

AAUW Maryland Program Vice President

PURPOSE

The AAUW Maryland program vice president works closely with the state president and board to develop and implement programs and other projects that promote the AAUW mission to advance gender equity for women and girls through research, education, and advocacy.

RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD

- Align strategic direction of AAUW affiliates in Maryland with each other and AAUW national
- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Submit records to AAUW Maryland archivist.
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

RESPONSIBILITIES OF THE POSITION

Responsibilities to AAUW Maryland

- Assume the duties of the President in her absence or inability to serve.
- Lead program planning groups
- Plan and develop programs to enhance each state meeting, working closely with the state president to achieve planned goals for each meeting.
- Work with the president to plan the AAUW Maryland annual convention, offering programming that is consistent with state and national goals and which is appealing to members in terms of offering useful information and encouraging them to attend the convention.
- Propose and implement additional programs, via in-person or virtually, to support state priorities. These may include Zoom virtual meetings on topics of interest and consistent with AAUW goals.
- Plan programs to implement mission-based programs that reinforce AAUW Maryland priorities.
- Utilize both in-person and virtual formats for meetings as appropriate.
- Review and evaluate previous state program efforts and determine that programs meet the state needs.
- Solicit speakers and panel members of state or national significance to spearhead the priorities of the state organization.
- Collaborate with other groups and coalitions that will promote AAUW's mission.
- Purchase gifts for program participants and give them. Send thank you notes to all participants and branch hosts.
- Create evaluation forms for each state meeting, collect from attendees, tabulate data and report results to those concerned.

Responsibilities to AAUW Maryland Branches

- Support branch program efforts by offering ideas and resources.
- Inform branch program vice presidents of AAUW state and national goals and priorities.
- Encourage branch program vice presidents to offer programs that are consistent with those goals and priorities.

Skills Helpful to the Position

Program planning and development, resource development, intercultural sensitivity and understanding. Previous experience at the branch or state level.

Time Commitment

Time commitment for this position is four hours per month with additional time required to attend board meetings and to prepare for and attend each state meeting.

Calendar:**Dates are flexible.**

July	Attend summer conference and begin planning for fall conference.
August	Finalize planning for fall conference
October	Fall conference Arrange site for summer conference
November	Form Convention Committee Meet with committee and start working on the program. Plan winter conference, if held
January	Attend winter state board meeting
February	Finalize annual convention program
March	Confirm site for following year's annual convention, fall conference and following year's summer conference With state president, plan agenda for state convention
April	The convention
May	Plan summer conference
June	Confirm final arrangements for summer conference Assist in planning the three or four meetings scheduled in the coming year Initiate planning with annual convention chair