

**AAUW**  
**HEALDSBURG BRANCH**  
**JOB DESCRIPTION**  
**Updated 03\_2016**

*All board members are expected to do the following:*

*Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to president at least 48 hours prior to meetings. Communicate with president regarding branch issues.*

**BOARD POSITION:**                      Public Policy

***Role***

The role of the Public Policy Chair is to encourage members to be concerned, open-minded, thoughtful, and active citizens dedicated to the betterment of women and girls, along with equitable public education for all, in a manner consistent with AAUW's national platform. The chair's role includes chairing the Public Policy Team, and leading the branch's efforts to inform the community and lobby policy makers about the issues that are important to our members.

***Procedures***

- Stay informed about State and National issues that AAUW is supporting.
  - Become familiar with all AAUW public policy materials at [www.aauw-ca.org](http://www.aauw-ca.org) and [aauw.org](http://aauw.org)
  - Regularly check the state and national websites for California and National Action Alerts
  - Regularly check the national website for the Two-Minute Activist information
- Educate the Board and members.
  - Inform members of latest alerts and activist issues
  - Write articles on public policy issues for the branch newsletter
  - Coordinate branch public policy studies and action
  - Coordinate branch and individual member responses to Action Alerts and the Two-Minute Activist
  - Attend new member coffees
- Chair Public Policy Team, whose members will:
  - Annually survey branch members as to their preference for the public policy issues on which to focus advocacy efforts
  - Meet monthly, except during summer months
  - Perform issue research
  - Seek current policy updates about AAUW's state and national issues
  - Write material for branch email blasts
  - Write articles/blurbs/announcements for the branch newsletter
  - Coordinate with other committees as appropriate
  - Stage events for Equal Pay Day, voter registration, and get-out-the-vote, as timely and appropriate

Refer to website <http://www.aauwca.org/Forms & Documents/Leadership Training/Public Policy>