

**AAUW  
HEALDSBURG BRANCH  
JOB DESCRIPTION  
Revised March 2022**

*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 DIRECTOR**

***Public Policy***

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 priorities, as well as AAUW-California's stated priorities. The director'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.

- 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
  - Integrate the AAUW National Five Star program requirements into activities as appropriate
- 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 activities
  - Encourage branch and individual member responses to Action Network Alerts and the Two-Minute Activist
  - Attend new member coffees
  - Monitor AAUW websites, Facebook pages, and Twitter feeds.
- Chair Public Policy Team, whose members will:
  - 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

## *Programs*

Organize 1 to 2 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 Public Policy Director then becomes a team member and the liaison between the project and the Board.

- Recruit a team for specific programs, as needed, to help plan and implement
- Include at least one mission-based program, but otherwise topics can be of whatever is of interest to the membership
- Collaborate with other local AAUW branches to put on joint programs
- Coordinate with other branch groups 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., membership retention, recruitment)
- Develop an estimated budget for programs and submit to the Treasurer prior to the September Board meeting
- Communicate:
  - Write timely Grapevine articles informing membership of upcoming programs
  - If public is invited, write articles for 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.