

## **Leadership Skills Helpful to the Position – Program VP**

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.

### **From the NYS Bylaws:**

- a. Program Vice President
  - (1) Serve as chair of the committee on program development.
  - (2) Assume the duties of President in the President's absence or inability to serve.

### **From the NYS Working Rules:**

#### **C. Program Vice President**

1. Responsibilities to AAUW National
  - a) Integrate AAUW National program information, activities, and resources into the State program and throughout the state.
  - b) Keep the AAUW National informed about outstanding branch programs and projects.
2. Responsibilities to State
  - a) Serve on the Executive Committee.
  - b) Call and chair at least one meeting of the Convention Planning Team of the Board.
  - c) Implement the Annual Convention program in conjunction with the Convention Planning Team and the Convention Director.
  - d) Act for the President in her absence and at her request.
  - e) Prepare an annual report to be presented at the Convention business meeting.
3. Responsibilities to branches
  - a) Communicate at least four times each year with branch counterparts, including:
    - (1) Information about State program and projects; and
    - (2) Offers to help or visit for branch program planning.
  - b) Act as consultant for branch Program VPs/Chairs.