

AAUW BALLWIN-CHESTERFIELD JOB RESPONSIBILITIES

VP--Programs

GENERAL:

- Each leadership position constitutes a two-year term.
- Each leader shall check AAUW email daily and respond ASAP.
- Each leader shall attend Board and Branch meetings, as needed.
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SPECIFIC:

Chair the Program Committee meeting in spring and agree upon speaker choices for the year. Contact each speaker. Ensure topics address AAUW priorities.

Contact again four weeks before meeting confirming date and requesting bio for introduction and publicity. Ask about AV needs, cell phone number, and to whom the honorarium should be written. Inform speakers we do not have internet access.

Contact one week before meeting with directions and parking info.

Submit article to newsletter editors and publicity chair before deadline.

Request \$200 honorarium check from Finance Officer.

Contact Morris at Trinity for any AV needs, parking cone for speaker, and placement of tables and chairs in the gym. (Obtain requests for tables, etc, at the board meeting.)

Bring podium light and projector and set up equipment. Place water on the table.

Distribute evaluation sheets before the meeting, collect, tally, and send results to presidents.

Greet speaker upon arrival.

After the break, reconvene meeting and introduce speaker.

Facilitate Q and A session, and then bring to a close. Thank speaker and present honorarium.

Email thank you to speaker.

Maintain a list of speaker ideas for the coming year.

- Monitor Programs budget expenses throughout the year.
- Prepare the next year's budget request for the May Board meeting.
- Prepare an end of year report and email to current, outgoing, and incoming presidents.
- Meet and mentor incoming VP--Programs after your term has ended.