

AAUW BALLWIN-CHESTERFIELD JOB RESPONSIBILITIES

PUBLIC POLICY

GENERAL:

1. Each leadership position constitutes a two-year term.
2. Each leader shall check AAUW email daily and respond ASAP.
3. Each leader shall attend board and branch meetings as needed.

SPECIFIC:

1. Attend monthly board meetings.
2. Write Public Policy articles for the newsletter.
3. Communicate public policy information generated by AAUW to the branch.
4. Act as a liaison between the state Public Policy chair and the branch.
5. Plan Public Policy events highlighting AAUW Public Policy principles.
6. Work with a Public Policy committee.
7. Monitor budget expenses throughout the year.
8. Prepare the next year's budget request for the May Board meeting.
9. Prepare an end of year report. Send email copy to current, outgoing, and incoming presidents; bring one hard copy to the May Board meeting.
10. Meet and mentor incoming Public Policy Director after your term has ended.

July 2017