

## **POSITION DESCRIPTION: AAUW FL DIRECTOR FOR PROGRAM**

**Overview of the position:** The Director for Program shall advance the AAUW mission and priorities through the development and implementation of mission-based programs and other projects that promote education and equity.

### **Overall Responsibilities:**

- Establish and utilize a committee to plan and implement AAUW FL programs and projects.
- Communicate with branch Program Directors as necessary to disseminate state information and serve as a consultant on their program development.
- Plan and oversee the program components of the state convention and statewide meetings with the assistance of the program committee, and in coordination with the state President, President- Elect and the convention Local Arrangements Chair or the host branch.
- Establish a committee to implement the Project Grants. They shall review applications and make recommendations to the Board as to which projects should receive grants.
- Ensure that program priorities are integrated in the AAUW FL strategic plan.
- Evaluate previous program efforts and assess state program needs.
- Work with other state officers and committees to integrate program goals with other state priorities.
- Participate in coalitions that will help promote AAUW's program agenda.

**Specific responsibilities to branches:** Establish communications with branch Program Directors. Conduct periodic surveys to learn of successful programs. Share successful branch programs and initiatives among branches.

**Specific responsibilities to AAUW:** Disseminate program information received from National to the state board, branches, and community.

**Specific skills helpful to the position:** strategic planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, intercultural sensitivity and understanding.

**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 when possible. Stay up to date on all AAUW initiatives.

Adopted 12/11/2023