

AAUW COLORADO SPRINGS BRANCH-VOLUNTEER LEADER POSITION DESCRIPTION

Position: Program Vice President(s)

Reports to: Board of Directors

Term Limit: 2 years and may be reelected

Volunteer Status: Elected

Board Voting Rights: Yes,

Signature Authority: No

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

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, to be chaired by the VP Programs with at least one additional AAUW member per program and sets up clear roles, responsibilities and expectations for the committee members.
- Works with the Program committee to research possible program speakers, reviews contracts with the speaker and venue, and determines what room set-up and equipment is required for the program.
- With committee, evaluates programs and venues and communicates the results to the board members in a timely fashion.
- Works with the Hospitality Committee to set up and decorate the location for the events, procure and serve drinks and food, when served.
- Ensures 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 (when applicable) are prepared and submitted in a timely manner to the Newsletter editor, Communications Chair and Website Administrator.
- Ensures 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.
- Acts as the AAUW Branch representative in collaborative programs with other organizations, when applicable.
- 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, post-program with committee members, capturing learnings for future meetings and shares them with Board members.
- Maintains records of all programs, evaluations, speakers and venues, including financial and attendance information.

Leadership Skills/Qualifications Helpful to the Position:

- Skilled in strategic planning and goal setting
- Program planning and development
- Resource development
- Communication skills
- Team and coalition building
- Consensus building
- Understanding of AAUW mission, priorities, and focus for the Branch meetings.

Time Commitment:

- Approximate for this position is about 8-10 hours per month excluding monthly Board meetings.
- Attendance at monthly Board meetings.