

AAUW HEALDSBURG BRANCH

STEM

JOB DESCRIPTION

Updated June 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.

Overview

The STEM Program Director oversees all AAUW Healdsburg Branch STEM (Science, Technology, Engineering & Math) Mission-Based programs, including Tech Trek STEM Camp, the Tech Trek Alumnae Group (TTAG), and branch support for the national Expanding Yours Horizons (EYH) program.

Responsibilities

- Provides strategic oversight for Tech Trek, TTAG, and EYH programs.
- Facilitates communication and collaboration between the Tech Trek Committee Chair(s), the TTAG Program Chair(s) and the EYH representative.
- Serves as a backup leader for either program when the respective chair is unavailable.
- Recommends to the Board the number and type (in-person and/or virtual) of Tech Trek campers to be sponsored each year.
- Collaborates with the Budget Committee to allocate appropriate funding for Tech Trek campers, as well as for activities related to Tech Trek, TTAG and EYH.
- Works with the Fundraising Committee to secure necessary funds and ensure timely payment of Tech Trek camp(s) fees (typically Mid-March).
- Ensures that student information is managed securely and in compliance with privacy policies.

Tech Trek Committee Chair *(Focus: 7th and rising-8th grade girls)*

- Reviews and completes all relevant tasks outlined in the state-level Tech Trek job description.

- Serves as the branch's Tech Trek Coordinator in communication with the CA AAUW Tech Trek Camp Director regarding camp policies, registration procedures and Peer Group meetings, etc.
- Leads the selection and registration process for the branch's Tech Trek participants.
- Recruits and leads the Tech Trek Committee.
- Establishes and coordinates with AAUW liaisons and school contacts at public middle schools and junior high schools in Cloverdale, Geyserville, Healdsburg, and Windsor.
- Organizes, schedules and facilitates a **pre-camp Meet & Greet** event for new campers, their parents, teachers, donors, TTAG members, the Tech Trek Committee and branch Board members.
- Organizes, schedules and facilitates a **post-Tech Trek reflection event** inviting Tech Trek campers, their parents, teachers, donors, the Tech Trek Committee, AAUW branch board representatives and AAUW Members.
- Coordinates with TTAG chair(s) and members to facilitate TTAGers' participation in Tech Trek events, such as the Meet & Greet and Fall Panel.
- Notifies the Tech Trek Fundraising Chair of upcoming Tech Trek events that are appropriate for donor invitations.
- Invites Tech Trek participants to share their experiences at the September Kick Off Meeting (if outside school hours).
- Writes and submits articles regarding Tech Trek activities for the *Grapevine* newsletter and local media outlets.
- Partners with TTAG Chair to encourage returning campers to join and actively participate in TTAG.

Tech Trek Alumnae Group (TTAG) Chair *(Focus: 8th-12th grade girls)*

- Builds and maintains relationships with Tech Trek alumnae, fostering engagement and support throughout high school and into college.
- Involves AAUW members as advisors, presenters, and mentors to the TTAG program and its members.
- Collaborates with Tech Trek Committee Chair to encourage campers participation in TTAG.
- Interfaces with the CA AAUW Tech Trek Alumnae Committee (TTAC) and website to maintain familiarity with relevant policies, goals and procedures.
- Maintains up-to-date contact information for all Tech Trek Alumna.
- Facilitates communication within the TTAG Board and among members to promote ongoing participation throughout high school.
- Advises the TTAG Board on activity planning and realistic scheduling of meetings, social media engagement, field trips, parties, virtual events, etc.
- Oversees development and maintenance of TTAG's mission and goals.
- Writes and submits articles about TTAG activities for the *Grapevine* newsletter and local news outlets.

- Ensures that all TTAG events and transportation are properly insured and supervised; and ensures that signed permission slips are on file for all participants.
- Confirms that all adult volunteers complete the annual Tech Trek Volunteer Conduct Agreement.
- Submits an annual TTAG budget to the STEM Director and tracks expenditures.
- Coordinates with Tech Trek chair to facilitate TTAGers' participation in Tech Trek events, such as the Meet & Greet and Fall Panel.

Expanding Your Horizons (EYH) Representative

- Promotes attendance at the annual one-day Expanding Your Horizons (EYH) STEM conference for 7th and 8th grade students; may mention EYH during Tech Trek interviews.
- Coordinates with STEM Program Director to ensure the branch's annual donation to the EYH program is planned and submitted.
- Recruits volunteers to assist at the annual EYH event.