

## **POSITION DESCRIPTION: AAUW FLORIDA DIRECTOR FOR PUBLIC POLICY**

**Overview of the position:** Take action on AAUW FL's federal, state and local public policy priorities, lead AAUW FL Voter Education efforts, and represent AAUW FL's public policy priorities to elected and appointed officials, AAUW members, the public and the media.

### **Overall responsibilities:**

- Establish a Public Policy Committee to plan and implement statewide public policy action and provide training and resources for branch public policy chairs, state leaders, and AAUW members.
- Establish e-mail group list of public policy chairs, public policy committee members, and state board members for the dissemination of information in a timely and effective manner.
- Use the statewide e-mail network to disseminate Voter Education, information about the status of bills in the federal and state legislatures, and other important public policy information to encourage AAUW FL activism.
- Ensure that the public policy program and voter education are included in the AAUW FL strategic plan.
- Evaluate previous public policy efforts and based on the AAUW FL strategic plan develop a public policy action plan.
- Work with state officers and committees to integrate public policy and voter education with other state priorities including but not limited to membership, program, diversity, and visibility.
- Develop active network of contacts in each Florida congressional district.
- Work with other statewide coalitions on AAUW FL public policy priorities.
- Biennially, with input from the Public Policy Committee, update or revise the Public Policy Program according to need and present it to the membership for approval. Following approval, print and distribute Public Policy Program brochures to branches.
- Prepare articles for *FloriVision* and for the AAUW FL web site public policy page.
- Plan and attend AAUW FL Lobby Days.

**Specific responsibilities to AAUW FL branches:** Encourage, support and provide training to branches in building local coalitions, promoting AAUW FL's public policy priorities, and voter education efforts. Maintain regular contact with branch public policy chairs.

**Specific responsibilities to AAUW:** Disseminate information received from the AAUW Public Policy Committee and staff on federal legislation, public policy initiatives and voter education throughout Florida. Inform AAUW about AAUW FL's public policy activism.

**Specific leadership skills helpful to the position:** Passion for public policy, program planning and development, team building, coalition building, conflict resolution, consensus building, communications, public speaking and media relations.

**Time commitments:** Serve on the AAUW FL board of directors and other committees as assigned. Attend all state board meetings, state conventions and any other state meetings. Attend AAUW FL Lobby Days. Attend the AAUW convention when possible.