**Job Description**

**San Antonio (SA) Vice President (VP) for Programs**

**American Association of University Women**

**(AAUW)**

**Summary: The Vice President (VP) for Programs manages the topics and speakers approved by the board of directors (BOD) for presentation at the monthly branch membership meetings, ensuring that they support the theme for the year and the overall AAUW mission of advancing equity for women and girls through advocacy, education and research. The Programs VP is an elected office and a member of the branch BOD.**

**Responsibilities: The responsibilities of the VP for Programs include to:**

* **Ensure programs support the goals, objectives, and interests of the branch BOD and the membership.**
* **Participate in AAUW-Texas program meetings, sharing information on SA branch activities and providing feedback to branch BOD on state activities and priorities. Likewise for meetings sponsored by AAUW National.**
* **Convene and manage a committee or similar group to plan and implement the program of guest speakers for in-person or virtual monthly membership meetings.**
* **Formulate a list of topics, speakers, and venues to present to the BOD for approval for the program year, September through May.**
* **Publish the topics, speakers, and venues (as appropriate) in the branch *Directory and Bylaws,* by August/September in time for the start of the coming AAUW year.**
* **Coordinate with each speaker regarding specific support required, information on the AAUW organization, and coordinate information with other AAUW members, as appropriate.**
* **Ensure that program information is shared through newsletters, and other branch media informing members regarding the topics, speakers, and venues.**
* **Post-presentation, coordinate the recording and other information from each speaker for posting on the branch website.**
* **For luncheon meetings, ensure venue compliance with requirements for maximum seating, WIFI, audio/visual, and maximum pricing, as determined by the BOD.**

**Leadership Skills: Knowledge of AAUW procedures and Bylaws and how they apply to the business of program management.**

**Time Commitment: Attending AAUW BOD meetings, branch membership meetings, and others as required. Major time commitment is in the preparation of speaker and venue recommendations during the months prior to the branch meeting schedule beginning September.**