

Position Description: Administrative/Leadership Chair **Amador County Branch, AAUW**

Overview of the position: Conduct the Amador AAUW Branch business and oversee and take an active role in all AAUW activities in both the branch and community.

Overall responsibilities:

- Serve as the official spokesperson and representative for the branch and shall submit such reports and forms as required by the Association and the state.
- Convene a branch leadership committee to plan, implement, and monitor AAUW activities in your community. Assign other members of your branch specific projects as needed.
- Call and conduct leadership committee meetings on a regular basis.
- Establish whether there is a quorum at the onset of each leadership committee meeting.
- Work with the leadership committee to evaluate previous branch efforts, and review and update a strategic plan that advances AAUW's current national and state priorities.
- Support leadership committee's efforts to carry out the strategic plan and provide leadership necessary to achieve the goals and objectives of that plan.
- Foster an environment that encourages teamwork, collaboration and creative problem solving.
- Link programming and membership development.
- Weave diversity into the fabric of the branch.
- Participate in community coalitions that advance AAUW's mission.
- Attend general meetings.
- Attend (or send a representative) to state conventions, and regional conferences.
- Submit a written report to the Leadership Committee at the end of the fiscal year.
- Provide an orientation for your successor.

Make an effort to attend (or send a representative to) the AAUW National Convention.

Responsibilities to the state AAUW: Maintain regular contact with the state president and her informed of branch activities. Adhere to all state policies and procedures. Share successful branch programs with the state.

Responsibilities to the National Association: Encourage members of Amador Branch of AAUW to support national initiative and programs. Adhere to all Association policies and procedures. Support AAUW's leadership development efforts by nominating interested branch members for national and state leadership.

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 and www.aauw-ca.org.

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