

AAUW Texas Board Position

Description of Duties

Position Title: State President/Administrator

Leadership Skills Required and Helpful to the Position

- Must be a current member in good standing with an AAUW TX local branch, AAUW TX and AAUW National
- Must have served on a Texas State Board
- 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.

Position Overview:

- The AAUW Texas 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.

Branch Specific Responsibilities:

- 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.

State Specific Responsibilities:

- Convene a state board of directors to plan, implement, and monitor AAUW activities in Texas.
- Communicate your vision for AAUW Texas, commitment, and expectations to the board and state and branch leaders.
- Work with the board to evaluate previous AAUW Texas efforts and develop an AAUW Texas 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, AAUW Legal Advocacy Fund initiatives, fellowships and grants, 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, and the national convention, in accordance with state and AAUW bylaws.
- Serve as AAUW Texas and AAUW's spokesperson internally and externally.
- Review and monitor the state's fiscal health and sign off on expenditures as

appropriate.

National Responsibilities:

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