

AAUW Crystal Lake Area (IL) Branch

Job Description – Co-Vice President Programs

TERM: Elected two-year position, with two Co-Vice Presidents Programs. One elected in even years, and one elected in odd years.

OVERALL DUTY: “The vice presidents shall perform such duties as the president and the board shall direct and as specified in branch policies and job descriptions.” (Branch Bylaws) Develop and deliver programs for monthly branch meetings.

BOARD MEETINGS (as scheduled): Required to attend.

DUTIES AT LOCAL LEVEL:

- ❖ Request programming ideas from branch members.
- ❖ Plan a yearly schedule of programs considering AAUW's mission and public policy initiatives, along with the interest level of branch members, and community at large.
- ❖ Send schedule of events to branch co-presidents for consideration.
- ❖ Contact and establish agreement with potential presenters on the date and time to present.
- ❖ Purchase a thank you gift and send to presenters with a thank you note after presentation.
- ❖ Discuss upcoming presentations at branch meetings.
- ❖ Send presentation information to the branch Publicity/Communications officer.

DUTIES AT STATE LEVEL: None

DUTIES AT NATIONAL LEVEL: None

Reviewed: 2023