



## **State Program Vice President Position Description**

The state program vice president assists state officers and branches in advocating for women and girls through the development and implementation of programs and other projects that promote education and equity.

### **Responsibilities to Your State**

- Assemble and convene a state program committee to plan and implement AAUW programs or other state education and equity programs and projects.
- Evaluate previous program efforts and assess state program needs.
- Develop a program or project action plan with specific and measurable goals and objectives using the program portfolio for ideas. Adapt the programs as needed to fit your states strengths and resources.
- Ensure that program priorities are included in your states strategic plan.
- Appoint committee members to spearhead the various components of your states programs and to serve as liaisons to branches.
- Assign a member of your committee to take the lead in planning your state convention.
- Work with other state officers and committees to integrate program goals with other state priorities, including membership, diversity, public policy and voter education, the AAUW Legal Advocacy Fund, fellowships and grants, leadership, and visibility.
- Participate in coalitions that will help promote AAUW's program agenda.
- Develop and oversee the program and state convention budgets in your state.

### **Responsibilities to Branches in Your State**

Establish a communications schedule with branch program vice presidents. Share successful programs among branches.

### **Responsibilities to AAUW**

Disseminate program information received from AAUW to your state board, branches, and community. Keep the national office informed about branch and state programs activities. Encourage members to complete the Every-Member survey to help set AAUW's program priorities.

[Type here]

### **Leadership Skills Helpful to the Position**

A good candidate will have experience in strategic planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, public speaking, consensus building, intercultural sensitivity and understanding, media relations, and fundraising.

### **Time Commitments**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the state board of directors and other committees as assigned. Attendance at state conventions and board meetings is required. Attendance at the AAUW National Convention is strongly encouraged.