

April 2023 updated by Chris Panero, with input from 4/13/2022 email from Kathy Mountain.

PROGRAMS VICE-PRESIDENT

Job Description:

Work with the Program Planning Committee* to plan and facilitate programs for the general meetings. Two members often share this position as it is beneficial to divide up the work and also generate more ideas for a variety of programs.

Responsibilities:

1. Attend all Board meetings.
2. Plan and chair branch program meetings (general meetings):
 - Chair the Program Planning Committee.* Meet in June and as necessary throughout the year to plan the programs for the year. Brainstorm ideas for a wide variety of speakers. Consider possible programs based upon interests of our members as well as focus areas suggested by AAUW-National. You may also receive guidance from board members and previous Program VP's
 - Plan the September Event in time for the Triad deadline of August 15.
 - Supervise the planning and arrangements of all general (branch) meetings. Most in-person meetings are at a public library. For in-person meetings, work with the Hospitality committee.
 - Programs presented via Zoom offer opportunities to engage speakers from out of the area, thus expanding the available pool of speakers.
 - Coordinate dates:
 - Review dates with the chairs for special events: September Event, AAUW Fund Dinner/Annual Meeting, Installation, etc.
 - Review the Branch calendar with Board to avoid conflicts with AAUW or community events or with national or religious holidays.

The Petaluma branch has some good guidelines:

 - *“Avoid meeting [during] the following major religious observances: Easter, Passover, Rosh Hashanah (two days), Yom Kippur, Hanukkah, Christmas or major holidays of the significant religious or ethnic groups within the relevant geographic area of the branch. All Jewish holidays begin at sundown of the previous day. This policy is in accordance with AAUW’s Diversity policy #600.”*
 - General meetings are usually held in September, October, November, January, February, March (or April, depending on the AAUW Fund Dinner/Annual Meeting date), and May (optional). NOTE that only four meetings are required.
 - Coordinate publicity for programs with the Triad editor, Facebook chair, and branch representative to Redwood City Inter-Service Club Coordinating Council. Nancy Oliver often makes flyers as well.
3. After a general meeting:
 - Write and submit a brief article for the Triad. If you prefer, you can indicate the points you want covered and Micki Carter, the Triad editor, will write the article for you. She likes it when you send a photo too.
 - Send thank you notes to the speakers, as appropriate. An emailed thank you is fine.

4. Back up the President:
 - In the absence of the President, preside at general meetings and carry out the duties of the President.
 - Assume the Presidency in case of a vacancy in that office.
5. Arrange for gift for the outgoing President in time for Installation. In the past, the gift was usually a pewter Past President's Pin for a first year of a president's term and a silver or pewter chain for the second year, which can be purchased from the Napa branch. Consider asking the President if she'd like the pin/chain (some don't and would prefer dinner out). For subsequent terms (or even first terms) consider a gift certificate for dinner out.
6. Maintain a notebook that includes your End of year report and any other useful materials.

Member of: Board (Executive Committee)

Chair of: *Program Planning Committee, which may include the President, Hospitality, AAUW Fund, AAUW Public Policy, Neighborhood Coordinator. You can invite other branch members as well.

Deadlines:

1. Monthly Triad deadline (15th of preceding month)
 2. Deadlines for publicity about events (above)
 3. End-of-year report
 4. Order Past President's gift for Installation
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History:

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| 9/14/22 | <u>in-person</u> General meeting. Social get-together at Burton Park to meet the board and pick up directory. |
| 10/8/22 | <u>Zoom</u> , General meeting, with San Mateo Branch. Review of ballot propositions with League of Women Voters. |
| 11/12/22 | <u>in-person</u> , General meeting "Homelessness in SM County." Teri Chin, Human Services Mgr, Redwood City. |
| Dec. 2022 | Neighborhood Holiday Parties, no speaker |
| 12/3/22 | <u>Zoom</u> , <i>Robyn Peters of Crafting Change</i>
<i>A Popup Meeting. Popups can happen any month and are arranged by someone else but coordinated with VP Program to make sure it doesn't conflict with any other program. We usually do these by webinar.</i> |
| 1/14/23 | <u>Zoom</u> , General meeting. "Heritage Controversies — What's in a Name?" Carmen Blair, Deputy Dir of San Mateo Historical Society |
| 2/11/23 | <u>Zoom</u> , , General meeting. Dr. Laura Jones, Dir. of Heritage Services and University Archaeologist, Stanford U |
| 3/5/2023 | <u>Zoom</u> , "Women Who Shook the World," with Preethi Fernando.
<i>IBC popup.</i> |
| 3/11/23 | <u>in-person</u> , , General meeting. Christina Corpus, Sheriff, San Mateo County |
| 4/11/23 | <u>Zoom</u> AAUW Fund Speaker (arranged by Fund VP, not Programs VP) |
| 5/13/23 | <u>in-person</u> , General meeting. LaDoris Cordell, Retired CA Supreme Court Judge |