



AAUW West Harris County Branch

Position: Vice-President for Programs

General Duties of Program Vice-President: (Branch Bylaws Article VI, Section 2, Part d)

The program vice-president is an elected administrative position. The elected member in this position arranges programs for general membership branch meetings and events.

Term of Office: Two years

Responsibilities to West Harris County Branch:

- Serve as member of branch board of directors.
- Develop a program development team to assess needs and interests of members in order to generate relevant program ideas that help recruit and retain members.
- May also serve on the membership committee.
- Make venue arrangements for branch programs.
- Introduce program speakers for branch meetings, workshops and special events in cooperation with branch president and other program leaders.
- Preside at branch meetings in the absence of the president.
- Submit an annual report to the branch.

Responsibilities to AAUW Texas Division:

- Work with state officers to provide policy guidance for the continuing program concerns of the division.
- Assist in the selection of issues by identifying members' interests through the Emerging Issues and Interests Process and forward to division program development chair.
- Report information on branch trends, interests, etc. to division committees.
- Complete division annual report form if requested.

Responsibilities to AAUW National Association:

- Become knowledgeable of National policies and initiatives that help provide guidance for program direction.
- Submit annual National branch report to Program Department if required.

Leadership Skills Helpful to the Position:

- Communication skills. Knowledge of public interest organizations in the community and county, government agencies, industry officers, and other likely sources of information for branch program and project ideas that relate to the mission and public policy priorities of AAUW.

Other officers and members with whom this position interacts and how:

- Know and support branch officers and their responsibilities and maintain contact with them to insure their participation in branch programs when appropriate.

Time-Line of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.