- Serve on the State Inter-Branch Council.
- Update AAUW state and national records with incoming branch officers
- Encourage members to support AAUW national initiatives and programs
- Know and 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.

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- 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:

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