AAUW
HEALDSBURG BRANCH
MISSION BASED PROFECTS DIRECTOR JOB DESCRIPTION
Updated 9/20/2018

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: Mission Based Projects Director

- Be aware of the needs of the community (Cloverdale to Windsor), especially regarding education.
- Evaluate ongoing programs as to community needs, and ensure we are providing valuable services with the resources we have available through our branch. Initiate community partnerships as appropriate.

- Oversee the workings of the programs offered through Mission Based Services by communicating with the chairs of these various programs and be informed of their activities:
    - Future Prep Program
        - Help Healdsburg High School and Cloverdale HS students make effective career choices. Coordinate program with staffs of each school..
    - Expanding Your Horizons (EYH)
        - Encourage 7 and 8th students to attend this one-day session designed to encourage students in STEM. Tech Trek girls should be encouraged to attend
        - Determine if chapter will support EYH either financially and/or through hands-on help.
    - GEMS (Girls Engaged in Math & Science)
        - Provide girls interested in math, science, and technology further mentoring in the form of talks, events, and field trips. For girls from 7th grade through high school from Cloverdale to Windsor, and especially those nominated for Tech Trek.
    - Reading Rocks
        - Assist HES and Westside first grade classes with reading program.
    - Speech Trek
        - Identify high school students to participate in Public Speaking competition on an AAUW determined subject.
        - Recruit branch members to mentor the students
        - Organize local competition
        - Submit local winter to statewide competition

- Communicate with publicity chair (copying president on all messages) with opportunities for publicity.
- Responsible for Mission Based Projects write-up in monthly newsletter
- Keep webmaster up-to-date on Mission Based Projects opportunities for web site.
- Estimate costs and provide Treasurer with requested budgets for each program.
- Evaluate communications at end of year. Provide feedback for improvements to next year's Mission Based Projects Director.