

AAUW
HEALDSBURG BRANCH
PROGRAMS JOB DESCRIPTION
Reviewed January 2018

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: Programs

Organize 2 to 3 programs a year which can be for members only, open to the public and/or in collaboration with other AAUW branches. Programs can also be organized by other branch members; the program chair then becomes a team member and the liaison between the project and the BOD.

Responsibilities

- Recruit a team for specific programs, as needed, to help plan and implement.
- One program should be mission based, but otherwise topics can be of whatever is of interest to the membership.
- Collaborate with other local AAUW branches to put on joint programs
- Collaborate with Public Policy on any programs that are being advocated by the branch
- Coordinate with the Public Policy and the Cultural Events team to either compliment or avoid duplication of their events.
- Include community partnerships and projects as appropriate.
- Work with other branch officers to integrate programs with other branch priorities (e.g. public policy, membership retention, and recruitment)
- Develop an estimated budget for programs and submit to the treasurer prior to the September BOD meeting.
- Communication
 - Grapevine, write timely articles informing membership of upcoming programs
 - If public is invited, write article for the local news outlets and submit to Publicity.
 - Submit information for inclusion on the website.
 - Submit information to Constant Contact for timely dissemination to the membership.

- Evaluate programs at end of year. Provide feedback for improvements to next year's programs.