

Program Vice President

Goal: Develop Branch Programs that reflect the AAUW Mission, meet the needs of branch members and involve the community.

1. Review Board of Directors guidelines
2. Become familiar with the [AAUW National](#), [AAUW-NYS](#) and our [AAUW-Schenectady](#) websites, [NYS Programming Grants](#), [Programming Tool Kits](#) and [Leader-on-Loan Program](#)
3. Serves as Chair of Program Planning Committee (composed of President, Membership VP, Public Policy VP, Study and Interest Groups Chair. chairs of committees, and at least two non-board members appointed by the Program VP with the approval of the President)
4. Solicit potential ideas and speakers for AAUW mission-based programs.
5. Contact the proposed presenter to confirm dates.
6. Determine the program calendar for the coming year, taking the dates of religious and secular holidays into consideration
7. Decide the location where these programs will be held, contact that organization and confirm date
8. Presides at Board Meetings in the absence of the President
9. Attends Board Meetings and give updates on programming,
10. Serves as a member of the Finance and Public Policy Committees
11. Emails information about the upcoming General Meeting program to the Communications Chair, Newsletter Editor, and Study and Interest Chair.

12. Sends out an email reminder about the upcoming General Meeting to the membership (with email addresses) 3-4 days prior to the General Meeting
13. Finalizes program schedule for the coming year by mid-July and notifies Directory Chair, Newsletter and Website editors
14. Prepares Program budget for the Treasurer which is included with the annual Branch budget
15. Fills out and submits the NYS 21st Century Program Award Application found on the AAUW-NYS website with the president's approval that is due around February 15th.
16. Prepares end-of-year report and gives one copy to the President by June 1st and shares it and appropriate materials/records/guidelines with successor by June 30th.