

NYS AAUW Program Vice President

Overview of the position: to promote mission-based programming at the state and branch levels.

Overall responsibilities:

- Develop a biannual theme from which programming at both state and branch levels can be developed.
- Guide branches into mission-based programs.
- Work with other state officers and committees to round out full programming ideas.
- Communicate with branch Program Vice Presidents on a regular basis to assist with ideas and individual questions.
- Plan and implement the annual convention program, including speakers, workshops, chat -rooms, logistics.
- Assist in selection of location for convention.
- Distribute, collect and evaluate NYS 21st Century Awards Applications so as to be presented at the annual state convention.

Available resources: AAUW Program Development Committee and staff, Diversity Resource Team, Education and Equity: Choices for a Changing World program portfolio, 21st Century Award materials, College/University Relations Committee, AAUW in Action, *Leader Tool Kit*, *Diversity Tool Kit*, and *Membership Tool Kit*. Website www.aauw.org

AAUW Branch Program Vice President

Overview of the position: Promote and develop mission- based programming for your branch to positively affect your community

Overall responsibilities:

- Recruit and maintain a program committee to develop relevant programs for your community.
- Develop a program action plan with specific and measurable goals, using the program portfolio for ideas. Adapt the programs as needed to fit branch and community needs, strengths, and resources.
- Work with branch members to effectively follow through with programming ideas.
- Partner with other groups and coalitions that will promote AAUW's program agenda.
- Ensure that program priorities are included in your branch annual plan.
- Assist the president in completing the NYS 21st Century Awards application.
- Share successful mission based programming through your local newsletter and by communication with NYS Program Vice President.
- Invite NYS Board members to your branch for relevant activities.
- Attend state meetings and district meetings so as to have most up to date materials on programming to bring back to your branch.
- Read and share AAUW-NYS Program VP communications.