

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Programs Committee Member

Reports To: VP(s) Programs and the Board of Directors

Volunteer Status: Appointed

Board Voting Rights: No

Committee Voting Rights: Yes

Signature Authority: No

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

Position Overview:

Serve on the branch Programs Committee and attend all meetings and assist with the planning and organizing of monthly branch programs.

Responsibilities and Duties of Branch Position:

- Work with the VP(s) of Programs, the chairs of Public Policy, Community Outreach, and other branch leaders to design programs (schedule programs, assign the topics, recruit the speaker(s), reserve the venue) work in collaboration with outside women's groups, Zonta IWD and LWV.
- Work with the VP(s) of Programs and other branch leaders to publicize branch meetings and other programs.
- Work with the Hospitality Chair(s) to plan and procure food and beverages for the event, if needed.
- Follow timelines as specified in the annual branch calendar, each committee member responsible for a program will ensure that the event is successfully planned and carried out.
- Help to ensure that the monthly programs are in accordance with AAUW Mission, current focus areas and focus on women's issues and goals.
- Work with the VP(s) of Programs and other branch leaders to review and evaluate the programs once completed.

Responsibilities to AAUW, National and State:

Adhere to policies, bylaws and procedures.

Leadership Skills/Qualifications Helpful to the Position

Be willing to work as a team and use skills in planning and goal setting.

Time Commitments:

Approximate time required for this position is two to four hours a month. Attendance at state conventions is encouraged.