

Programs ~~2015-16-2016-17~~ AAUW Port Townsend Job Description

JOB: Co-Vice President, Programs or Vice president, preferably with a committee. Most years there are two co-VPs who share responsibilities as they decide. Some years there has been only one, or one plus a committee, each member of which takes responsibility for one month.

JOB TYPE: Elected Officer

BOARD ATTENDANCE: One of the Co-VPs should attend each board meeting.

VOTING MEMBER OF BOARD: Yes

DURATION OF SERVICE: 2 years

RESPONSIBILITIES:

The Vice Presidents for Programs are responsible for planning, procuring and presenting all programs at the monthly meetings, and for writing the front page of the Focus regarding the upcoming program scheduled for the following month. ~~This position may also schedule any approved monthly Spotlight speakers, which are now restricted to AAUW-related issues.~~ The VP of Programs or responsible committee coordinates with the designated audio-visual person when projection equipment is needed and ensures that the presentations adhere to time limits and follow branch guidelines.

SIGNIFICANT CALENDAR MILESTONES:

- Present the program for the branch meeting each month except for the December holiday event, the Silent Auction month, and the UWF Annual Meeting/Scholarship recognition month.
- Make all arrangements for the presentation, ~~including any needed equipment.~~
- Obtain biographical information and a photo if possible from the speaker. Write the front page article for the Focus newsletter, and work with the Communications Director as needed to ensure publicity in local media, for the upcoming program.
- Reserve a place for speaker to sit, greet the speaker, help them get set up, introduce them to the co-presidents, and invite them to enjoy some refreshments.
- Introduce the speaker, monitor time, facilitate question and answer period, and wrap up with a thank you.
- Follow up the presentation with a written acknowledgement to the speaker(s), i.e. thank you note.
- Throughout the year, be on the lookout for future speakers and record suggestions that have come forward.

Suggested (not definitive) topics by monthly interest:

September: ~~This meeting may be a time to acknowledge AAUW volunteers or be a review of AAUW's mission-specific programs and the annual Interest Group Fair. This is a good time for fun, interactive activities that allow members an opportunity to get to know AAUW, our branch, and each other better.~~

Alternatively, the program can ~~be a short (30 minute) program~~ focused on entertainment (readings, performance etc.), ~~rather than a serious subject.~~

October: This month is Education Month, making it a good time to consider an education-related topic (not a requirement).

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November, January, and March: Open topics

December: Holiday function is now the responsibility of a committee not associated with the program co-VPs.

January: Open topic. If possible, attend some ~~Attend~~ neighborhood meetings to solicit ideas for programs.

February: Silent Auction coordinated by the Silent Auction Chairs. The program chairs may incorporate a featured guest for adding interest to the auction, but are not required to present a program speaker.

March: Open Topics

April: Open Topics

May: UWF sponsors Scholars' reception. Submit year-end report to the board.

Over the summer: Decide on and arrange for programs for coming year, present the list to the board for feedback. Use the feedback gained by the Co-Presidents at the various Neighborhood meetings. Present the final list to the directory editor by September 1st.

TURNOVER:

- Incorporate year-end report recommendations that relate to this position into the job description
- Update position binder
- Forward electronic copy of any documents that will be useful templates for this position to your replacement
- Train replacement by July 1