

**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: MISSION BASED PROGRAMS 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.
 - Reading Rocks
 - Assist HES and Westside first grade classes with reading program.
 - Holiday Gifts for Teachers: Collect funds from members that will be used to donate to local schools in order to purchase supplies as a holiday gift for staff.
- Communicate with publicity chair (copying president on all messages) with opportunities for publicity.
- Responsible for Mission Based Programs write-up in monthly newsletter
- Keep webmaster up to date on Mission Based Programs opportunities for website.
- Estimate costs and provide Treasurer with requested budgets for each program.
- Evaluate communications at the end of year. Provide feedback for improvements to next year's Mission Based Programs Director.