

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** Public Policy Committee Member

**Reports To:** Public Policy Director and the Board of Directors

**Volunteer Status:** Appointed

**Committee Voting Rights:** Yes

**Signature Authority:** No

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

### **Position Overview:**

Serve on the Branch Public Policy Committee and attend all meetings. Assist with the planning and organizing of the Branch Public Policy annual program.

### **Responsibilities and Duties of Branch Position:**

- Assist with planning and executing one Branch event per year pertaining to public policy topics related to AAUW's mission.
- Assist with working with community coalitions on voter education efforts.
- Assist with working with community partnerships and collaborations to address local AAUW mission-related issues.
- Assist with developing community collaborations to address local AAUW mission-related issues.

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Adhere to AAUW National, State and Branch bylaws, policies and procedures.

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

- Personal Characteristics: Trustworthy, Transparent, Honor all ideas.
- Work well with others to accomplish team goals.

### **Time Commitments:**

- Approximate time required is 2 hours per month.
- Committee member will spend significantly more hours preparing for the annual Branch Public Policy Program