

**AAUW
HEALDSBURG BRANCH
STEM DIRECTOR JOB DESCRIPTION
Revised 5.9.2019**

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: STEM Director

Build relationships with students who participate in the GEMS programs and Tech Trek from initial participation through college. Actively engage members as mentors for these students.

Tech Trek Chair (7th and 8th graders)

- Identify AAUW liaisons for Cloverdale, Geyserville, Healdsburg and Windsor middle school/Jr. High
- Develop relationships between each school contact with AAUW liaisons
- Use state information to recruit Tech Trek applicants
- Utilize AAUW liaisons to interview applications and initiate database for each girl.
- Select Tech Trek participants.
- Identify and train an AAUW member for each school to be a mentor to the Tech Trek participant.
- Schedule meeting with Tech Trek participants, their parents and mentors in the spring.
- Maintain communication before and after Tech Trek.
- Invite Tech Trek participants to share their experiences at the September Kick Off Meeting.
- Manage the database for each applicant with regular communication through high school. AAUW liaison with GEMS Chair.

GEMS Chair (8th -12th graders)

- Identify AAUW liaisons for Cloverdale, Geyserville, Healdsburg and Windsor High Schools.
- Develop relationships between each school contact, AAUW Career Choices chair and AAUW liaisons.
- Coordinate database of all Tech Trek applicants with Tech Trek chair. Add girls who did not apply, but participate in GEMS programs. Include regular communication through graduation.
- Identify and train mentors for Cloverdale, Geyserville, Healdsburg and Windsor High Schools. One mentor for 8-10 students. This group of mentors follows the class from 8th grade until graduation.
- Develop 3-4 field trips/activities each school year.
- Plan a meeting with mentors, mentees and their families in the fall and spring.
- Provide assistance with college/trade school applications.
- Mentor to continue through college. (May be different mentor).
- Provide one year free AAUW membership upon college graduation.

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
- Partner with EYH to encourage participation in GEMS
- Coordinate annual donation to EYH
- Recruit volunteers to assist at annual EYH day