

AAUW HEALDSBURG BRANCH
MISSION BASED PROGRAMS DIRECTOR
JOB DESCRIPTION

Updated March 2025

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.
- Work with the nominating committee to identify their replacement when their term ends.

Responsibilities

- 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 students make effective career choices. Coordinate program with staffs of each school.
 - Reading Rocks
 - Assist HES, Westside, and Mattie Washburn first and second grade classes with reading program. Give all first graders at the three schools their own book.
 - 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.