

PROGRAM VICE PRESIDENT

The Program Vice President develops and coordinates the overall program plan for the year. The responsibilities of the Program Vice President are:

1. Recruits and chairs the Program Planning Committee* to help develop and implement AAUW programs.
2. Chairs program planning meeting in June or July.
3. Evaluates previous branch programs and assesses membership needs and interests.
4. Plans and implements branch programs, except for the September membership event and the month of the Wildflower Run.
 - a. Contacts, greets, and introduces speaker and arranges for gift and meal, as appropriate.
 - b. Arranges for meeting space and obtains insurance rider if necessary.
 - c. Submits program information to the newsletter, weekly email, website, and calendar.
 - d. Works with Publicity Chair to publicize programs that are open to the public.
5. Serves on Budget Committee.
6. Develops and monitors a budget for programs.
7. Keeps current website content related to the position of Program Vice President.
8. Attends monthly board meetings and provides a report.
9. Presides and acts in the absence of the President and the President-Elect if needed.
10. Performs other duties as requested by the President and the Board of Directors.
11. Maintains an Experience Binder or e-file that includes resource material, notes, timelines, committee meeting minutes, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.

*The Program Planning Committee shall consist of:

Program Vice-President
President or President Elect
Public Policy Chair
Membership Vice-President
Diversity, Equity, Inclusion (DEI) Chair
Hospitality Chair, if needed
Members with ideas for programs