

# Program Vice President

## POSITION OVERVIEW

The branch program vice president or officer assists branch officers through the development and implementation of programs and other projects that promote the mission of AAUW – advancing equity for all women and girls through advocacy, education, philanthropy, and research.

## Responsibilities

The following are the responsibilities of the Pittsburgh branch program vice president:

1. Recruit a branch program team to help plan and implement mission-based programs including AAUW programs or other education and equity projects.
2. With your team, evaluate previous branch program efforts and determine branch and community program needs.
3. To maximize program effectiveness, 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.
4. Ensure that AAUW mission-based program priorities are included in your branch annual plan.
5. Ask for volunteers within your branch to spearhead the various components of your branch programs and projects.
6. Work with other branch officers and committees to integrate programs with other branch priorities (e.g. public policy, membership retention, and recruitment).
7. Collaborate with other groups and coalitions that will promote AAUW's mission.
8. Ensure that the branch budget reflects branch program priorities.
9. Communicate with the branch president and communications chair for promotion of branch programs.

## Specific Responsibilities to your State

Maintain regular contact with your state program vice president or officer to receive and share information about AAUW programs. Disseminate AAUW program information received from your state program vice president or officer and the national office to your branch board, members, and community.

## Specific Responsibilities to AAUW

Inform the AAUW Branch Program Resources Committee or AAUW staff ([connect@aauw.org](mailto:connect@aauw.org)) of branch program efforts. Post branch programs on the [AAUW Member Showcase](#) calendar. Encourage members to complete the every-member survey to help set AAUW's program priorities.

## **Specific Leadership Skills Helpful to the Position**

Desirable skills for this position are strategic planning and goal setting, program planning and development, resource development, communications, team building, coalition building, mentoring, public speaking, consensus building, intercultural sensitivity and understanding, media relations, and fundraising.

## **Time Commitments**

Along with the time necessary to accomplish the above responsibilities, this position requires time to serve on the branch board of directors and other committees as assigned. Attendance at branch meetings is strongly advised and attendance at state conventions and the AAUW National Convention is encouraged.

## **Resources**

The [Member Center](#) is a great place to get mission-based program resources and tips for programming. Additionally, you can find information on [wonderful leadership programs](#) and the Breaking through Barriers Awards for outstanding branch programs.