

POSITION DESCRIPTION: FL AAUW PRESIDENT-ELECT

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

Overall responsibilities:

- Accompany the president to meetings and other mentoring opportunities, such as Lobby Days and negotiations with convention hotels.
- 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.
- Attend the Leadership Conference in Washington, DC prior to assuming the state presidency.

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 the Association. Attend the Leadership Conference prior to assuming the state presidency. Encourage qualified state 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, orientation, training, consensus building, intercultural sensitivity and understanding, public relations and fundraising.

Time commitments: The time necessary to accomplish the above responsibilities, serve on the FL AAUW executive committee and state board; attend all Executive Committee and Board meetings, state conventions, regional conferences, state leaders meetings, and the AAUW national convention.

POSITION DESCRIPTION: FL AAUW STATE PRESIDENT:

Position overview: Develop, implement, and oversee all AAUW activities in the state; conduct AAUW's state business; and serve as the primary AAUW liaison to the state, region, Association, and external communities.

Overall responsibilities:

- Develop the state board of directors into a team that plans, implements, and monitors AAUW activities in the state.
- Explain the state board's role and develop a climate that encourages teamwork among the board members. Maintain timely and regular communications with the board.
- Work with the board to develop a state AAUW vision, evaluate previous state activities and develop a realistic strategic plan that supports state needs and AAUW's current priorities.
- Support all board members in their efforts to develop FL AAUW into the organization they envision and in carrying out the strategic plan to reach the jointly established strategic plan's measurable goals and objectives.
- Develop e-mail group lists for Executive Committee, Appointed Officers and Branch Presidents.
- Mentor state board members who are serving at the state level for the first time.
- Develop coalitions with organizations that share most aspects of the AAUW mission; undertake joint activities and projects that will benefit women and girls. Promote working with other organizational members of the FL Women's Consortium.
- Conduct AAUW business through the state board, state conventions, regional conferences, and national convention, in accordance with state and Association bylaws.
- Develop agendas for all state business meetings.
- Serve as the liaison between the branches and South Atlantic Regional director.
- Serve as AAUW's state spokesperson internally and externally.
- Review financial quarterly reports carefully to ensure FL AAUW's continued fiscal health, sign contracts that have a state financial commitment.
- Mentor the president-elect.

Specific responsibilities to the state: Maintain timely communication with state board members and branch presidents. Share successful branch programs among branches.

Specific responsibilities to the Association: Encourage the state board and branches to support national initiatives and programs. Keep the regional director and the Association informed about state activities. Nominate qualified state members 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, orientation, training, consensus building, intercultural sensitivity and understanding, public relations, and fundraising.

Time commitments: Along with the time necessary to accomplish the above responsibilities, conduct state board meetings and state convention business sessions, attend regional conferences, state leaders meetings, and the AAUW national convention.

POSITION DESCRIPTION: FL AAUW DIRECTOR FOR PROGRAM

Overview of the position: Assist state officers and branches in advocating for all women and girls through the development and implementation of programs and other projects that promote education and equity.

Overall responsibilities:

- Establish and utilize a state program committee to plan and implement AAUW programs or other state education and equity programs and projects. Members of the committee should include but not limited to the Leader-on-Loan Coordinator, and the Leadership, Diversity, Creative Writing, and Mini-Grant Chairs.
Establish e-mail group lists of program vice-presidents and program committee for use in disseminating state and association information in a timely and efficient manner.
- Serve as a consult to branches and interbranches in programmatic areas.
- Plan and oversee the program components of the state convention with the assistance of the program committee, and in coordination with the state president and Convention Local Arrangements Chair.
- Ensure that program priorities are included in FL AAUW's 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, including but not limited to membership, public policy, diversity, development, leadership and visibility.
- Participate in coalitions that will help promote AAUW's program agenda.

Specific responsibilities to branches: Establish a communications schedule with branch program vice-presidents. Share successful branch programs among branches.

Specific responsibilities to the Association: Disseminate program information received from Association to the state board, branches, and community. Inform Association and Regional Director about branch and state program activities. Encourage members to complete the every-member survey to help set AAUW program priorities.

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: Along with the time necessary to accomplish the above, serve on FL AAUW executive committee and board of directors. Attend executive committee and state board meetings and state conventions. Attend regional conferences and Association convention if possible.

POSITION DESCRIPTION: FL AAUW DIRECTOR FOR FINANCE

Overview of the position: Serve as the FL AAUW chief financial officer and oversee the fiscal operations of Florida AAUW.

Overall responsibilities:

- With the state board, evaluate the financial health and stability of FL AAUW.
- Appoint a committee to develop an annual budget that is consistent with the FL AAUW Bylaws and policies, review budget overages, and recommend changes in the financial policies.
- With the state board ensure that budget supports the programs and activities described in FL AAUW's strategic plan.
- Open and maintain appropriate accounts.
- Prepare regular state financial reports analyzing actual performance against budget.
- Be aware of special federal and state charitable tax issues and legal liabilities.
- Work with the director for membership to secure membership renewals and process dues and fees, including filing the necessary forms with the Association.
- Support the work of the director for the Educational Foundation and the director of the Legal Advocacy Fund in processing and submitting contributions in compliance with proper financial accounting procedures and IRS regulations.
- File the IRS 990 form if gross receipts exceed \$25,000.
- Secure adequate insurance coverage in compliance with Article XI.
- Cooperate with the qualified individual conducting the annual review of the FL AAUW financial records.
- Retain in good order all annual financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letters, paid checks, deposits, and supporting documents.

Specific responsibilities to branches: provide support and technical assistance to branch finance officers as needed. Review and maintain state copies of branch dues and fees, membership and contribution reports.

Specific responsibilities to the Association: Ensure that all reports are submitted and filed with AAUW's national office according to established procedures and timelines. Ensure that FL AAUW is in compliance with all charitable tax laws and general accounting principles and practices.

Specific skills helpful to the position: knowledge of accounting principles and practices, planning, budgeting, team building, mentoring, and fiscal management.

Time commitments: In addition to the above responsibilities, serve on the FL AAUW executive committee and state board. Attend all executive committee and board meetings and state convention. Attend regional conference and Association convention if possible.

POSITION DESCRIPTION: FL AAUW DIRECTOR FOR PUBLIC POLICY

Overview of the position: Take action on FL AAUW's federal, state and local public policy priorities, lead AAUW Voter Education efforts, and represent FL AAUW'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 FL AAUW activism.
- Ensure that the public policy program and voter education are included in the FL AAUW strategic plan.
- Evaluate previous public policy efforts and based on the FL AAUW 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 statewide organizations on FL AAUW public policy priorities.
- Biennially with input from the Public Policy Committee the Public Policy Program shall be updated or revised according to need and presented to the convention delegates for approval. Following approval print and distribute Public Policy Program brochures to branches.
- Prepare articles for FloriVision and for the FL AAUW web site public policy page.

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

Specific responsibilities to the Association: Disseminate information received from the Association Public Policy Committee and staff on federal legislation, public policy initiatives and voter education throughout Florida. Inform Association about FL AAUW 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: The time necessary to accomplish listed responsibilities and serve on the FL AAUW executive committee and state board of directors and other committees as assigned. Attend all executive committee and state board meetings, state conventions and state leadership meetings. Attend regional conference and Association Convention if possible.