

AAUW Maryland Public Policy Vice President Position Description

PURPOSE

The AAUW Maryland public policy vice president advocates for and represents AAUW's public policy priorities to policy makers, elected and appointed officials at the state and national levels, AAUW Maryland members, the public, and the media. They also coordinate AAUW voter education and turnout campaigns among branches in Maryland.

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.

Specific Responsibilities of the Position

Responsibilities to AAUW Maryland

- Advocate for AAUW's position on federal legislation to Maryland's US Senators and Representatives
- Identify individuals, branch public policy chairs, or others in each congressional district in Maryland to advocate for AAUW positions on federal legislation to U.S. representatives.
- Work with the AAUW Maryland board of directors to integrate advocacy and voter education and turnout campaigns with the strategic plan and other state priorities including membership, diversity, programs, leadership, and visibility.
- Develop AAUW's state policy agenda with the AAUW Maryland board of directors and advocate for its passage in the Maryland General Assembly using strategies including but not limited to:
 - Collaborating with the other statewide women's organizations, such as the Maryland Legislative Agenda for Women, the Maryland Commission for Women, and others.
 - Building trusted relationships with federal and state legislators.
 - Providing oral and written testimony and arranging for witnesses at hearings.
 - Using AAUW Maryland social media to advance the public policy agenda.
- Submit to the state board of directors the names of any coalitions which AAUW Maryland may wish to join. Take an active role or assign an issue chair when AAUW issues are involved.
- Develop and oversee the public policy and voter education campaign budgets for AAUW Maryland.
- Coordinate efforts with the national AAUW Public Policy and Government Relations Department grassroots advocacy staff.
- Identify and mentor AAUW Maryland members to become effective public policy advocates.
- Recruit and train AAUW Members and interns to build a pipeline of public policy advocates.

Responsibilities to AAUW Maryland Branches

- Provide branch public policy chairs with position descriptions and ensure that branch chairs are familiar with all of AAUW's resources for advocates.
- Encourage, support, and train branches in building local coalitions and promoting AAUW's public policy agenda and voter education efforts.
- Maintain regular contact with branch public policy chairs. Provide resources and ideas for speakers and programs to be presented at branch meetings.

Responsibilities to AAUW

- Keep the national AAUW office updated on branch and state public policy and voter education activities.
- Find and take positions on state and local issues; AAUW Maryland's board should take positions and advocate on state legislation and regulations in accordance with the AAUW Public Policy Priorities.

Skills Helpful to the Position

- Familiarity with the work of the Maryland General Assembly and statewide women's advocacy organizations.
- Experience with public policy program planning and implementation.
- Comfortable with public speaking and with traditional and social media.
- Previous experience at the branch or state level.

Time Commitment

Approximate time required for this position is six hours per month, except during the legislative session when the approximate amount of time is ten hours per month.

Calendar

Dates are flexible.

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| July | Attend summer board meeting Lead workshop at Summer Conference if requested |
| October | Attend fall board meeting Attend Fall Conference which traditionally includes a preview of the upcoming Maryland General Assembly. |
| November | Represent AAUW and participate in the MLAW conference |
| January | Maryland Legislative Session begins the 2 nd Wednesday in January Winter board meeting - Vote on AAUW Maryland legislative agenda. |
| February | Day in Annapolis |
| April | Maryland Legislative Session ends Spring board meeting State Convention |
| May | Organize public policy committee Renew membership in MLAW and run for MLAW Board of Directors |