

AAUW Port Townsend Job Description – updated June 2020

JOB TITLE: Co-Vice President of Programs

JOB TYPE: Elected Board position

BOARD ATTENDANCE: Required of at least one of the Co-VPs

VOTING MEMBER OF BOARD: Co-VPs share one vote

DURATION OF SERVICE EXPECTED: 2 years. Co-VPs alternate years of service

RESPONSIBILITIES:

Co-VPs of Programs are responsible for planning and presenting programs for each monthly branch meeting of the year that are not already planned for special functions. Currently, this includes branch meetings for September, November, January, March and April. The remaining branch meetings have typically been devoted to a presentation of the Tech Trek participants, Holiday Luncheon, Silent Auction and UWF Scholarship and Annual Meeting.

Co-VPs of Programs are responsible for obtaining biographical information and, if possible, a photo from the guest speaker. Write an article for the Focus newsletter and work with the Communications Director as needed to ensure publicity in local media for the upcoming program.

Co-VP of Programs are responsible for keeping the branch computer and projection equipment, arranging with a designated person for set-up when needed and for ensuring that the branch presentations adhere to time limits and branch guidelines.

SIGNIFICANT CALENDAR MILESTONES:

- *Every month:* present the program for each branch meeting except those designated by the Board for special events (October-Tech Trek, December, holiday luncheon, February Silent Auction).
- Reserve a place for the 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 questions and answer period and wrap up the presentation with a thank you.
 - Follow up the presentation with a written acknowledgement to the speaker(s).
- Throughout the year, be on the lookout for future speakers and record suggestions that have come forward.
- *September:* First branch meeting of the year is usually focused on meeting new friends and re-connecting with old friends. A brief interactive activity is often devised that will allow members to mingle and get to know each other. Sometimes, this program includes a review of AAUW mission and goals and a discussion of how our branch strives to achieve these goals.
- *October:* National Education Month: Presentation by Tech Trek committee. Branch Presidents oversee this meeting.
- *November:* Guest Speaker or Activity devised by Co-VPs of Programs
- *December:* Holiday Luncheon and Woman of Excellence. Branch Presidents oversee this event.
- *January:* National Book Month - Guest Speaker or Activity devised by Co-VPs of Programs

- *February*: Silent Auction Fundraiser. Branch Presidents oversee this meeting.
- *March*: National Women's History Month - Guest Speaker or Activity devised by Co-VPs of Programs
 - *Begin updating VP-Programs job description and writing end of year report, usually due by April 1st.*
- *April*: National Autism Awareness, Sexual Assault Awareness, Volunteer Appreciation month-, Guest Speaker or Activity devised by Co-VPs of Programs
- *May*: Annual Meeting of UWF and presentation of Scholarship Winners. UWF oversees this meeting.
- *May/June*: Turnover Responsibilities:

Attend turnover meeting which has been in May the past few years. At the meeting, incoming and outgoing VPs of Programs meet together to discuss plans for the coming year, brainstorm programs and develop a short list of potential speakers.

Update Position records on the Programs Google Folder and if needed, flash drive, including updated job description and end-of-year report. Include any useful documents that may be useful for the incoming VP.

Train replacement and forward all necessary records and documents by July 1.

SUBMITTED BY: Dale Spears