

## **STATE PRESIDENT/ADMINISTRATOR POSITION DESCRIPTION**

The state President/Administrator develops, implements, and oversees all AAUW activities in the state; conducts the business of AAUW in the state; and serves as the primary AAUW liaison to the state, region, national office, and external communities.

### **Responsibilities to Your State**

- Convene a state board of directors to plan, implement, and monitor AAUW activities in your state.
- Communicate your vision for the state, commitment, and expectations to the board and state and branch leaders.
- Work with the board to evaluate previous state efforts and develop a state strategic plan that supports AAUW's current priorities.
- Support board officers in carrying out the strategic plan and achieving its measurable goals and objectives, including but not limited to membership recruitment and retention, public policy and voter education, diversity, and leadership programs.
- Encourage collaboration and teamwork, link membership development to all programming, and weave diversity into all that you do.
- Participate on state coalitions that advance AAUW's mission.
- Carry out AAUW business through the state board, state conventions, regional conferences, the national convention/multi-state meetings, and in accordance with state and AAUW bylaws.
- Serve as AAUW's state spokesperson internally and externally.
- Review and monitor the state's fiscal health and sign off on expenditures as appropriate.
- Approve/sign contracts as needed and file with Secretary and Treasurer.

### **Responsibilities to Branches in Your State**

Establish a communications schedule with branch presidents. Regular contact helps ensure that local efforts are consistent with AAUW's mission and goals. Share successful branch programs among branches.

### **Responsibilities to AAUW**

Encourage the state board and branches to support national initiatives and programs. Keep AAUW informed of activities in your state. Support AAUW's leadership development efforts by nominating members in your state for national leadership positions.

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

A good candidate will be skilled at planning and goal setting, program planning and development, communications, team building, coalition building, mentoring, public speaking, orientation, training, consensus building, intercultural sensitivity and understanding, dealing with the media, and fundraising.

### **Time Commitments**

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