

## **Appointed Position Description: Program Chair Amador County Branch, AAUW**

**Overview of position:** Assist branch officers in advocating for all women and girls through the development and implementation of programs and other projects that promote education and equity.

### **Overall responsibilities:**

- Serve on the branch Leadership Committee and other committees as assigned.
- Organize a branch program committee to help plan and implement programs for the AAUW general meetings and collaborate on other education and equity projects.
- Develop a program action plan, making adaptations to meet branch needs, strengths and resources. Choose meeting sites and make necessary arrangements with site contact personnel. Recruit Program Leads and educate them, as needed, to better enable them to assume the lead responsibility for selected programs.
- Advise and assist Program Leads, as needed to coordinate logistics, sound system and publicity.
- Work in concert with the Hospitality Chair, Public Relations Chair, Newsletter Editor, Website Editor, Phone Tree Committee and, as appropriate, Program Leads to get out the word about programs and activities.
- Ensure that the national and state AAUW program priorities are included in the Amador Branch programs.
- Take advantage of AAUW state and national program resources and share that information with the branch board and membership.
- Form coalitions with other groups to promote AAUW's program priorities.
- Provide input into the annual Branch budget development to insure adequate/realistic funding for branch programs.
- Submit a written report to the Leadership Committee at the end of the fiscal year.
- Provide an orientation for your successor.

Attendance in the state conventions, regional conferences and the AAUW national convention is encouraged.

**Responsibilities to the state AAUW:** Maintain regular contact with the state program vice president to receive and share information about AAUW programs.

**Responsibilities to the National Association:** Inform the Association Program Department of branch program efforts. Encourage members to complete the every-member survey to help set AAUW's program priorities.

**Available Resources:** Past branch Program Chairs, state and regional program VPs, membership campaign materials, 5-star materials, *AAUW Mission & Action*, *AAUW Membership Matters*, *CA Board to Board*, *California Connection*, *Leadership Tool Kit*, *Diversity Tool Kit*, and AAUW websites [www.aauw.org](http://www.aauw.org) and [www.aauw-ca.org](http://www.aauw-ca.org).

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