

## **Position Description: Leadership Chair-Elect,** **Amador County Branch, AAUW**

**Overview of the position:** To assist the Leadership Chair and become acquainted with the duties and responsibilities of the position in order to assume that position the following term.

### **Overall responsibilities**

- Assume the duties of the Leadership Chair in the absence or inability of the Chair to serve.
- Become branch Leadership Chair if the current Chair is unable to complete a term of office.
- Serve on the branch Leadership Committee as a voting member and other committees as assigned.
- Attend branch general meetings and important community forums, and fund-raising activities.
- Become familiar with the branch bylaws and policies and procedures, branch elected and appointed officer responsibilities, and fundamental Association and state programs.
- Make a written report of your activities to the Leadership Chair at end of the fiscal year.
- Provide an orientation for your successor.

### **Specific responsibilities to the state AAUW**

Adhere to all state policies and procedures. Make an effort to attend the AAUW State Convention.

### **Specific responsibilities to the national**

Adhere to all Association policies and procedures.

**Available resources:** AAUW Board of Directors (regional directors), staff, Diversity Resource Team, program portfolio, 5-star materials, membership campaign materials, *AAUW Mission & Action*, *AAUW Membership Matters*, *CA Board to Board*, *California Connection*, *President's Tool Kit*, *Leader Tool Kit*, *Membership Tool Kit*, style guide and AAUW websites [www.aauw.org](http://www.aauw.org) and [www.aauw-ca.org](http://www.aauw-ca.org).

*Approved 2003*

*Revised 4/14/2022*