

POSITION DESCRIPTION: AAUW FLORIDA PRESIDENT-ELECT

Position overview: Learn as much as possible about carrying out the responsibilities of the state president from shadowing the state president.

Overall responsibilities:

Accompany the president to meetings and other mentoring opportunities.

Undertake duties assigned by the President and board of directors.

Assist the President if and when the need arises.

Prepare to assume the Presidency at the end of the one-year term as President-elect.

Perform the duties of the President in all cases in which the President is unable to serve.

Learn about financial policies and procedures.

Be invited to all committee meetings.

Specific responsibilities to the state: Be prepared to assist the President with any activities and decisions, and undertake all assigned duties. Be prepared to perform the duties of President in any case in which the President is unable to serve.

Specific responsibilities to AAUW. Encourage qualified AAUW FL members to apply for national committees and leadership positions.

Specific leadership skills helpful to the position: Strategic planning, program planning and development, communications, team building, coalition building, mentoring, public speaking, intercultural sensitivity and understanding, public relations and fundraising.

Time commitments: Serve on the AAUW FL state board; attend all state board meetings, annual meetings, workshops, statewide membership meetings and state conventions. Attend the AAUW national convention/multi-state meetings when possible. Stay up to date on all AAUW initiatives.

Approved 11/13/23