



AAUW NEW MEXICO PROGRAM VICE PRESIDENT

STATUS: Serves as member of the Leadership Team. Elected in odd-numbered years for a two-year term with a limit of three consecutive terms.

QUALIFICATIONS: Prior experience with AAUW program activities and issues.

VACANCY: Appointed by the Leadership Team upon recommendation of the President.

COMPOSITION OF THE PROGRAM DEVELOPMENT COMMITTEE: Program Vice President, Membership Vice President, Media Relations Chair, and as many others as deemed necessary.

DUTIES AND RESPONSIBILITIES:

The Program Vice President shall:

- Assume the duties of the President in the President's absence or inability to serve. Preside at meetings of the Leadership Team in the absence of the President.
- Contact branch counterparts in spring and summer to encourage including Association and State program priorities in branch programs. Act as a resource for branch program development.
- Coordinate publication of the agenda for the workshop and convention.
- Request a Leadership Corps or National representative for the State Convention and/or the workshop.
- Request and schedule speakers and panel members for the workshop and convention. Assist the President and local arrangements chair with the workshop and convention arrangements.
- Prepare articles for *The Roadrunner* announcing the workshop and convention [fall and spring editions] and summarized the meetings after they are held [summer and winter editions].
- Request branches to prepare program reports for the convention booklet.
- Prepare a program report for the convention booklet.

- Evaluate the convention, including attendee's evaluation at the next meeting of the Leadership Team.
- Maintain a convention notebook including the programs, budgets evaluations, and suggestions from the past five conventions. Pass this notebook on to the chair of the local arrangements committee by July 1 preceding the convention or as soon as the local committee begins preparations.
- Administer and account for the program budget item. Submit budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files, including the convention notebook, before July 1 or the conclusion of office.

The Program Development Committee shall:

- Identify and focus on those aspects of AAUW's program and issues that are of greatest interest to New Mexico. These programs and issues will support and promote the AAUW-New Mexico focus statement "Empowering women to take charge of their lives."
- Submit a program plan to the Leadership Team for approval for:
 1. the fall leadership workshop,
 2. the annual State Convention, and
 3. any other statewide meeting, when requested by the President or the Leadership Team.
- Coordinate with local host branch on facilities, budgets, all local arrangements and accommodations for invited speakers.

RESOURCES:

Mission based program tools and resources on AAUW.org website.
 Program-in-a-box [PIAB] section of website has varied programs with guidelines for organizing and presenting.