

AAUW HEALDSBURG BRANCH
JOB DESCRIPTION
Revised June 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: STEM DIRECTOR

The STEM Director Oversees the Tech Trek Program, the TTAG Program and the Branch support of the National EYH Program

- Proposes to the board the number and type of Tech Trek campers to be funded; how many in person campers and/or how many virtual
- Works with the budget committee to ensure that funds are allocated in the budget for the desired number of campers, TTAG needs and EYH needs
- Works with the fundraising committee to ensure that needed funding is raised and that the payment for Tech Trek is made by the deadline in mid-March
- Facilitates communication between the two program chairs
- Fills in as the backup leader for either program should the program chair be unavailable
- Ensures that student information remains secure

Tech Trek Branch Coordinator (7th graders)

The Tech Trek Branch Coordinator supervises the selection and registration of the Branch's Tech Trek participants

- Becomes familiar with and completes all applicable action items on state job description
- Recruits and chairs the Tech Trek Selection Committee
- Identifies AAUW liaisons and school contacts for Cloverdale, Geyserville, Healdsburg, and Windsor public Middle Schools and Junior Highs
- Prior to the TT camp, schedules a Meet and Greet event with the Tech Trek participants, parents, teachers, Selection committee, AAUW Board and other branch members.
- Working with the Fundraising Chair, host a post Tech Trek meeting to review the Tech Trek experience. Invitees would include, Donors, TT participants, parents, teachers, Selection Committee, Board representatives and AAUW Members
- Invites one or two Tech Trek participants to share their experiences at the September Kick Off Meeting.
- Writes articles as appropriate regarding Tech Trek activities for the Grapevine and publication in local news outlets
- Works with TTAG Chair to encourage returning campers to join TTAG

Tech Trek Alumnae Group (TTAG) Chair (focus on 8th -12th graders)

The TTAG Chair builds relationships with students who participate in the Tech Trek and TTAG from initial participation through college. S/he actively engages AAUW branch members as advisors for the TTAG program.

- Works with Tech Trek Branch Coordinator to encourage returning campers to join TTAG
- Develops a team of AAUW members to oversee and advise the TTAG members
- Develops a leadership team for TTAG called TTAC
- Updates the contact information for each Tech Trek Alumna

- Oversees TTAC communications with TTAG members
- Includes regular communication through graduation
- Oversees realistic scheduling of TTAG meetings, field trips and activities
- Defines and maintains the bylaws and mission statement for the TTAG program
- Writes articles as appropriate regarding TTAG activities for the Grapevine and publication in local news outlets
- Ensures that events and transportation have adequate insurance and supervision.

Support the Expanding Your Horizons (EYH) National Program

- Encourages 7 and 8th grade students to attend this one-day STEM session. Tech Trek girls should be encouraged to attend
- Coordinates annual donation to EYH
- Recruits volunteers to assist at annual EYH day.